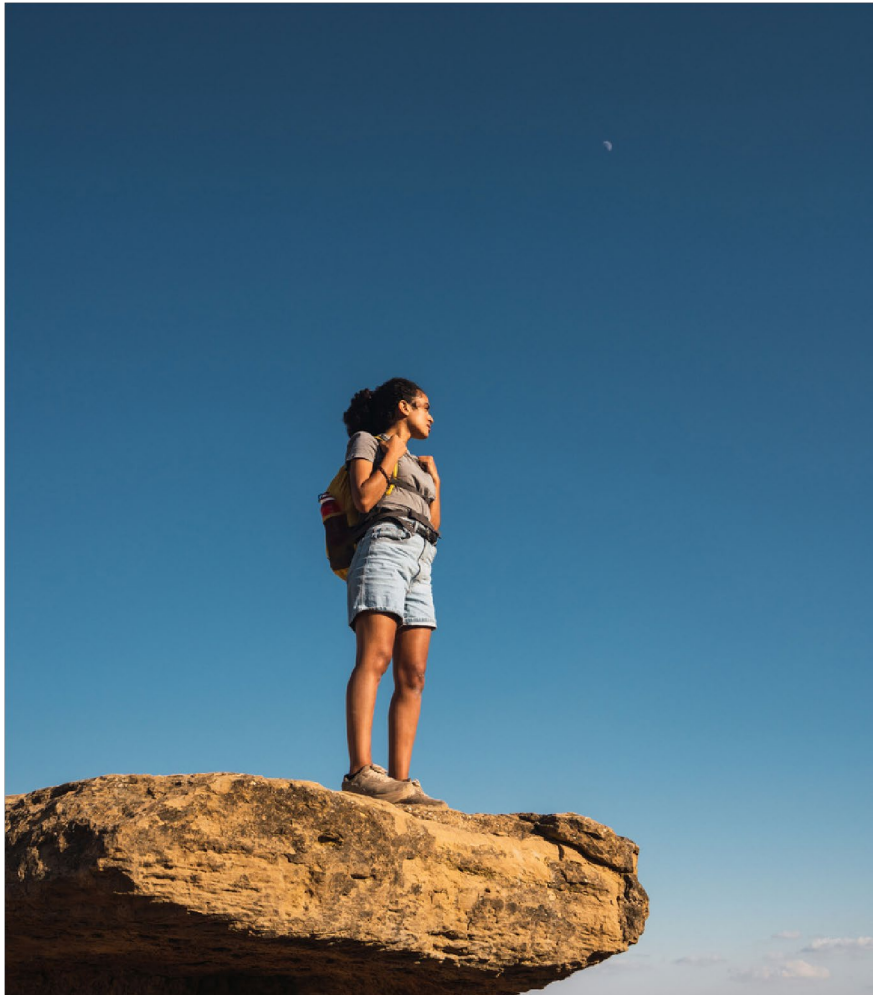


INDEPENDENT ADVENTUROUS JOURNEY PLANNER & APPLICATION

THE DUKE OF
EDINBURGH'S
INTERNATIONAL
AWARD USA



I. Independent Adventurous Journey Planner and Application Packet Overview

The Independent Adventurous Journey (AJ) is available to virtual Participants or those unable to join an AJ offered by their Award Center. In order to ensure that all trips adhere to the 10 Requirements for an Adventurous Journey as outlined in the [Participant Handbook](#), we require the following steps to be complete:

- *Complete and submit this planner and application packet to your Award Leader for their approval at least 4 weeks in advance of your planned trip.*
Please note that your packet requires multiple signatures to be complete. Applications without all required signatures will not be accepted. Your completed application packet will be **one file** which will include the following:
 - Participant planner and application submission signed by Participant.
 - Parent/Guardian Consent submission(s) for Participants under age 18 signed by Parent/Guardian of Participant (only required if under age 18).
 - AJ Supervisor Application submission signed by adult identified as AJ Supervisor.
 - AJ Assessor Application submission signed by adult identified as AJ Assessor.

- *Once approved, enter your AJ plans into the ORB.*
Instructions can be found on [page 12 of this packet](#).

- *After completing your Adventurous Journey, put together your AJ report.*
See report instructions in the [Participant Handbook](#).

- *Upload this approved planner and application packet, and the AJ Report, to the ORB.*
In the Report tab of the Practice and Qualifying Journeys, there is an option to enter observations and upload documents. Then move all three sections of the AJ—the Training and Preparation, the Practice Journey, and the Qualifying Journey—forward for assessor reports and final authorizations. Note who does which authorizations so you can follow up directly:
 - Training and Preparation: Award Leader authorizes.
 - Practice Journey: AJ Supervisor authorizes.
 - Qualifying Journey: AJ Assessor authorizes.

Below are additional materials to assist your preparation and execution of the AJ:

1. [AJ Activity Plan](#)
2. [AJ Route Cards](#)
3. [Meal Plan](#)
4. [Packing List](#)
5. [How to pack your backpack](#)

II. Participant Planner & Application Submission

First Name: (Participant Response here)

Last Name: (Participant Response here)

Award Level: (Participant Response here)

Participant's Age: (Participant Response here)

Tell us about your journey plans and how they align to the requirements.

Ten Requirements of the Adventurous Journey	Participant Responses
<p>1. The Journey</p> <ul style="list-style-type: none"> Qualifying Journey should be a minimum of 2 days/1 night for Bronze; 3 days/2 nights for Silver; 4 days/3 nights for Gold. Team Goal must be SMART and describe overall purpose of the journey. This can be in the form of, for example, a research project, investigation, or something the group will aim to achieve for the duration of the AJ. See examples HERE. 	<p>Dates of Qualifying Journey: (Participant Response here)</p> <p>SMART Team Goal for Qualifying Journey: (Participant Response here)</p>
<p>2. The Group</p> <ul style="list-style-type: none"> The group must consist of no fewer than 4 and no more than 7 members (max 8 for modes of travel in tandem). Groups must be allowed to make independent decisions throughout and work separately from other groups. Group members do not all need to be undertaking the same Award Level. However, the challenge must be at an 	<p>Number in Group/Team: (Participant Response here)</p> <p>Group Members also completing the Award and their Level: (Participant Response here)</p> <p>How and when Group Members will plan the AJ together, in coordination with the AJ Supervisor: (Participant Response here)</p>

<p>appropriate level for all group members.</p> <ul style="list-style-type: none"> • Groups may include members who are not Award Participants. Non-Award Participants should be of a similar ability and experience to the group they are joining. • All Participants must be involved in the planning of their journey, including the route, logistics, and any equipment required for the journey or the Team Goal. It is important that Participants take ownership of their journey. 	
<p>3. Training and Practice</p> <ul style="list-style-type: none"> • Suitable training must, as a minimum, ensure group competency in the activities being undertaken (e.g. navigation, kayaking, cycling, etc.), route planning, and consideration of risks. Any non-Award Participants within the group must also be involved in training. (Training topics listed on page 20 of the Participant Handbook.) • Participants at the Silver and Gold Levels must undertake a minimum of one Practice Journey per level. At the Bronze Level, a Practice Journey is also strongly recommended but can be waived with Award Leader approval. See ORB instructions for this on page 15 of this packet in Section VII. • Practice Journeys must include at least one day and one night in the chosen environment. A longer period may be required if the AJ Supervisor deems it advisable to do so. • The number of Practice events (journeys or training sessions) required will depend upon the ability of the group. This is a decision for the AJ Supervisor. 	<p>Share training that the Group plans to do related to the following topics (if one is not applicable or a skill you already have, you do not need to undertake training in it):</p> <ul style="list-style-type: none"> • Appreciating the culture within the journey's environment • Camp craft, including food and cooking • Competency in the mode of travel • First Aid and emergency procedures • Navigation • Necessary equipment and how to use it • Observation and recording skills • Route planning • Team building and leadership training • Understanding of the AJ • Understanding the impact of the journey on the environment <p>(Participant Response here)</p> <p>Dates of Practice Journey: (Participant Response here)</p> <p>SMART Team Goal for Practice Journey: (Participant Response here)</p>

<p>4. Modes of Transport</p> <ul style="list-style-type: none"> Teams must use modes of transport which require their own effort. “Own effort” includes any form of non-motorized or animal-based transport. This includes individual effort or combined efforts as a team or pair. Flexibility exists for young people with health conditions or impairments. Multiple modes of transport within one AJ are permitted, provided all logistics have been planned by the group, while remaining as self-sufficient as practical. Modes of transport used in the Practice Journey must match those planned to be used in the Qualifying Journey. 	<p>Modes of Transport for Practice and Qualifying Journeys: (Participant Response here)</p> <p><i>*Note: Motorized modes of transport such as public transportation, e-bikes, etc. can be incorporated if they help you to achieve your goal, but time spent on that transport cannot count towards the required daily hours of purposeful effort.</i></p>
<p>5. Location</p> <ul style="list-style-type: none"> AJs may take place in all locations, including areas known to the Participants. Groups may use the same location for both the Practice and Qualifying Journeys, but must use different routes. The environment or terrain must present a sufficient challenge, as appropriate for Award Level and ability of the group. 	<p>Location for Practice and Qualifying Journeys: (Participant Response here)</p>
<p>6. Purposeful Activity</p> <ul style="list-style-type: none"> Groups must aim to undertake a minimum of 6 hours for Bronze, 7 hours of Silver, and 8 hours for Gold per day of purposeful activity. Purposeful activity is defined as time spent journeying, working towards the Team Goal, and activities such as setting up/clearing campsites and cooking. The weighing of the Journey element vs the Team Goal should be discussed and agreed with the AJ Supervisor. 	<p>Anticipated activities to achieve Team Goal and required hours of purposeful activity each day (examples include hiking, cycling, historical or cultural exploration, marine study, surveying wildlife, scientific exploration, interviewing, conservation study, etc.): (Participant Response here)</p>

<ul style="list-style-type: none"> Distances are deliberately not stipulated at an Award Level due to the variety of Adventurous Journeys and Team Goals. 	
<p>7. Adults</p> <ul style="list-style-type: none"> All AJs must have suitable and experienced adults serving in the roles of AJ Supervisor and the AJ Assessor, as described in the Participant Handbook. AJ Supervisors have overall responsibility for the group while they train and undertake their AJs. AJ Assessors are responsible for assessing whether the group meets all of the requirements outlined in this table. 	<p>AJ Supervisor Name, Relationship to Participant, and Qualifications for the Role: (Participant Response here)</p> <p>AJ Assessor Name, Relationship to Participant, and Qualifications for the Role: (Participant Response here)</p>
<p>8. Accommodation</p> <ul style="list-style-type: none"> Accommodation must be in tents or other simple self-catering accommodation including yurts, hostels, huts, simple shelters, and school/community center facilities. Participants may camp in the yard of one of their group members. Participants' accommodation may be physically separated in different rooms, tents, or buildings. If using tents, these must be transported by the group. 	<p>Accommodation plans: (Participant Response here)</p> <p><i>*Be sure to consider what you need for your accommodation, e.g. permits, bookings, permissions, etc.</i></p>
<p>9. Self-Sufficiency</p> <ul style="list-style-type: none"> The group must carry all necessary equipment and supplies, split appropriately between all Participants. Equipment must not be transported separately from the group. Note: The group may leave their equipment at the site of their accommodations to make day trips with day packs that contain what they need just for that day. Participants must consume one substantial cooked meal each day. Groups must carry all the relevant 	<p>Food and Supplies the Group Plans to Pack to be Self-Sufficient: (Participant Response here)</p> <p><i>*Be sure to use the packing list and meal planner linked on page 1 of this packet.</i></p>

<p>equipment and ingredients for cooking and preparing meals.</p> <ul style="list-style-type: none"> • There is flexibility for medical and cultural purposes, as well as environments and climates where total self-sufficiency is difficult. For example, the AJ Assessor and Supervisor may provide additional water resources to the group at any time, particularly in hot climates, to ensure their safety and wellbeing. 	
<p>10. The Report</p> <ul style="list-style-type: none"> • Throughout the Qualifying Journey, the group should work towards achieving their Team Goal. • Individuals should also record personal reflections throughout their experience. • On completion of the Qualifying Journey, the group is required to deliver a report to their Assessor and <u>it must be uploaded to the ORB in order to receive NAO approval.</u> Instructions are in the Participant Handbook. • The report can be delivered in any form, as agreed by the group and their Assessor prior to the start of the Qualifying Journey. • The report must include the involvement of all group members and should outline their experiences and how they achieved their Team Goal. • If the AJ Assessor is unable to be present for the report, the AJ Supervisor may fulfill this role. 	<p>Plans to prepare a report with the Team, share it with the AJ Assessor, and upload it to the ORB: (Participant Response here)</p> <p><i>*Note: You will also want to upload this completed packet to the ORB once approved.</i></p>

Emergency Planning

Your team **MUST** have emergency procedures and policies in place to deal with any incidents that may occur as a result of Award activities. Speak to your Award Leader and AJ Supervisor/Assessor to understand what needs to be included in your risk assessment and what emergency procedures are already in place or need to be created.

Emergency Communication Methods

Depending on the type of journey being taken, different communication plans will be needed. For example, a back-country trip may need more extreme emergency communication and exit plans based on remote access to emergency services. Emergency communication methods to consider including:

- **Cell Phones:** If using, ensure you have service throughout and a way to charge devices. Reserve use just in case of emergency in order to allow the team to experience the benefits of being phone-free and focused during the trip.
- **Sharing your plans and location:** Ensure your parents/guardians, emergency contacts, park rangers, etc. are aware of your plans. Arrange with your AJ Supervisor and Assessor how they will supervise the team, e.g. will they walk behind you on the route, will they meet up with you at specific locations and times, etc.
- **Trackers:** Some trackers offer GPS, two-way communication, emergency signaling, and location tracking.
- **Satellite Phones:** Satellite phones utilize satellites to make calls in areas where cellular service is absent.
- **Signaling devices:** Whistles, mirrors (reflective signals), flashlights with batteries, flares, etc.

Preventative Measures and Emergency Planning

List any potential risks or hazards your group could encounter while on your trip (bad weather, terrain, injuries, wildlife encounters, getting lost, etc.). You team must discuss these risks with your group and AJ Supervisor and decide on preventative measures you will use as well as emergency plans so the whole team is prepared in case anything happens. More preparation and training may be required based on the risks that are identified.

Identified Risk/Hazard	Preventative Measures	Emergency Plans
<p><i>Example 1:</i> Team member gets lost.</p>	<p><i>Example 1:</i></p> <ul style="list-style-type: none"> • Go over the route and navigation tools being used as a team before the trip starts and at the beginning of each day. • Establish frequent check-in points along the route. • Ensure everyone has a working communication device and contact information, e.g. whistly, cell phone, etc. • Stay together as a team and assign everyone a buddy so no one is alone. • Ensure all team members have extra food, water, and clothes. 	<p><i>Example 1:</i></p> <ul style="list-style-type: none"> • Once you realize you are lost, stay calm. • Stay in one place to avoid getting more lost. • Look for landmarks and/or use GPS to establish where you are and where you should be. • Use communication device and contact team members and/or emergency contacts • Use extra food, water, and clothes to stay hydrated, fed, warm, and dry as needed.

	<ul style="list-style-type: none"> • <i>Share itinerary, route, and check-in times with emergency contacts.</i> 	
(Participant Response here)	(Participant Response here)	(Participant Response here)
(Participant Response here)	(Participant Response here)	(Participant Response here)
(Participant Response here)	(Participant Response here)	(Participant Response here)

Other risks and corresponding preventative measures to consider:

- Weather challenges
- Lost gear
- Medical incident
- Tiredness
- Injury
- Damaged backpack
- Interpersonal challenges
- Morale
- Gone off route
- Trail washed away
- One team member wants to leave early and go home

Participant Agreements

As a Participant of The Duke of Edinburgh’s International Award USA, I will uphold the integrity of the Award program while planning and participating in an Independent Adventurous Journey. I understand that this will be a substantial undertaking without the assistance of an Activity Provider or a certified Award Center.

I have reviewed the 10 Requirements for the Adventurous Journey and the [Participant Handbook](#) in their entirety and have shared all relevant information with the AJ Supervisor and Assessor identified in this application. I understand that it is within the power of my Award Leader and Award USA to approve or deny my final Independent Adventurous Journey submission to the Online Record Book (ORB) if there is evidence that it was not within the 10 Requirements for an Adventurous Journey, as set forth by The Duke of Edinburgh’s International Award USA.

I consent to share general details about my Adventurous Journey (location, mode(s) of transportation, team goal, dates, provider if applicable) with other Award Participants, and want to be contacted if another Participant is interested in joining.

Participant Name: (Participant Response here)

Participant Signature: (Participant Response here)

Participant Date: (Participant Response here)

III. Parent/Guardian Consent Submission for Participants under age 18

Declaration:

I agree to have the AJ Supervisor and Assessor named in my Participants Independent AJ Application present during the training and preparation, practice journey, and/or qualifying journey with my Participant. I will not hold The Duke of Edinburgh's International Award USA and/or its staff liable in case of accident, injury, and loss or damage of property in connection with the Independent Adventurous Journey. This includes any incidents, which may occur before, during, on the way to, or on the way from the trips.

As the parent/guardian of an Award USA Participant, I have reviewed the [Participant Handbook](#) and agree to support my Participant in executing the requirements laid out therein.

I consent to general details about my child's Adventurous Journey (location, mode(s) of transportation, team goal, dates, provider if applicable) being shared with other Award Participants, and want to be contacted if another Participant is interested in joining.

Parent/Guardian First and Last Name: (Parent/Guardian Response here)

Parent/Guardian Email Address: (Parent/Guardian Response here)

Award Participant First and Last Name: (Parent/Guardian Response here)

Parent/Guardian Signature: (Parent/Guardian Response here)

Date: (Parent/Guardian Response here)

IV. AJ Supervisor Application Submission

Declaration:

As the Supervisor for the Independent Adventurous Journey, I will uphold the integrity of the Award program while planning and overseeing the journey. I have reviewed the 10 Requirements for the AJ and the [Participant Handbook](#) in their entirety and agree to fulfill all elements of the Supervisor role described therein, including executing all requirements of the Adventurous Journey as I am able. I certify that I am qualified for this role.

I agree to [Award USA's Safeguarding Policy and Volunteer Code of Conduct](#).

I agree to be involved with the training and preparation, and present for the practice journey and qualifying journeys with the Participant(s). I will not hold The Duke of Edinburgh's International Award USA and/or its staff liable in case of accident, injury, and loss or damage of property in connection with the Independent Adventurous Journey. This includes any incidents, which may occur before, during, on the way to, or on the way from the trips.

AJ Supervisor First and Last Name: (AJ Supervisor Response here)

AJ Supervisor Email Address: (AJ Supervisor Response here)

Award Participant(s) First and Last Name(s): (AJ Supervisor Response here)

AJ Supervisor Signature: (AJ Supervisor Response here)

Date: (AJ Supervisor Response here)

V. AJ Assessor Application Submission

Declaration:

As the Assessor for the Independent Adventurous Journey, I will uphold the integrity of the Award program while overseeing the journey. I have reviewed the 10 Requirements for the AJ and the [Participant Handbook](#) in their entirety, and agree to fulfill all elements of the Assessor role described therein, including executing all requirements of the Adventurous Journey as I am able. I certify that I am qualified for this role.

I agree to [Award USA's Safeguarding Policy and Volunteer Code of Conduct](#).

I agree to be present for the qualifying journey with the Participant(s). I will not hold The Duke of Edinburgh's International Award USA and/or its staff liable in case of accident, injury, and loss or damage of property in connection with the Independent Adventurous Journey. This includes any incidents, which may occur before, during, on the way to, or on the way from the trips.

AJ Assessor First and Last Name: (AJ Assessor Response here)

AJ Assessor Email Address: (AJ Assessor Response here)

Award Participant First and Last Name: (AJ Assessor Response here)

AJ Assessor Signature: (AJ Assessor Response here)

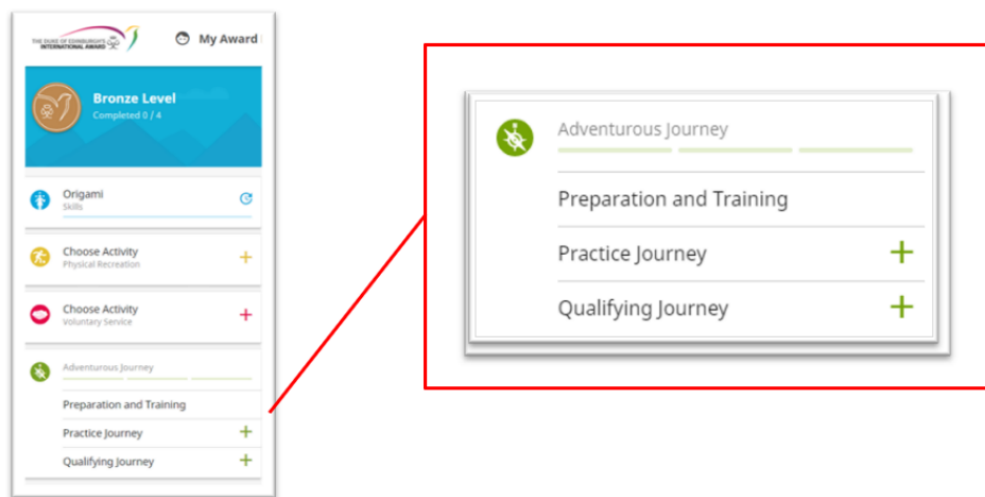
Date: (AJ Assessor Response here)

VI. ORB Instructions

Below are instructions for how to enter your AJ information into the ORB. These are taken from the Participant Web User Guide, Version 2.16, from The Duke of Edinburgh's International Award Foundation. We recommend entering this information as soon as it is confirmed; you do not need to wait until after the journey to create the events in the ORB, only to have them assessed and upload your report.

5. Setting up your Adventurous Journey

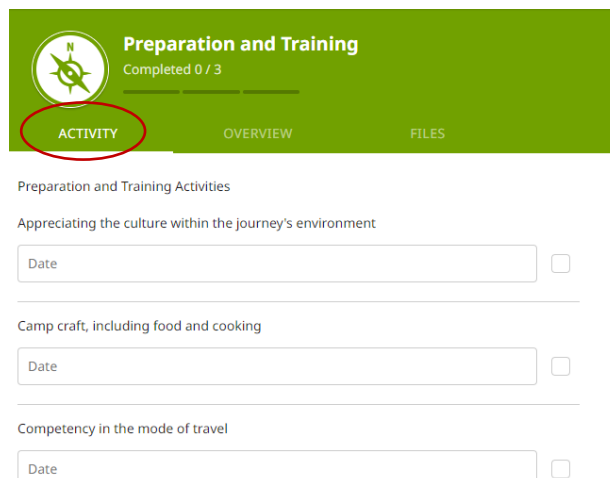
The Adventurous Journey has three components: Preparation and Training, Practice Journey and Qualifying Journey. Each of the three must be set up separately. You will see the Adventurous Journey in the sidebar with all the other sections on your landing page.



Preparation and Training:

To record your Preparation & Training activities:

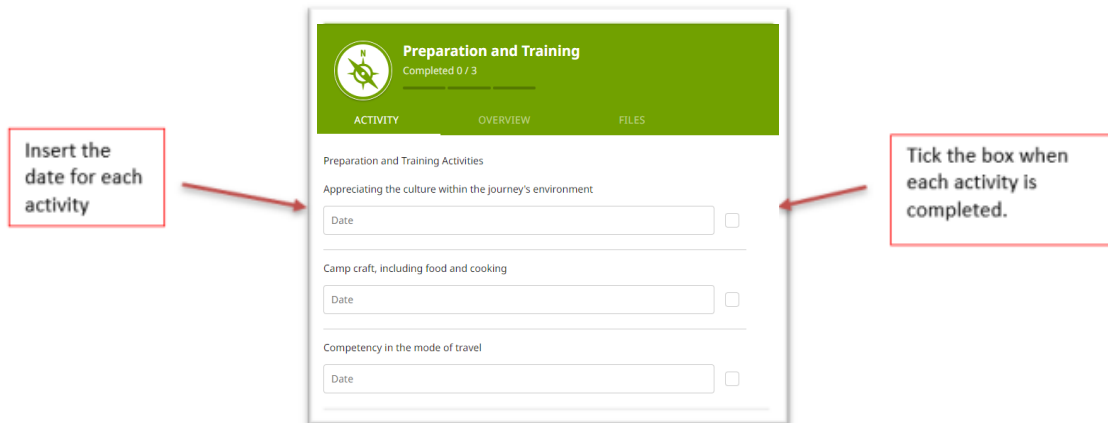
1. Click on the Preparation and Training option from the Adventurous Journey Overview.
2. Click on Activity tab.



The image shows a screenshot of the 'Preparation and Training' page. At the top, there is a green header with a compass icon, the title 'Preparation and Training', and 'Completed 0 / 3'. Below the header are three tabs: 'ACTIVITY', 'OVERVIEW', and 'FILES'. The 'ACTIVITY' tab is selected and circled in red. Below the tabs, the page is titled 'Preparation and Training Activities' and lists three activities with corresponding date input fields and checkboxes:

- Appreciating the culture within the journey's environment
- Camp craft, including food and cooking
- Competency in the mode of travel

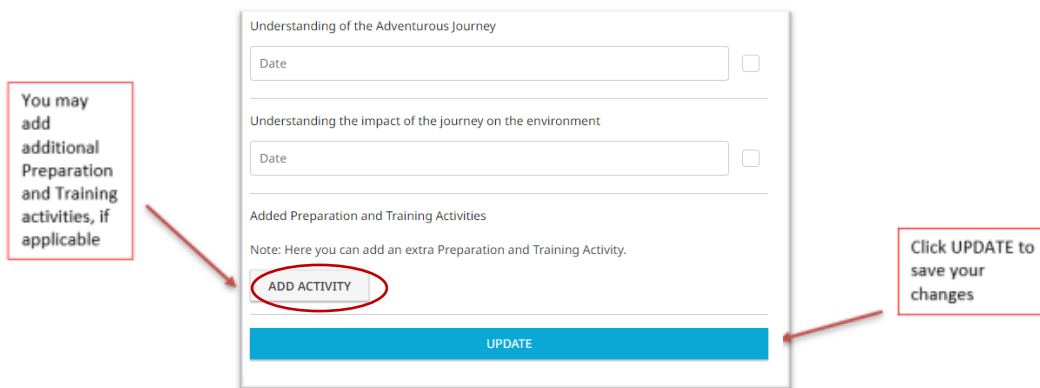
3. Record the date(s) of your Preparation and Training activities and tick the activities as you complete them.



Insert the date for each activity

Tick the box when each activity is completed.

4. You can add a new activity if not yet listed (optional).

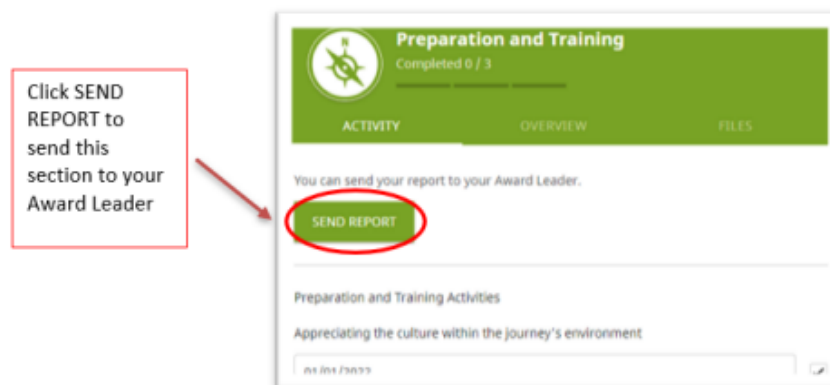


You may add additional Preparation and Training activities, if applicable

Click UPDATE to save your changes

5. Click **UPDATE** to save.

Once all Preparation and Training activities have been recorded you can send them to your Award Leader.



Click SEND REPORT to send this section to your Award Leader

Your Award Leader will review your Preparation and Training activities and approve/return them to you for review. You will receive a notification which will appear within the list of notifications.



Practice and Qualifying Journeys:

There are two ways to set up Practice and Qualifying Journeys. Please confirm with your Award Leader which way your Adventurous Journey should be set up:

<p>OPTION ONE</p> <p>Participants set up their own Practice and Qualifying Journeys after meeting and planning with their team. If you are setting up your own journeys, please follow the process below.</p>	<p>OPTION TWO</p> <p>Award Leaders set up Practice and Qualifying Journeys for participants. If your Award Leader is setting up your journeys for you, you will see them appear automatically in your account.</p>
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Please contact your Award Leader if you have any questions about this process.

To create your Practice/ Qualifying Journey yourself:

1. Click on Practice or Qualifying Journey option from the Adventurous Journey Overview, according to the Journey you would like to create.
2. Insert your Journey details on the pop-up window (a), (b).
3. Click **Setup** to finish setting up your Journey.

New Journey ✕

Activity Details

Journey Type

Name

Mode of Travel

Team Goal

Start Date

End Date

Location

Select Country or Territory

New Journey ✕

Select Country or Territory

Note

Assessor Details

Title

Name

Email

Phone

Supervisor Details

Title

Journey Name can be a general description of the AJ aim, e.g. "Exploring accessibility in Yosemite" or "Examining small town sustainability efforts."

Phone

Supervisor Details

Title

Name

Email

Phone

SETUP

4. Your Award Leader will need to check and approve your Adventurous Journey details or return them to you for review. You will then receive a notification.

Note: You must set up your Practice and Qualifying Journeys separately.

When your Journey is complete:

1. You will then need to send your Adventurous Journey for Supervisor/Assessor Approval once the Journey is complete.
2. Click on the tab **REPORT** and Click **SEND REPORT**. You will be asked to insert your Journey Observations and any relevant documents (optional) before sending it for approval.
 - The Supervisor is responsible for the report and for signing off Practice Journeys
 - The Assessor is responsible for the reporting and for certification of the Qualifying Journey.
3. Once you have received Supervisor/Assessor Approval, you will be able to send the Sections of your Adventurous Journey to your Award Leader for sign-off.

VII. ORB Instructions for Bronze Practice Journey Waiver

When you click the “+” next to Practice Journey, there will be a pop-up requesting information on your trip. Enter the information below. The responses are italics reference places where the information varies by Participant.

Name: Bronze Practice Journey Waiver

Journey Type: Practice

Mode of Travel: Other

Journey Type: Virtual

Journey Activity: Other

Other Activity: Wavier

Team Goal: The Practice Journey for the Bronze Level has been waived at the discretion of the Award Leader and NAO.

Dates: *Enter dates shortly prior to your scheduled Qualifying Journey.*

Location: Waiver

Country: USA

Assessor and Supervisor Information: *Enter the name and email address of your Award Leader for both.*