**Preferred Type of Workshop(s)**

[ ]  In-person

[ ]  Remote/online delivery

[ ]  If Born Free are unable to deliver in-person, I am happy for remote delivery

**Your Details**

|  |  |
| --- | --- |
| Name of your school/ club/ organisation |  |
| Address of the talk (if applicable) |  |
| Your name |  |
| Your email address  |  |
| School/ organisation phone number |  |
| Other helpful information |  |
| Date booking made |  |
| Name of school Safeguarding Lead |  |
| **General** Please tick your chosen workshop(s) below. If there are any necessary changes to the agreed date or time of your talk we will do our best to let you know well in advance and provide an alternative speaker or date. |
| Preferred date of workshop(s) |  |
| Suggested alternatives (if we are unavailable on your preferred date) |  |
| **Secondary School Workshops** *For more information, please see our workshop brochure or email* *education@bornfree.org.uk* *Full curriculum links can be provided upon request.*[ ]  **Threats Facing Wildlife** – 60mins (or 30min assembly)[ ]  **Conservation Or Con?** (Wildlife Volunteering) – 60mins[ ]  **Born Free’s Great Debate** (Climate Change) – 120mins plus independent research time/homework (delivered in one day off-timetable, or over multiple days)  |
| Number of classes (if more than one) |  |
| Number of students  |  |
| Number of workshop(s) required |  |
| Age range of students/ class(es) |  |
| Suggested arrival time (in-person) |  |
| Start time of workshop(s) |  |
| If booking multiple workshops/ a full-day workshop, please let us know school timings (start of day, breaktimes, etc.) |  |
| Does the speaker need a DBS check to access your premises? | [ ] Yes[ ] No |
| What subject/module is this related to?  |  |

**Born Free’s Child Safeguarding Policy** stipulates that our staff should never be left unsupervised, or in sole charge of a group of learners under the age of 18 years, whether delivering in person or remotely – therefore please ensure that a teacher or group leader is present at all times.

(please tick)

[ ]  I understand the above policy and confirm an adult will be present at all times.

Please note that some of our workshops when held fully remotely (e.g. when all students are learning at home) include breakout rooms, and need enough school staff present to supervise these sessions. If this is not possible, we are happy to offer an alternate workshop.

**Cost / Donation**

Our workshops and talks are **free of charge.** However,to ensure as much of our funding goes to our projects as possible, we request that, if your in-person talk is further than 30 miles from Horsham, West Sussex or Taunton, Somerset, expenses are paid at a rate of 45p/mile after the first 30 miles (60 miles return). We would also welcome any fundraising before or after the talk.

|  |
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| [ ]  Our school/ organisation are interested in fundraising for Born Free |
| **In-person bookings only** |
| Total return distance from **RH12** or **TA2** |  |
| Distance minus 60 miles |  |
| Return mileage (45p/mile)  | £ |
| Payment/ donation (if applicable)[ ]  Require an invoice[ ]  Pay on the day (cheques payable to Born Free Foundation) |
| **For In-Person Delivery** |  |
| How would you like us to bring the workshops presentation? | [ ] Bring on the day via USB memory stick[ ] Send in advance via email |
| Can you provide any of the following pieces of equipment?Please indicate which. | [ ] Smartboard and computer[ ] Projector screen[ ] Projector stand[ ] Projector and associated cabling[ ] Extension cord[ ] Microphones (for big audiences)  |

**For Remote/Online Delivery** Please ensure a microphone and webcam are available to aid delivery.

|  |  |
| --- | --- |
| What is your preferred platform?  |   |
| Who will be responsible for arranging the meeting via this platform? | [ ]  Born Free (Zoom/MS Teams)[ ]  School/ organisation |
| Please give details of any safeguarding rules your school/organisation has asked you to follow when receiving remote/online talks |  |

**Other**

|  |  |
| --- | --- |
| Any other information you would like to provide? |  |