

Dynamic Youth Awards Operating Agency Registration



Agency applying for registration				
Name				
Details of Agency				
Address <i>(correspondence will be sent here)</i>				
Post Code		Telephone		Fax
Key Contact			Email	
Invoicing details (if different from above)				
Name				
Address				
Post Code		Telephone		Fax
Order Number			Email	

I wish to register to participate in the Dynamic Youth Awards as an Operating Agency. I accept the responsibilities of operating the Awards as detailed in the 'Operational Outline' overleaf. I acknowledge the cost involved for annual registration (currently £500) and I *have enclosed a cheque / *wish to be invoiced.

**Please delete as appropriate*

Signed:

Position:

Date:

For Office Use Only		
Date received	Date Stamp	
Cheque enclosed Y / N	Value £	Number
Passed for processing	Name	Date
Pack despatched	Name	Date
Invoice sent	Name	Date
Invoice details	Number	Date
Database updated	Name	Date
Nominal Code 4505 Dept Code 520		



DYNAMIC YOUTH AWARDS OPERATING AGENCY OPERATIONAL OUTLINE

1. REGISTERING TO ACCESS THE AWARDS

There are two tiers of registration to access the Awards:

a) Operating Agencies

These are generally Local Authorities, Local Authority Services (e.g. Youth Service, Social Work Service, Education Service etc.), Regional or National Organisations or larger scale projects. Operating Agencies promote and support delivery of the Awards to their own Participating Units.

A Schools and Colleges Operating Agency Licence is also available.

b) Participating Units

These are generally individual youth clubs, youth groups, small projects, regional/local branches of National Organisations, Off Campus support units, Alternative Curriculum Groups etc. Participating Units access the Awards through and are supported by their Operating Agency.

2. OPERATING AGENCY FEES

The annual Operating Agency fee is currently £500. If you wish to withdraw from delivering the Awards then please notify Youth Scotland prior to your annual registration fee becoming due or within 14 days of receipt of the renewal invoice. Please note that no refund of fees can be made after 14 days of receipt of invoice.

3. WHAT WILLOPERATING AGENCIES RECEIVE IN RETURN?

As an Operating Agency you will receive the following:

a) On initial registration you will receive a 'Start-Up Pack' from that includes:

- o Promotional Flyers
- o Awards Materials Order Forms
- o Participating Unit Registration Forms
- o 1 Copy of Dynamic Youth Awards Guidance Notes
- o 1 Sample completed Dynamic Youth Challenge Sheet
- o 5 Dynamic Youth Awards Challenge Sheets
- o 1 Dynamic Youth External Moderation Dates Schedule

b) A licence for your Operating Agency to register up to 20 Participating Units, each of which can present an unlimited number of Dynamic Youth Awards.

c) A regular Newsletter detailing developments within the Awards.

d) A unique registration number. This number will be notified to you after your registration has been processed and should be quoted on all correspondence.

4. WHAT ARE THE RESPONSIBILITIES OF AN OPERATING AGENCY?

- a) As an Operating Agency it is your responsibility to maintain and oversee the quality and standards in the operation of the DYA within your agency/organisation and all registered Participating Units.
- b) You must identify a key contact within your agency.
- c) Operating Agencies must approve the registration of Participating Units.
- d) Operating Agencies are required to operate the Awards in a non-discriminatory manner within an agreed code of practice that reflects Youth Scotland's commitment to Inclusion and Equal Opportunities.
- e) There is an expectation that everyone involved in delivery of the Awards becomes an advocate of good practise in relation to the Awards

Please complete and post this registration form to:

Youth Scotland
Balfour House
19 Bonnington Grove
EDINBURGH
EH6 4BL

E-mail: awards@youthscotland.org.uk

Tel: 0131 554 2561

Fax: 0131 454 3438

Web site: www.youthscotland.org.uk

If you have any queries or need help with completing this form please do not hesitate to contact us.

Dynamic Youth Awards is a UK wide programme operated by Youth Scotland and accredited by ASDAN.

