



**THE DUKE OF EDINBURGH'S AWARD**  
**DofE CENTRE ENROLMENT FORM**  
 for BB Companies using eDofE



Please complete below as appropriate using BLOCK CAPITALS

This form must be completed by Companies who would like to use the eDofE system for DofE. This form will provide your BB Regional Headquarters with the information required to setup your Company as a DofE Centre on the eDofE System. Confirmation of enrolment as a DofE Centre for eDofE and details on how to access eDofE will be sent to the Company Coordinator (as below).

**OPERATING AUTHORITY**  
 THE BOYS' BRIGADE

**COMPANY** (also known as DofE Centre)

Company Name: \_\_\_\_\_

**DofE COMPANY COORDINATOR** (Please complete details for main contact for DofE)

Title: Mr / Mrs / Miss / Ms / Other : \_\_\_\_\_ (please circle as appropriate)

Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (this is required to setup user account for individual)

BB Leader Registration Number: \_\_\_\_\_ (the Company Coordinator MUST be a registered BB leader)

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email Address: \_\_\_\_\_

**COMPANY AUTHORISATION**

The Company Captain MUST sign below to agree the Operating Authority requirements and eDofE rules (see notes below).

Captain's Name: \_\_\_\_\_

Signed : \_\_\_\_\_ (Captain) Date: \_\_\_\_\_

**Notes**

The Boys' Brigade and The Duke of Edinburgh's Award will provide guidance and support for using eDofE. The Company should ensure that BB and DofE Regulations are followed at all times.

Data supplied on this form and information about DofE activities recorded in eDofE will be used by the DofE Charity, the Operating Authority and DofE Centre to monitor and manage DofE participation and progress by young people and manage Leaders.

All contact from the DofE Charity using personal data will communicate useful and relevant information to either help participants complete a DofE programme, Leaders/OA's to run DofE programmes more effectively or help the DofE Charity improve the quality and breadth of its programmes. All contact will be via the eDofE messaging system. Leaders can choose to receive this information to an external e-mail account or by post using the personal preferences section in eDofE. These preferences can be updated at any time.

**For Operating Authority USE ONLY:**

Date DofE Centre setup on eDofE: _____ / _____ / _____	by: _____
Username: _____	Initial password: _____