**Archery instructor request form**

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| **Unit/section** |  |  |
| **Leader contact info**  **(name/email/phone)** |  |  |
| **Date/time instructor needed- please give 3 dates** |  |  |
| **Location**  **Is equipment on site?**  **Access arrangements** |  |  |
| **No of girls participating** |  |  |
| **Instructor(s)** |  |  |
| **Instructor contact info** |  |  |
| **Special instructions from leader** |  |  |
| **Special instructions from Instructor** |  |  |
| **For county Use** | **Fee paid** | **Expenses paid** |

Thank you for booking an archery instructor. The fees for Archery are:

County guiding units £20 for the session for up to 16 people and 2 hours maximum.

County guiding units £30 for the session for over 16 people and up to a 1-day event.

Out of county or Scout groups £30 for the session for up to 16 people and 2 hours maximum.

Out of county or Scout groups £40 for the session for over 16 people up to a day event.

You will also have to pay the cost to hire the site that this takes place on.

All fees are payable in advance, from which county will pay the instructor’s expenses. Please arrange for payment to be sent to Mr Adrian Maynard, 145 Holme Court Avenue, Biggleswade, SG18 8PB or [finance@bedsguiding.org.uk](mailto:finance@bedsguiding.org.uk) quoting reference 23-002 Book an instructor. Cheques payable to “Bedfordshire Guide Association”. If you prefer, payment made be made by Bank Transfer

**Account** Bedfordshire Guide Association

**Sort code** 30-14-71

**Account number** 00929293

**Reference** 23-002 Unit Name

**Please return this form to** [**archery@bedsguiding.org.uk**](mailto:archery@bedsguiding.org.uk?subject=Archery%20-%20Book%20an%20Instructor)