



This Duke of Edinburgh's Award (NSW Division) Coordinator Resource is to be used as a GUIDE ONLY. Given the nature of The Award and its broad scope, NSW Communities – Sport and Recreation cannot provide specific resources to meet the needs of each Participant, Assessor, Supervisor and Register Operator. It is not intended for this resource to be prescriptive and Registered Operators, Supervisors and Assessors must develop their own materials to match their needs. NSW Communities – Sport and Recreation will not be held liable or responsible for any loss, damage or other inconvenience caused as a result of the Registered Operator's, Supervisors and Assessors use of these materials.



# How to fill in your blue Notice of Commencement card

THE DUKE OF EDINBURGH'S AWARD  
IN AUSTRALIA

**NOTICE OF COMMENCEMENT**

Surname: \_\_\_\_\_

First Names: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_ Tel: ( ) \_\_\_\_\_

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Male/Female

Award commenced: Bronze / Silver / Gold

Date of Commencement: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

School or Organization: \_\_\_\_\_

Participant's Signature: \_\_\_\_\_

12 AUG 2008

This card MUST be completed and returned to the address shown as soon as you commence the Award

Registration Number  
08 - 3894

**A** Make sure all this area is filled in with **clear printing**, including your Date of Birth

**B** Circle the correct selections

**C** Your parent/guardian signs the back

**D** Make sure the "Date of Commencement" on the front of the card is the same date or after the date your parent/guardian signed the back

**E** Ensure the full name of your School or Organisation is written in this section (no abbreviations please)

**back of card**

THE DUKE OF EDINBURGH'S AWARD

The Duke of Edinburgh's Award in NSW and the Department of Tourism, Sport and Recreation in NSW holds information regarding your participation in the Award programme. The information will be stored on a database that will only be accessed by authorised Department personnel and is subject to privacy restrictions. Information about your participation will not be released without first gaining your consent.

Information held by the Duke of Edinburgh's Award in NSW can be accessed, changed or removed by contacting the Award office on 02 9006 3803. Removal of information will mean that the participant is no longer registered as being involved in the Award or covered by the Award's insurance.

I ..... being a parent or guardian give consent for my child ..... to participate in the Duke of Edinburgh's Award.

Signed ..... Date .....

The Award has been advised for the protection of young people that the 'Notice of Commencement Cards' must be placed in an envelope and returned to The Duke of Edinburgh's Award, Locked Bag 1422, Silverwater 2128.

**F** Record this number in the front section of your Record Book (page 2)

**G** Sign the card yourself

**H** Hand the completed card to your coordinator for mailing to the State Award Office **IMMEDIATELY**

**i** Date of parent/guardian signature must be on or before the "Date of Commencement"