



Charity: 1171466

Pathfinders Camp

Applications and Withdrawals

Background

The Application Policy outlined below explains the policy used when confirming a place for those who have applied to attend Pathfinders Camp:

- **Headline:** Pathfinders Camp has an absolute maximum number of camper * spaces available each year. This number will not exceed 35, but may decrease depending on the needs of campers who apply for a place each year and the number of helpers available to support the campers.
 - * Campers are disabled participants that may be self-sufficient, need some support during camp or they may require full time support by one or more volunteer helpers.
 - In order for camp to occur, there must be sufficient 'helpers' to assist campers with their needs. The number of helpers required for camp is based on the support needs of the campers who get a place.
- **Purpose:** The application Policy applied by the Trustees is intended to enable as many campers as possible to attend camp each year, in line with Woodlarks safety requirements and in consideration of maintaining a good experience for all those who attend camp.
- **Policy Details:**
 - Each year that Pathfinders Camp takes place, applications are made using the online application portal.
 - The online Application portal opens and an email is issued confirming applications are open, Helper applications are open as early as possible, and where we can, synchronised with the advert going up on the DofE Opportunity Finder, Camper applications are open from mid-March to the end of April each year.
 - The deadline for all camper applications to be submitted each year is usually 30th April but in all instances is made clear when the applications are opened.
 - All applications received by the deadline are placed in a 'hat' ready for the selection process to be completed.
 - To ensure there is complete fairness in the allocation of places, shortly after the application closing deadline, the camp leader, at least one Trustee, and other individual, select names at random from the 'hat'.
 - Applicants drawn from the 'hat', up to a maximum of 35 campers, are placed on the waiting list for the upcoming year.



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- Those who are not successful in securing a place on the waiting list are notified and informed that if they apply the following year, they will receive 2 entries into the 'hat' to increase their chances of securing a place.
- Those who are placed on the waiting list for camp are assessed for care needs, and are noted on the list in the order they were drawn from the 'hat' to await being matched with an appropriate 'helper(s)'.
- Once adequate numbers of 'helper(s)' have been recruited to support them during camp, an acceptance email/letter is sent to confirm their place.
- On 31st July, the waiting list is closed. If camper(s) are still waiting to be allocated a helper but no helper(s) are available to support them, they will be notified that they have not been placed on camp for the current year. If they choose to apply the following year, they will receive 2 entries into the 'hat'.

Withdrawal – Campers and Helpers

There are occasions where an applicant may have to withdraw from camp. The policy below explains how Pathfinders process withdrawals and the potential reallocation of places

- If a Camper withdraws from camp before 31st July, their place, and any helper(s) allocated to them, are reassigned to the next camper(s) on the waiting list and an acceptance email is sent to the appropriate individual(s).
- If a camper withdraws from camp on or after 1st August, due to the time frame available before camp begins, it is not possible to reallocate the space.
- If a helper withdraws from camp before 31st of July, the number of helpers needed to accept the next camper will be assessed.
- If a helper withdraws from camp on or after 1st August, the care needs of those coming to camp will be assessed, and we **may** need to notify the most recent camper accepted that we are no longer able to safely offer them a space on camp.



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Refunds of Camp Fees – Campers and Helpers

Due to the financial obligations incurred by Pathfinders in conducting camp, the following policy applies to the refund of camp fees where an applicant withdraws from camp.

Refunds are based on the costs incurred in anticipation of camper attendance and as such any catering, administration costs for DBS, and activity costs already incurred will be deducted from any refund amount.

The Trustees, at their discretion, depending on the circumstances for withdrawal from camp, may override this policy at any time.

- Applicants who withdraw from camp before 30th June will receive a **full refund** of any camp fees paid, **less deductions** for DBS checks and any processing fees incurred through electronic submissions of payment - SumUp or PayPal.
- Applicants who withdraw from camp between 1st July and 31st July will receive a **50% refund** of camp fees paid, (this already takes into account deductions for DBS checks and any processing fees incurred through electronic submissions of payment - SumUp or PayPal).
- Applicants who withdraw from camp after 1st August, but before camp takes place, will receive a **25% refund** of their camp fees, (this already takes into account deductions for DBS checks and any processing fees incurred through electronic submissions of payment - SumUp or PayPal).
- Applicants who withdraw from camp during camp itself will **not receive a refund** as Pathfinders obligations to those supplying services for camp will need to be met in full.

Reviewer: Jo Fulford

Reviewer: Sam Dunn

Role: Treasurer/Trustee

Role: Trustee

Date: 11/11/2025

Date: 06/12/2025

Version numbering:

Annual / Biennial Review: Full numbers eg v1.0, v2.0

Ad-hoc changes between full reviews: v1.1; v1.2; v2.1; v2.2; v2.3 etc