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WBW/143/3/Trg

14 September 2009

OC Squadrons

### **DofE GOLD PRESENTATIONS – ST JAMES’ PALACE - CHANGE OF SYSTEM**

1. The DofE has changed the way that representatives from Operating Authorities are invited to attend the above events alongside candidates from their respective units. The cadets in our case would nominate a member of staff from their unit to attend with them, and HQAC would then decide which staff member was so invited.
2. With immediate effect, the system has now changed. The new system is that for each Presentation only 16 members from all Operating Authorities (there used to be far more), will be so invited. (This does not affect at all, the candidate inviting a parent or friend to attend with them). What will happen now is that the Regional DofE Officer will receive a list of cadets who are attending each presentation and will then ask Wing DofE Officers to nominate a member of staff for each unit attending. From that list he will nominate selected staff to Windsor who will make the final selection. As such as before no guarantee of selection but if not nominated by Wing and Region no chance at all.
3. The nomination process will be that when RHQ send Wing the notification of cadets attending a presentation there will be an electronic proforma to be completed and returned by a closing date stipulated and this will then be forwarded to RHQ and onto Windsor for selection.
4. I will now keep copies of the Gold notification forms submitted, and send out requests to units when one of their cadets attends a Gold Presentation at St James’ Palace. It should not involve much extra work, but there are less places available now for staff to attend as guests than previously so every nomination is that bit more important.
5. Any queries, please let me know. Copy of the nomination proforma is attached for information. This letter and attachment will also be on the Wing web site in due course.

#### ***Original Signed***

B Coats  
Squadron Leader  
Wing DofE Officer

Copy to  
OC Wing  
WSO's



# GOLD AWARD PRESENTATIONS

## St James's Palace, ( Date)

Please type this form to ensure we get your details correct.

Please note, Special Regional Guests are invited to attend a presentation but are not introduced to HRH or in the VIP reception. They enter through the Marlborough Road Door with young people and their guests.

### SPECIAL REGIONAL DETAILS

<b>Full Name</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Telephone Number</b>	
<b>Fax Number</b>	
<b>Email</b>	
<b>Occupation / Full Job Title</b>	
<b>Operating Authority</b>	
<b>Role within Operating Authority</b>	
<b>DofE centre (if applicable)</b>	
<b>Name of young people you would like to attend with/name of DofE group you work with</b>	
<b>Any additional information?</b>	

FOR DofE OFFICE USE ONLY			
Please state which regional group the SRG is linked to:		National Region (NOAs)	
Office (please tick / state office)	Windsor <input type="checkbox"/>	Fundraising <input type="checkbox"/>	Region/Country (please choose from drop down): <b>National</b>

**TO BE COMPLETED AND RETURNED TO [ian.marks@DofE.org](mailto:ian.marks@DofE.org) BY ( Date) AT THE VERY LATEST!**