



License for Operational Units (Schools, Colleges, Universities)

This form is intended to allow in a nonexclusive basis the different educational establishments and entities, fully approved (School, College, University), to work annually as Operational Units with the programme of the Prémio Infante D. Henrique. The license will be signed after confirmation of compliance with all requirements identified in the Rules, the International Declaration, Philosophy of the Award, Principles and Fundamental Key Points, Operating Principles and Code of Practice, of the Programme of the Prémio.

The Association of Prémio Infante D. Henrique informs that at any time of the year that the License is in place, **may withdraw or cancel the license assigned**, if there are changes of requirements on the part of the entity to which it was granted.

This license does not grant any rights to the name or logo of the Prémio or to the “The Duke of Edinburgh’s International Award”, except for the purposes set out in this licence as authorized by the Portuguese Association of the Prémio Infante D. Henrique.

It’s granted a non-exclusive, license, with the duration of one academic year to the Operational Unit, to use the name, logo and materials, for the purposes of operation of the program of the Prémio in the Operational Unit.

The Associação do Prémio Infante D. Henrique, shall not be liable for any claim, accident, loss, damage or injury suffered by any person, participant, leader or third parties, that may occur by default, fault or negligence of the Operational Unit regarding to this license.

The License lasts for 1 school year, to start whenever possible in September, according to the beginning of the school year. At the end of this period, the operational Unit should no longer use the name, logo, promotional materials, and training materials, and any related activity.

To be completed by the Prémio:

Year of: _____ to _____

Confirmation of Requirmentrs _____ Signature _____

Characterization of the Operating Unit

Name of Operational Unit:

Address::

Tel:

E-mail:

Director (a) of Operational Unit:





Registration of Leaders at the Operational Unit

Name:

Name:

Name:

Name:

(Commitments form for Criminal record submitted in annex)

Responsibilities of an Operational Unit (Schools, Colleges, Universities)

Operational Units is the place where are effective young people doing the Programme of the Prémio (participants) Operational Units can have one or more Leaders

Payment of the application does not give any rights that a young person will automatically achieve an Award, in any of the three levels.

The Prémio may charge a registration fee to the Operational Unit for the license, services and/or other benefits provided by the Prémio, or a registration fee per level to each participant.

The Prémio may exercise adequate powers to review and evaluate the performance of the Operational Unit and compliance with this sublicense agreement.

Operational Units are responsible for:

1. To ensure the safety and wellbeing of participants are kept at all times during the Programme and specially at the Qualifying venture and practise training, assuming compliance with all the rules on health and safety and protection of minors legally applicable;
2. Certify that they have taken all security measures and welfare on behalf of participants;
3. Comply with all rules and requirements of the Association, including the “Código de Conduta e Regulamento para Jornadas de Aventura e Projecto Residencial”;
4. Promote the programme of the Prémio to all young people;
5. To advise, guide, and assist young people to participate in the Prémio;
6. Support to fill the registration of participants and in the appropriate choice of activities;
7. Give to young people the applications, record books and other necessary materials;
8. Organize local activities and carry out the necessary contacts;
9. Keep the operation of the program of the Prémio in the Operational Unit and manage resources (including financial resources), with the highest standards of honesty and integrity;
10. keep a database of registrations updated, ensuring that all necessary and appropriate permissions are in place, with the records of the participants, Leaders and supporters well as the activities developed, and that all shall remain available for consultation when requested by the Prémio;

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11. Annually the Operational Unit, should send until **30th January** each year, the updated database of registered participants, as per template provided by the Prémio, (Doc available at Comunidade Prémio)
12. Organize theoretical and practical trainings and the adventures journeys of qualification;
13. Fill out and check the registration of their record books;
14. Make direct contact with the assessors of adventure journey section when applicable;
15. Confirm that the record books were properly completed and that all activities were recorded in the appropriate section
16. Liaise and coordinate activities with the local Operational Authority or the National Program of the Prémio;
17. Make sure that Awards are authorized and delivered by Operational Authority or main office;
18. Ensure that the School Insurance of each establishment (Operational Unit) includes mandatory personal injury coverage that covers Participants and Leaders while carrying out the Prémio and its activities
19. Ensure that all Leaders, supervisors and assessors of Adventure must:
 - a) Have more than 18 years of age;
 - b) Have adequate training for the performance of their duties;
 - c) Be assessed in accordance with the Prémio guidelines;
 - d) Comply with the legal requirements of hygiene, safety and protection of minors.

Compliance with all Requirements

International Declaration

- The concept of the Award is one of the individual challenges. It presents to the youngsters a balanced and non-competitive programme of voluntary activities that encourage personnel discovery and , self-reliance, perseverance, responsibility towards themselves and service to the community.-
- Promote the Programme for all young people at Operational Unit
- Preserve the quality of the Programme, establishing appropriate levels of operation, supervision & assessment

10 Guiding Principles

- | | |
|--------------------------|---------------------------------------|
| 1. Non competitive | 6. Available to all |
| 2. Voluntary | 7. Flexible |
| 3. Balanced | 8. Progressive |
| 4. Personal fulfilment | 9. Resistance, Marathon /Not a sprint |
| 5. Training /Not a prize | 10. Fun |

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Fundamental Principles



- The criteria to achieve an Award are individual improvement through persistence and attainment, according to initial capacities and without any element of competition between participants.
- Participation is entirely voluntary and the individual participant has total freedom of choice in the selection of options of activities available locally, for the four sections.
- There is no discrimination against the participation of participants based on sex, race, religion and political affiliation

Operational Principles



- Participants must be between the ages of 14 and 25 years, to be involved in the Prémio
- Basic structure of the Prémio / Award consists of four mandatory sections; Community Service, Adventurous Journey, Skills, and Physical Recreation.
- There are three levels of Award: Bronze (for those aged of 14 years or more), Silver (for those with 15 years or more), and Gold for those with 16 years or older).
- The minimum participation for direct entry to qualify for an Award are: 6 months for Bronze, 12 months for Silver and 18 months for gold.
- At Gold level, participants must perform a residential Project, far from home.

Code of Practice



- To maintain comparable standards of operating practise as advised by International secretariat, of “The Duke of Edinburgh’s International Award”.
- To manage the Award Programme fairly and impartially in all respect
- To ensure that the Award Programme is freely available to all young people of the appropriate ages, without regard to sex, race, religion, political filiation, or any other personal circumstances.

Reciprocal Participation



- All national programs of the Award agree in accordance with the national law in force and whenever possible, allow participants from another National Program to participate in the Prémio or local Award and validate and recognize achievements, recorded by another National Program (National Authority of the Award).

I declare that I have read and accept the “ Código de Conduta Regulamento para Jornadas de Aventura e Projecto Residencial”

I declare that the volunteers signed a voluntary agreement with the Associação do Prémio Infante D. Henrique

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Declaration of the Director (a) of the Operational Unit

I declare that I took knowledge of the conditions, requirements, rules and responsibilities of running the Operational Unit designated by:

and that I will proceed in accordance with the requirements and all regulations in place and/or which may be adopted from the Association of Prémio Infante D. Henrique including the “**Código de Conduta e Regulamento para Jornadas de Aventura e Projecto Residencial.**”.

Signature of Director (a) legible:

Date_____

Stamp of Operational Unit

(Created and adapted from the international Award by the Premio Infante D. Henrique, all rights reserved)

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Attachment

Use of Branding and Logo

The Operational Unit accepts not to use the name or logo of the Prémio without being under this license. The Operating Unit should support the Association of the Prémio Infante d. Henrique, as a Licensor, meeting their obligations to protect the brand of Prémio Infante D. Henrique, **and the international brand, with the following endorsement "Proud to be The Duke of Edinburgh's International Award In Portugal" under this license.**

Brand, logo and guidelines for its correct

All operational units that work with the Prémio are required to respect the following guidelines in all materials and related document

1. Official name and logo-the official name is "Prémio-Infante D. Henrique" and the logo is as appears below;
2. Operational resources to work with the Prémio, Handbooks, record books, certificates are issued by the Prémio. The Operational Units are not allowed to produce their own materials or carry out reprints of materials purchased.

Promotional materials: Operational Units of the Prémio can produce their own promotional materials (leaflets, posters) as long as they comply with all requirements of the standards and guidelines of the Brand provided by Prémio Infante d. Henrique.

Operational units of the Prémio

Must represent the national name and logo with the "endorsement" of "The Duke of Edinburgh's International Award", as follows.

Headers, letterheads, brochures, banners, t-shirts, business cards and any other materials (merchandising) should have the name of the operational Unit of the aPrémio, the National Award logo and the international logo.


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Sample 1

[Escola Sec. ABC]




Proud to deliver




THE DUKE OF EDINBURGH'S
INTERNATIONAL AWARD

Sample 2

[Logo da Unidade]



Proud to deliver



THE DUKE OF EDINBURGH'S
INTERNATIONAL AWARD

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