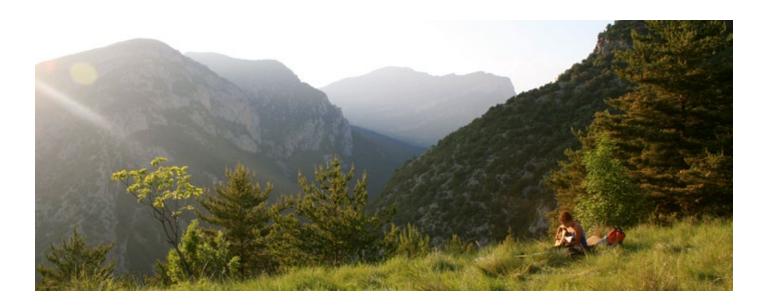


School of youth
FOR SUSTAINABILITY & HUMAN FLOURISHING

INFORMATION & REGISTRATION PACK
ESSENTIAL PROGRAMME INFORMATION
REGISTRATION FORM
MEDICAL DECLARATION FORM
TERMS & CONDITIONS
SAFETY & RISK MANAGEMENT POLICY





Dear Participant and dear Parent/Legal Guardian,

Not long to go until the School of Youth learning adventure, and we are so looking forward to meeting you and spending an amazing time together. With this registration pack we wish to give you all essential information (additional to flyer and website) and finalise your booking and preparation for the programme.

Within these pages you will find booking information, travel information, a packing list, registration and medical forms, our terms 8 conditions and a short extract concerning our safety and risk management (SRM) policy and your responsibilities within it. Please make sure to inform us of your travel details as soon as possible. If you have any more questions please do not hesitate to contact us (korbi@active-earth.net, 0034.699960134).

In happy anticipation,

Your School Of Youth Team

Registration & Payment

We have received and confirmed your interest by email and have reserved your place on the programme. To secure your place and to finalise your booking please fill in and return the Registration and Medical Forms, which you will find within these pages and make a non-refundable deposit of 25% of the programme fee.

The School Of Youth is a not-for-profit initiative founded and delivered by Active Earth Learning Limited, a UK registered company. This years programme is organised in colaboration with the Next Green Heroes, a Swizz Registered non-profit organisation. Providing credibility and transparency to the not-for-profit status of the programme is important to us. Therefore the Next Green Heroes act as a fiduciary and manages booking and payments for the School Of Youth.



The total regular amount is 950,- Euro. VAT, local transfers, meals and accommodation in tents, special outdoor equipment, teaching materials, guiding and programme facilitation are all included. Not included is pocket money (we reccommend no more than 10,- Euro/day). To secure your place we require a non-refundable payment of 237,50 Euro (25%). Please note that we cannot hold your place until we receive your funds in our bank account. The remainder of the programme fee is payable latest 30 days prior to the beginning of the camp. Please read the Terms and Conditions for our cancellation & refund policy.

You may pay via BANK TRANSFER or by CREDIT CARD via www.nextgreenheroes.com. Our bank details are:

Account holder: Bank:

Next Green Heroes Verein Credit Suisse AG Thurgauerstrasse 119 Sägereistrasse 28

8152 Glattbrugg, Zürich 8070 Zürich Switzerland Switzerland

IBAN: CH02 0483 5184 7835 7100 0 BIC / SWIFT: CRESCHZZ80A

Discounts

10% for two people signing up together 15% discount for revisiting alumni 15% discount if 3 or 4 people sign up together* 20% discount if group of 5 to 10 people sign up together* For more than 10 people, please contact us.

Travel, Visa & Insurance

- Travel to Spain: Friday, 1st of August 2014 - Return Home: Sunday, 10th of August 2014

a) Travelling by Train or Plane

You will need to organise your visa (if needed) and travel to and from Barcelona or Girona airport or main railway stations. We will pick up participants at the airport or train station. The participant should have a mobile phone with them to contact us in case of emergency. Students should arrive at their destination on the 1st of August by 13.00 (1 p.m.) latest. Please email us your travel details as soon as possible, so we can make arrangements accordingly.

At the end of the programme the School of Youth team will escort the participant to the airport or train station and make sure the student gets on their plane or train safely to return home.

b) Travelling by Car

We will welcome students arrving by car and their parents between 15.00 and 17.00 on the 1st of August 2014 in our camp at:

> Càmping Masia Sadernes (www.sadernes.com) 17855 Sadernes Alta Garrotxa Girona - Spain Tel. Camping: +34 972 687 536



Here a google maps link to help you find the place: https://mapsengine.google.com/map/edit?mid=zExdFNxnB2ik.kov5KIC00qZ8

Pick up or leaving by car is on the 10th of August 2014 from 12.00, noon, onwards.

c) Insurance

Participants/parents or guardian are required to contract insurance for the participant to cover for accidents and any possible health issues from 1st August to 10th August 2014. Participants without insurance will not be accepted on the programme. All travel, visa and insurance costs should be covered by the participant/family. We also recommend a travel cancellation insurance, as short notice cancellations cannot be refunded (please see our Terms & Conditions).

What to bring

Here is a list of things you will need to bring with you to the camp to make sure you're safe and comfortable for the activities you'll encounter.

For sleeping

Sleeping bag.

Small pillow – this is optional, but if you have space bring it along.

1 single bed sheet.

Torch – if you have a head torch this is ideal, make sure batteries are charged!

Clothes and shoes

Hat to protect from sun

Clothes for hot weather (e.g. t-shirts, shorts, underwear, socks - preferable natural, light material)

2 pairs of long trousers (at least one pair comfortable for walking, i.e. not jeans)

2 long sleeved tops (e.g. sweatshirt or hoodie) it will be cooler at night.

Swimming clothes (e.g. swim shorts, bikini, swimsuit).

Towel or sarong – if you can get a quick drying type these are very useful.

Light waterproof jacket – it sometimes rains in the Alta Garrotxa so this is important.

Shoes

2 pairs of trainers or light trekking shoes – make sure they have a good grip as you'll use these for trekking and climbing. One pair will get wet so you will need to have a spare and bring socks to avoid blisters.

Sandals or flipflops – to wear around the camp.

Other essentials

Water bottle -1.5 litre re-usable water bottle.

Washbag – just bring the essentials (e.g. toothbrush/paste, soap, deodorant, suncream, mosquito repellent).

Personal medication – you will know if you need this.

Small back pack - for day trips, walking and climbing (bring a large back pack as well, to pack everything into as this will be easier to carry to the camp than a suitcase).



Optional extras

Camera – if you have one, don't worry if you don't, we do!
Books and drawing material – if you like reading, drawing, painting.
Musical instrument – if you have one and can transport it easily.
Music – you can also bring music on MP3 or ipod.
Personal outdoor equipment – such as climbing shoes, wet suit, etc.

Something about you

Please bring a small object that is dear to you, that symbolises who you are and your personal uniqueness. Thank you!

If there is anything on this list that you can't get then please contact us and we'll try our best to help you out!

Accommodation

Our beautiful camp is based at Camping Masia Sadernes in the heart of the Alta Garrotxa nature park. You will sleep on a clean, single mattress in a shared tent (separate tents for boys and girls) together with a maximum of three others. At the heart of our camp is a large geodesic dome which offers a great space for activities, community life and chilling out. We will ask you to take on some responsibilities to make camp life pleasent, such as keeping spaces tidy. On the camp site you will find very well looked after bathroom facilities, football and volley ball pitches, table tennis and plenty of good spots to hang out.

Food

At the School of Youth, preparing meals and eating together is an important aspect of forming our little learning community. We follow a diverse Mediterranean diet, sourcing wherever possible local organic ingredients and aiming for a variety of tastes and flavours. You will have the chance to help prepare the meals, to learn from our chef and to share some of your own favourite meals. Please inform us of any special dietary requirements by filling in the medical form below and sending back to us a scanned copy, photograph or fax.

Diversity and multiculturalism

An inherent part of the School of Youth programme is being part of a group of young people from 16 to 21 years of age and of different nationalities, religious and social background. We will create space for sharing and communication, and we expect an open mind and respectful attitude from participants. You will find yourself trully enriched by this multicultural experience.

Building a Safe Learning Community

At the School of Youth we know from our own experience that teenage years and young adulthood are one of the most exciting times in life. The world opens up to be explored, boundaries are expanding not just in our thinking and in our range of movement but also in our bodies. As we, the School of Youth team, are fully responsible for all participants during their time with us, we need you to understand that there are some rules that we are required to observe strictly. To build a learning community in which we can all feel safe and at ease it is of utmost importance to us that you understand and agree not to consume alcohol or any other drugs and not to engage in any sexual relationship during your time on the programme.



Terms & Conditions

The School of Youth is a not for profit programme owned by Active Earth Learning Limited, a UK registered company. This document lays out, for our mutual interest, the foundations determining the contractual relationship, which results from your registration for a School Of Youth programme:

1. Contract

Your contract for the School Of Youth programme is with Active Earth Learning Limited (hereinafter referred to as "AEL" or "we" or "us"), registered in England, company No. 7573219.

2. Confirmation

To confirm your booking with AEL you are required to complete, sign and return the 'programme registration' form' to us, along with your non-refundable payment of 25% of the total programme fee. You can do this online or via bank transfer. We will then confirm your booking.

3. Payment

Prices depend on the respective programme and are stated in the description. Agreements on prices other than these only are valid when laid down in writing. The total amount is to be paid 30 days in advance of programme commencement. Only those having paid the full price are entitled to participation.

4. Participant Information and Criteria

For each and every individual participant covered by this contract, you must notify AEL by of the following information before the services are provided:

- a. the participant's name;
- c. the participant's email address;
- b. the participant's date of birth;
- c. details of any health conditions, medications or aller-
- d. the name and contact details of next of kin;
- e. for participants under 18 years of age, contact details of parents or legal guardian
- e. details of any special dietary needs.

This information must be supplied using an AEL "Programme Registration & Medical Declaration form" which must be signed and dated by each participant. Participants must be eighteen (18) years of age or over to participate in services provided by this contract or provide the signatures by their parents or legal guardian.

5. Changes by You

We will endeavour to meet any alterations to your booking that you request, however these are subject to availability and cannot be guaranteed. Any requests must be made in writing. If changes you request result in additional charges, including administration charges, you will be responsible for this extra cost.

6. Cancellation by You

Should you unfortunately need to cancel you must notify us in writing. AEL is eligible to charge the following costs associated to your cancellation:

Until 30 days before programme starts, 10% of total price, and a minimum of 50,- Euro.

From 30 days before programme starts, 25% of total price. From 15 days before programme starts 40% of total price. From 10 days before programme starts 80% of total price.

Should the participant not partake in the programme without filing a written notice of cancelation AEL is entitled to charge the full amount from the participant.

If the participant leaves the camp early, they will have no claim for reimbursement for services. If there are any saved expenses for services, the organizer will decide to repay the participant.

7. Cancellation by Us

If the participant repeatedly interrupts the processes of the course or doesn't comply with the organiser or their representatives then the organiser has the right to exclude the participant without notice. In the event of termination of the contract and the exclusion of the participant from the event, AEL will still be charging the agreed price in full. Saved expenses may be refunded to the participant.

8. Minimum number of participants

The organiser is entitled to cancel the event no later than 14 days before the start of the event if the minimum number of participants is not achieved. In this case, the organiser is obliged to return all payments made to them immediately to the participant. Any further claims from participants are explicitly excluded. Hence we strongly recommend to take a travel cancelation insurance.



9. Changes by Us

We will do our utmost to deliver our services in accordance with what we have confirmed to you, but reserve the right to make unavoidable alternations or cancellation to facilities, services or prices after confirmation if necessary. We will advise you of any alterations as soon as possible. If it is a major change, which significantly alters the nature of your experience you will have the choice of accepting the change, accepting an alternative experience (if the price is lower, we will refund the difference) or accepting a 50% refund of monies paid. AEL will not cancel any experience for reason of political tension or natural disaster unless specifically recommended to do so by the UK's Foreign Office or unless the circumstances fall within the scope of Force Majeure - see below. We will not refund any incidental expenses you may have incurred as a result of cancellation.

Where a major change arises from circumstances amounting to a force majeure (please see below), we will endeavour to refund all sums as yet unpaid by us to our suppliers. Your insurance policy, however, must cover the remainder.

10. Participation of Minors

For underage participants it is the responsibility of the organizers to fulfil their supervisory duty. The parents or guardian must notify the organisers of health limitations of the participant (such as allergies or health problems). The medical form has to be filled out and handed to the organisers before the start of the event. By signing this contract parents confirm explicitly that the participant is fit and able to attend the event.

Any information provided by AEL on such matters as climate, weather, environmental conditions, clothing, baggage, accommodation, food, transport and special equipment is given in good faith but without responsibility on the part of AEL. It is a fundamental condition of this contract that you accept the hazards involved when undertaking outdoor activities and you accept that in visiting remote and mountainous regions and areas whose access is subject to weather, tides, and sea or terrain conditions, that there must be an element of flexibility. You must acknowledge that delays and alterations and their results, such as inconvenience and discomfort, are possible where unforeseen circumstances arise.

Participants undertaking outdoor activities as part of this agreement must have a level of fitness commensurate with the services specified, and you are responsible for bringing the appropriate equipment, details of which will be sent to you in advance. It is your responsibility to read important information including our Safety and Risk Management Policies 'information for participants' and the description of the activity, that are necessary to prepare you for the outdoor experience.

If, in the opinion of the AEL guide or staff member, the health, fitness, psychological condition, behaviour or equipment of a participant may compromise the safe provision of the outdoor activities specified as part of this contract, or in the event that that participant's behaviour is considered unacceptably disruptive to the prejudice of other members of the group, we reserve the right to cancel or terminate your contract. In these circumstances you will not be entitled neither to a refund nor compensation.

12. Insurance

To undertake outdoor activities as part of this agreement it is the responsibility of each participant to be covered by adequate insurance for the duration and type of activity undertaken. The insurance must include cover for cancellation and curtailment, medical and emergency expenses (including evacuation by helicopter), personal accident, injury and death. In the event of emergency medical rescue and/or evacuation during a programme, by whatever means, the responsibility of such costs will be borne by the client. It is therefore essential that adequate cover is in place. AEL can provide details of suitable policy providers. Failure to disclose pre-existing medical conditions may render policies invalid.

13. Medical Conditions

If a participant suffers from a medical condition that may affect their, or other people's, safety or enjoyment of an outdoor activity, you must advise AEL at the time of booking. If a participant leaves any part of a programme, undertakes independent activities during the programme, or acts contrary to the safety advice and instruction given by the programme leader, we are not responsible or liable for their actions or their safety. Participants may also be asked to leave the activity if their actions compromise their own safety, or that of other members of the group or the programme leader.

Any participant under the influence or recent influence of alcohol or any form of narcotic substance, legal or otherwise, may be dismissed from the group at the discretion of the programme leader. AEL take no responsibility for the safety of a person dismissed from the



programme for this reason, or for relocating them back at the designated 'Meeting Point'.

14. Complaints

If you have a complaint about the provision of the services provided by AEL, you should make it known to the Project Manager or a staff member at the earliest opportunity, thereby giving us the opportunity to put things right for you immediately. If the matter cannot be resolved to your satisfaction, please contact AEL within 28 days of the end date of your contract and we shall endeavour to provide a prompt resolution.

15. Force Majeure

AEL will accept liability for the negligence of its employees causing direct physical injury to participants only to the extent that it is obliged under English law. We cannot be held responsible for any mishap to participants or a participant's property, and in particular for the consequences of flight cancellations, vehicle accidents, strikes, natural disasters, sickness, Government, local authority or customs or police intervention or other such happenings amounting to force majeure.

16. Liability

AEL and its employees are covered by UK public liability insurance for Outdoor Education Services up to a maximum of £ 10,000,000 for employers liability and £ 2,000,000 for public/products liability in any one claim. By signing this agreement you acknowledge that AEL has taken all reasonable steps to safeguard its liability in this respect. AEL shall not be liable for any damages caused by the total or partial failure to supply these services if such failure is:

- a. attributable to anyone other than the AEL leader(s); b. unforeseeable or unavoidable and attributed to a third party unconnected to AEL;
- c. result of unusual or unforeseeable circumstances, reasonably beyond the control of AEL;
- d. a result of an event which AEL or any of its agents, even with all due care, could not foresee.

Where AEL are found to be liable for damages in respect of its failure to supply the contract, the maximum amount of such damages, compensation and loss of enjoyment will normally be limited to the contract fee. Where the damage relates to damage caused by the provision of road, rail, river or sea transport, or hotel accommodation, any compensation payable will be limit-

ed by the Athens Convention 1974 (sea), the Berne Convention 1961 (rail), and the Paris Convention 1962 (hotel accommodation). All air transport is undertaken entirely at your own risk. Any independent arrangements that you make which is not part of the specified services are entirely at your own risk.

17. Data Protection

We will provide your personal information, as well as personal information you provide in relation to others in your party to our staff and service providers, who might be located outside the UK and/or EU, to enable the operation of the services required by you. If you make special requests, which include, but are not limited to, special dietary, religious, or disability related requirements, which constitute sensitive information, the relevant data will also be passed to the relevant staff or service provider to enable provision of the services requested by you. We will apply appropriate security measures to protect this data.

18. Website Accuracy

All information given in our promotional materials are, to AEL's knowledge, correct at the time of publication. Before you enter into a contract with us, we reserve the right to make changes to the information provided.

19. Governing Law

This contract shall be governed by English law and shall be subject to the non-exclusive jurisdiction of the English courts.



SAFETY AND RISK MANAGEMENT POLICY

Information for Participants

Introduction

The School Of Youth utilises outdoor adventure activities to deepen our understanding of ourselves, and our relationships with others and the environment. Adventure is by definition an undertaking of unknown outcomes. Statistics show that outdoor education programmes are very safe, in fact driving in a car poses a greater risk than being on professionally managed outdoor education programme. However, due to their nature, outdoor activities present an inherent risk of accident and of possible serious injury or death. At the School of Youth we view emotional safety as being just as important as physical safety. Hence, we take students cultural and religious integrety, with respect to beliefs, customs and traditions extremely serious.

The School of Youth views an effective Safety and Risk Management (SRM) policy as a fundamental responsibility of the organisation. Due to the varied nature of adventurous activities, the School of Youth employs a flexible SRM policy. It is an integrated, transparent system, containing multiple individual risk assessments. The policy identifies the roles of individuals, states the required procedures at different steps of operations, and realises the need for continuous re-evaluation to maintain up-to-date systems. The School of Youth is thus able to provide a safe and meaningful experience during its educational programs.

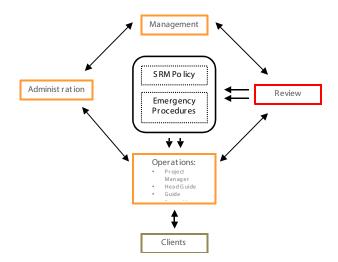
This document is designed to outline, in a clear and concise manner, the School of Youth SRM policy framework, thereby providing all necessary information required for a solid understanding of it. Included is an introduction to the overall SRM policy process, and your specific role as Participants.

It is your responsibility to familiarize yourself with the material in this document before arriving at a School of Youth project. It is imperative that you do so to ensure that you have an understanding of your responsibilities as Participants to maximize your benefit from the School of Youth program.

Overall Policy Process

The School of Youth SRM policy is an integrated framework of multiple individual risk assessments that promotes flexibility and reappraisal. The policy is therefore able to adapt to the varied requirements associated with outdoor adventure activities, thereby maximizing the safety of both Guides and Participants during educational programs. Risk assessment is a continuous process that starts before any operations commence. Each department of the School of Youth undertakes risk assessment as a fundamental process.

- If the Participant's ability is unsuitable for the training taking place, the Participant will be advised accordingly. Where possible an alternative activity more suited to their needs will be offered.
- In order to facilitate safe practice, all Participants are asked that in all circumstances the instructions provided by Guides should be followed.
- All Participants at the School of Youth are expected to declare if they have, or have had in the past, a medical condition and if they are using any medication at present.





Participants' Responsibilities

Participants are defined as fee-paying participants that employ the services of the School of Youth. Prior to participation, the School of Youth informs Participants of the general risks of outdoor activities and adventure. The Participant's role, with respect to SRM policy, requires that they are honest about their confidence and competence in respect to the activities in question. While all School of Youth projects are planned and supervised in a way to minimize the risk of accident to both Participant and Guide, there remains a potential risk.

An open relationship between Guide and Participant is needed to provide a realistic, practical and beneficial SRM process. Therefore, Participants must be informed before they arrive at a School of Youth project that:

- Outdoor activities, by their nature, contain a degree of hazard and risk and despite the greatest care accidents may still occur.
- All School of Youth students and their legal guardians should be aware that involvement places them at risk of accident and potential injury, possibly serious or even fatal. Other than under exceptional circumstances, and unless otherwise informed, it is assumed that Students and their legal guardians having enrolled are aware of and accept the inherent risk associated with the activity they have chosen to partake in.

- The School of Youth holds a professional liability insurance covering all staff and public. This insurance does not cover health and accident of participants and hence it remains the participants responsibility to ensure sufficient insurance cover as deemed appropriate.
- · Guides are responsible for the safety of their Participants during periods of daily activities. In order to manage the risk, all Participants are requested to draw the attention of the Guide(s) if they are unhappy or feel the activity is beyond their ability. No Participant, irrespective of circumstance, is required to undertake any aspect of the course and may withdraw from the course at any time. We call this principle "Challenge by Choice".
- · Guides are employed on the basis of their experience and technical ability, and will possess the relevant qualities and have received the appropriate training required to deliver the program safely. During the activities provided, Guides will evaluate individual Participants' ability and in the event that the Participant's ability is unsuitable for the training taking place, the Participant will be advised accordingly. Where possible an alternative activity more suited to their needs will be offered.
- · In order to facilitate safe practice, all Participants are asked that in all circumstances the instructions provided by Guides should be followed.
- · All School of Youth students are expected to declare if they have, or have had in the past, a medical condition and if they are using any medication at present.

PROGRAMME REGISTRATION AND PARENTAL CONSENT FORM



a brand of active earth learning limited

DETAILS OF VISIT:	
Programme Name: School of Yo.	uth
Date of Visit: 01 10. August 2014 Regular Price: 950,- Euro per parti	
PARTICIPANT DETAILS:	
Full name:	Male/ Female:
Date of Birth:	Age:
Contact Address:	
E-mail:	Telephone:
IN CASE OF EMERGENCY	
Name of person to contact:	
Address:	
Telephone:	
·	ntermediate good/fluent

I have read and understand Active Earth's Terms and Conditions for participation and accept them as contents of this contract.

- · I am fully aware that participation in the School Of Youth includes outdoor education activities. Outdoor activities, by their nature, contain a degree of hazard and risk. Despite the greatest care accidents may still occur.
- I am aware that it is my responsibility to ensure adequate insurance cover (i.e. health and accident insurance) for myself/my child.
- · I declare the information provided is correct. I will ensure that any change to circumstances, which could affect the participation of me/my child in activities (e.g. recent medication or injury) will be notified to the organizers.
- I authorise the use of photos or video footage taken during the camp to be used by the School of Youth, Active Earth and the Next Green Heroes for websites and other promotional material.

I will print, complete and return the Medical Declaration Form within the next 10 working days by email or by post to:

School Of Youth Active Earth Learning Limited Carrer Sant Joan 18 17853 Tortella Spain

	Date:	Signature:
→PARENTS/GUARDIANS PERMISSION 8 SIGN	NATURE FOR PARTICIPAN	NTS BELOW 18 YEARS OF AGE REQUIRED!



MEDICAL DECLARATION FORM

FOR THE SCHOOL OF YOUTH

Private and Confidential

MEDICAL INFORMAT	ION		
	the following conditions? (delete as annronriate)	
Asthma Chest Problems Fainting Heart Trouble Tuberculosis	yes/no yes/no yes/no yes/no yes/no yes/no	Bronchitis Diabetes Migraine Raised Blood Pressure Angina	yes/no yes/no yes/no yes/no yes/no
ii you answered yes co ai	ly of the above, please prov	ide decai de decails.	
		ignosed with?	
Do you suffer from any ot ous injuries, medical treat If yes, please provide accu	ment and medication?	: ActiveEarth/EasyDay should be a	aware of including previ- yes/no
Are you allergic or sensiti If yes, please provide accu	,	enicillin), insect bites or food?	yes/no
Are you taking any form o If yes, please provide accu	f medication on a regular b urate details:	asis?	yes/no
Please ensure that you ha	ave adequate supplies of me	edication for your entire visit	
To the best of your knowledge, have you been in contact with any contagious or infectious diseas or suffered any recent condition that may become infectious or contagious? yes/no If yes, please provide accurate details:			
Do you have any special d If yes, please provide accu			yes/no
Please provide any addition	onal appropriate informatio	n concerning your health:	