

# Registration form

Name of  
First Hand Experience

Date of  
First Hand Experience

## 01 Registration & costs

For each First Hand Experience, there is an initial non-refundable registration fee of £300 (can be paid in two instalments of £150, with the second instalment paid within a month of registering). If you have been on an ActionAid First Hand Experience before, you are entitled to a 50% discount on your registration fee so this will be £150. To register, please complete and return this form with your medical form to the address overleaf.

If you require any further information before registering, please contact us on **020 7561 7571** or e-mail **experiences@actionaid.org**. Your registration for this expedition implies acceptance of the Conditions of Entry enclosed, and the tour operator's booking conditions (these can be obtained by visiting **www.actionaid.org.uk/experiences** or you can e-mail

us for a copy). Once we receive your registration fee, we will reserve your place, subject to availability, and send you a detailed fundraising pack. **Please do not start collecting sponsor money or seek publicity until your registration has been acknowledged.**

## 02 Travel insurance

Travel insurance covering you for your specific First Hand Experience is compulsory. For our builds, specialist travel insurance is included in the trip costs. For all other Experiences you will be asked to cover travel insurance separately, and pay this at the time of registering. Please see the 'Money matters' section on your itinerary for more information.

## 03 Personal details

Title: Mr/Mrs/Miss/Ms/Dr/Other

Place of birth

First name

Date of birth

Surname

Age

Preferred name

Sex: M/F

Home address

Postcode

Daytime phone no.

Evening phone no.

Mobile phone no.

E-mail

Occupation

Company name and address

Where did you hear about this event?

What made you sign up?

Have you taken part in an ActionAid First Hand Experience before? If so, which one?

## 04 Passport details

Passport no.

Nationality

Country of residence

Place of issue

Your passport must be valid for at least six months after your return date. If this is not the case at the time of registering, please write **new passport to be applied for**, and phone or e-mail in your passport details at least three months before departure.

Date of issue

Expiry date

**05 T-shirt size**

Please delete as applicable: S/M/L/XL .....

**07 Dietary requirements**

Do you require vegetarian meals? Yes/No .....

Please specify any other dietary requirements: .....

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.....

.....

**09 Emergency contact**

Please make sure these details are correct for someone available at the time of travel. This must not be someone travelling with you.

Full name .....

Relationship .....

Daytime phone no. ....

Mobile phone no. ....

Address .....

.....

.....

.....

Postcode .....

E-mail .....

**12 Registraion payment**

The registration fee for the expedition is £300 which can be paid in two instalments.

I enclose a cheque/postal order for £150/£300 (delete as applicable) made payable to ActionAid

I would like to pay by debit/credit card the amount of £150/£300 (delete as applicable)

(If paying £150 by debit/credit card now, another £150 will automatically be taken 1 month after we receive your registration form. You will be notified in writing of the date that the second and final instalment will be taken).

Visa/Mastercard/Maestro/Amex (delete as applicable)

Card No.

Valid from   Expiry Date

Unfortunately we are unable to accept payment by Solo or Diners Cards.

**06 Contact list**

It can be very helpful to speak to fellow participants, so we will distribute a list of contact details of the other people in your group. If you do not wish to be on this list, please tick the box.

**08 Room sharing**

Accommodation will be shared with varying numbers of beds. Rooms/tents will be single-sex, but where possible couples will be catered for. We will do our best to accommodate you but this cannot be guaranteed.

Name of room mate: .....

**10 Trip costs**

Part of your minimum sponsorship includes the cost of the trip itself (please see the Money matters section of the individual itineraries). You have the choice of how you will pay this, please tick below:

I will fundraise to reach the minimum sponsorship

I will pay the cost of the trip myself and fundraise up to the minimum sponsorship

**11 Checklist**

We can only process your application with the below items:

Registration fee payable to ActionAid

Passport photo

Registration and medical form

Travel Insurance Payment (if relevant to your event – please see the Money matters section for more information and payee details where relevant).

**13 Declaration**

I apply to take part in the ActionAid First Hand Experience indicated overleaf, and abide by the Conditions of entry and the tour operator's booking conditions. I confirm that to the best of my knowledge my general state of health and fitness is good and I take full responsibility for my fitness to take part.

Signature .....

Name (in capital letters) .....

Date .....

Parent/guardian's signature (if under 18) .....

Name of parent/guardian .....

**Please return to: Jan Truscott, ActionAid, Freepost (BS4868) Chard, Somerset, TA20 1BR**