

## REQUEST FORM



### HERTFORDSHIRE DRUG EDUCATION FORUM

## Drug Education Request Form

The Hertfordshire Drug Education Forum (DEF) was established in 1995 to promote best practice in the delivery of drug education. The forum provides expert advice and a co-ordinated approach on drug education matters in order to maintain quality and consistency across Hertfordshire.

The DEF continues to see a high demand from various youth and education settings for external organisations to deliver drug education and information to young people, parents/carers and professionals.

Many of these requests come at very short notice and fail to establish the following:

- **Why the request was made**
- **What drug education and information has already been received**
- **Different educational needs and abilities**
- **Aims and learning outcomes for each session**

In order to support host organisations and visitors in delivery of drug education the DEF has produced three 'Drug Education Request' forms.

They are:

- **Drug Education within Youth Settings**
- **Drug Education with Parents and Professionals**
- **Events**

The forms will help to identify each organisation's roles and responsibilities and provide a stronger emphasis on the importance of good planning. They can be adapted and used for other emotional health and wellbeing topics including bullying, sexual health and life skills.

Each form is an agreement by both parties regarding the content and delivery expected within the session. The DEF fully supports professionals or organisations that cancel, or refuse to deliver, an education or training session if either party does not adhere to the original agreement.

A list of drug educators and trainers are available on the DEF website at [www.hertsdef.org.uk](http://www.hertsdef.org.uk). All trainers/educators listed on this web site have attended a DEF Induction session, submitted proof of their qualifications, and Police CB1 Criminal Background check and, as a minimum, have a basic level of understanding and awareness around issues involving young people's drug or alcohol use.

## REQUEST FORM EVENTS

This form should be completed by visitor and host organisation prior to any work being carried out.

Visitor Organisation:	
Contact Name:	Job Title:
Address:	
Email :	
Tel Number:	
Fax Number:	Mobile Number:

Please complete Part A and return to the above contact as soon as possible via email or fax. Any sections that you are unable to complete should be discussed at the planning meeting. The visiting organisation will then contact you to discuss whether they can fulfil your request. A meeting or telephone conversation between the two parties will enable completion of Part B.

### Part A

Host Organisation:			
Date of Event:			
Start Time:		Finish Time:	
Contact Name:			
Address:			
Tel Number:		Mobile Number:	
Description of Event:			
Target Group:			
Are there any pre-planning meetings arranged?			
If yes please specify date and time:			
Who is involved in the planning of the event?			
Why has this request been made for my organisation to attend this event?			
Please specify any current issues/reasons or evidence for this request?			

## REQUEST FORM

What prior information have the participants received on this issue?

What measures are in place to ensure participants attend?

How is the event to be evaluated?

**On completion of Part A return this document to the visiting organisation. Who will then contact you.**

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**Part B – (to be completed during a planning meeting between host organisation and visiting organisation)**

What are the welcome/reception arrangements:

Parking Arrangements	
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Setting Up Time:		Packing Up Time:	
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Confirmation from visitor organisation the times they will attend:

Names of staff who will be present on the stand:

Table Size and position: (discussion to take place on where table to be located)

What resources (leaflets, DVD), will be used?

Are there any refreshments for stand holders? (If yes please state what they are)

## REQUEST FORM

Are there any gender, racial, cultural or special education issues to be considered?

Which ground rules for disclosure and behaviour have been discussed?

Prior to event how have the staff briefed the participants?

How will the event be followed up immediately and in the future? (State any support required)

**This form is an agreement to deliver the session as detailed in Part A and B. Any significant changes not agreed by both parties could result in cancellation of the session.**

**Please sign below to agree to the above statement.**

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### Visiting Organisation:

Signature .....

Print name .....

Date .....

### Requesting Organisation:

Signature .....

Print name .....

Date .....

**This form has been produced in partnership with the Hertfordshire Drugs Education Forum (DEF). It follows the DEF principles for delivering drug education to young people– please go to the website [www.hertsdef.org.uk](http://www.hertsdef.org.uk) for further information.**



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