

Dynamic Youth Awards Participating Unit Registration



Operating Agency supporting registration				
Operating Agency Name		Registration Number	Sc	
Details of Group applying for registration				
Name of Group				
Address <i>(start up pack 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		Email		

I wish to register this Group as a Participating Unit to deliver Dynamic Youth Awards. I have the agreement of the named Operating Agency and, with their co-operation; I undertake to ensure that the necessary standards are maintained as detailed in the 'Operational Outline' overleaf. I understand that the contact information that I provide will be used in accordance with Youth Scotland's data protection policy.

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 470	



DYNAMIC YOUTH AWARDS PARTICIPATING UNIT 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.), Area Associations of Youth Scotland, Regional or National Organisations or larger scale projects. Operating Agencies promote and support delivery of the Awards to their own Participating Units.

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. PARTICIPATING UNIT FEES

Participating Unit fees are currently £30. Participating Units will automatically be sent renewal invoices. 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 WILL PARTICIPATING UNITS RECEIVE IN RETURN?

As a Participating Unit you will receive the following:

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

- 1 Promotional Flyer
- 1 Material Order Form
- 1 Copy of Dynamic Youth Awards Guidance Notes
- 1 Sample completed Dynamic Youth Awards Challenge Sheet
- 5 Dynamic Youth Awards Challenge Sheets
- 1 Dynamic Youth Awards External Moderation Form
- 1 Dynamic Youth Awards Dates and Information for External Moderation Meetings sheet.

b) A licence for your Participating Unit to 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 A PARTICIPATING UNIT?

- a) Operating Agencies must approve the registration of Participating Units.
- b) Each Participating Unit must ensure that all workers using the Awards are familiar with the guidelines. There is no training requirement to deliver the Dynamic Youth Awards.
- c) Regular liaison with your Operating Agency Moderator is essential to maintain the quality and standards of the Awards within your group.
- d) Participating Units 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

5. GETTING STARTED?

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.

