



# E-L-A-A-S-T-I-C

East Lowland Area Advanced Awards Support, Training & Information Committee  
Serving Edinburgh, Leith & District, Scottish Border, and West Lothian Battalions



## Queen's Badge Completion Course Registration

Please complete this form, and return it as soon as possible to your **Queen's Badge Adviser** by the closing date (indicated on the website) in order to ensure that you have a place reserved on the course. Failure to register may mean that you will not be able to attend this year's course, and will have to make alternative arrangements. The course fee should be sent with the Registration Form.

Your **Queen's Badge Record Book** should be fully completed, and be with your Adviser by the Closing Date. Should you still have elements to complete beyond that date – please contact your Adviser to make special arrangements. This form, the payment and the completed parts of the Record Book must still be returned by the closing date to guarantee your place. **Please indicate any special requirements overleaf. A separate Consent Form should be brought with you to the course.**

**Any Registrations / Fees / Record books received after the closing date will incur a £5 surcharge to cover additional postage etc. Please check availability of places before sending a late registration.** Late Record Books may need to be forwarded directly to the Course Tutor – please contact your Adviser, who will advise you of the address. External Candidates are welcome to join our course; but in the case of overbooking, preference will be given to ELA Candidates who have submitted Completed Record Books prior to the Closing Date (thereafter, places will be allocated on a first come, first served basis).

### Candidate's Details

Full Name: ..... Telephone N<sup>o</sup>: .....  
Address: ..... Post Code: .....  
Date of Birth: ..... Date of Registration: ..... Company: .....  
eMail Address: ..... Battalion: .....  
Adviser: ..... Telephone N<sup>o</sup>: .....

#### Please read and sign:

I hope to complete my Queen's Badge work before the date of the Completion Course, and I submit my Queen's Badge Record Book, complete to a suitable standard (or have agreed alternative arrangements with my Adviser). I agree to contact my Adviser as needs arise to ensure that I am best equipped to meet this deadline. I wish to register for the following Queen's Badge Completion Course.

Course Code: ..... Date of Course: ..... Location / Provider: .....  
Signed: ..... Date: .....

### Captain's Details

Name: ..... Telephone N<sup>o</sup>: .....  
Address: ..... Post Code: .....  
eMail Address: .....

#### Please read and sign:

I confirm that I have checked all requirements, and the above Candidate is in a position to have his QB work completed by the date of the Completion Course, or that, due to *exceptional circumstances* I have contacted the Queen's Badge Adviser and agreed a completion date not later than the 30<sup>th</sup> of May. I enclose the Course Fee, and agree that the QB Record Book (Complete to a suitable standard) will be with the Adviser no later than the Closing Date for Registrations.

*(Please note that your Battalion may have arrangements to help with the cost of the Completion Course. Please contact your Battalion Secretary for details.)*

Fee Enclosed: .....

Signed: ..... Date: .....

Please note that where a Candidate fails to satisfy the required standards, he will be required to complete further work before the award is authorized. Non attendance / unsatisfactory participation at any part of the Course may mean that the Candidate will be deemed not to have satisfactorily completed, and the Badge will not be authorized.



Queen's Badge Coördinator:  
Mr Alan Summers, 34 West Ferryfield, EDINBURGH EH5 2PU  
Training Coördinator / Completion Course Leader:  
Mr Iain Scoular, The Wee Hoose, Ecclesmachan Rd, UPHALL EH52 6JP

Queen's Badge Completion Course  
Registration Form  
Page 1 of 2



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## Queen's Badge Completion Course – Special Requirements

Please complete and return this form with your course registration if you have any special medical or dietary requirements, which you feel we should be aware of in advance.

Note that this form does not replace the Consent Form, which must be brought to the Completion Course (with any pertinent details from this form included).

### Candidate's Details

Full Name: ..... Telephone N<sup>o</sup>: .....

Address: ..... Post Code: .....

Date of Birth: ..... Date of Registration: ..... Company: .....

eMail Address: ..... Battalion: .....

Adviser: ..... Telephone N<sup>o</sup>: .....

Course Code: ..... Date of Course: ..... Location / Provider: .....

Details of any special dietary needs / allergies we should be aware of:

Details of any special medical needs we should be aware of:

Any other pertinent information:

### Parent's / Guardian's Details

Name: ..... Telephone N<sup>o</sup>: .....

Signed: ..... Date: .....

This information is used to ensure that all Candidates' needs can be met as fully as possible at the course. Collecting this information in advance of the course allows us to be better prepared and make appropriate arrangements where necessary. Any details here should also be mentioned on the Consent Form that should be brought to the course. If you prefer, you may send this page (by the closing date) directly to the Queen's Badge Coördinator (address below).



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Queen's Badge Completion Course  
Registration Form  
Page 2 of 2