



# DE *of* E



Name:

**The purpose of this booklet is to provide students and parents with important information about the Silver Duke of Edinburgh award this year.**

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Another booklet will be given to students during their expedition training day on Thursday 5<sup>th</sup> March. This booklet will cover first aid, map skills and meal planning.

# Important Dates

## **Mandatory Session 6 (eDofE)**

These sessions are to set up your eDofE account and begin to log your chosen activities. You must attend these until all 3 sections have been submitted on eDofE for approval. At this point you can continue with your chosen activities independently until we begin route planning in February.

## **Session 6 Drop in:**

These sessions are optional should you need any additional support.

## **Expedition Training:**

You will be off timetable all day to complete your expedition training. The focus will be first aid, map skills, tent building and cooking with Trangia Stoves.

## **Expeditions:**

### **Kit Collection:**

You will need to attend the Kit collection session to collect your expedition kit. This is collected from the green container next to the Astro. This cannot be collected at any other time. If you are unable to collect it you must inform Miss Larsen or Miss Salisbury in advance.

### **Kit Return:**

Expedition kit must be collected clean and dry. This will be checked. Any kit returned in poor condition will not be accepted. This is returned to the container next to the Astro. This cannot be returned at any other time and **must not be dropped at reception**.

### **Presentation:**

To complete the Silver Award, students must deliver a group presentation. This will take place during school hours.

### **Completion of Award:**

We encourage you to aim to complete your award by the end of the Autumn Term of Year 11. In Year 11, intervention sessions, revision and exams will likely take priority over your time, therefore completing your award in advance will prevent clashes with your activities. Certificates will be awarded in House Celebration Assemblies following completion and approval of your award. Should you wish to progress to Gold DofE, then your Silver **must** be complete by August 2026, ready to start your Gold in Year 12.

**Please look at all of the dates on the next page.**

<b>Date</b>	<b>Event</b>
6 <sup>th</sup> Nov	eDofE
13 <sup>th</sup> Nov	eDofE
20 <sup>th</sup> Nov	eDofE
4 <sup>th</sup> Dec	Drop in eDofE
11 <sup>th</sup> Dec	Drop in eDofE
15 <sup>th</sup> Jan	eDofE
22 <sup>nd</sup> Jan	Drop in eDofE
12 <sup>th</sup> Feb	eDofE
5 <sup>th</sup> March	Silver Training Day
12 <sup>th</sup> March	Practice Expedition Route Planning
19 <sup>th</sup> March	Practice Expedition Route Planning
24 <sup>th</sup> April	Silver Kit Collection
30 <sup>th</sup> April	Drop in eDofE
1st – 3 <sup>rd</sup> May	Practice Expedition
7 <sup>th</sup> May	Kit Return
14 <sup>th</sup> May	eDofE Drop in
21 <sup>st</sup> May	Assessed Expedition Route planning
28 <sup>th</sup> May	Assessed Expedition Route Planning
2 <sup>nd</sup> July	Kit Collection
6 <sup>th</sup> – 8 <sup>th</sup> July	Silver Expedition
13 <sup>th</sup> July	Silver Kit Return
14 <sup>th</sup> July	Silver Presentations

## Activities and Timescales

It will take you at least **6 months** for Silver if you've already achieved your Bronze, or **12 months** if you've jumped straight into Silver.

– Volunteering section: 6 months

– Physical and Skills sections: One section for 6 months and the other section for 3 months

**If you didn't do Bronze, you must undertake a further 6 months in either the Volunteering or the longer of the Physical or Skills sections.**

Sectional activities need to average an hour a week, with the first and last activities being the full section duration apart.

It is recommended that you complete 1 hour per week for your chosen activities. However, for longer sections at Silver, it can help for the activity to be longer (in terms of hours per session) but less often. This can be particularly good for the Volunteering section to allow participants to take on more interesting, challenging, and responsible activities. E.g. volunteering at a charity shop for 4 hours in one session per month, or 2 hours in one session per fortnight. **The activity cannot be condensed to less than one session per month.**

For Support with choosing an activity, please consider the extensive list of activities found on the following website link:

[https://www.dofe.org/wp-content/uploads/2022/08/programme\\_ideas\\_-\\_complete.pdf](https://www.dofe.org/wp-content/uploads/2022/08/programme_ideas_-_complete.pdf)

**Below are also some examples that are popular at NPA.**

These activities can be completed at home and hours logged using apps or photos.

Physical	Skill	Volunteering
-Running	-Duolingo	-Supporting a younger age category at a sports club
-Sports Clubs outside of school	-Cooking	-Supporting Park Runs
-Dance Clubs	- Sewing/ Crochet	-Nene Park Volunteering Opportunities – see their website
-Gymnastics	-Chess	-Charity Shops
-Cycling	-Learning a Musical Instrument	-Church/Religious clubs
-Swimming	-CCF	-Organising and delivering a session 6 for a younger year group
-Session 6 Sports Clubs at NPA	-Session 6 Clubs	-Missing Maps – See Website
-Netball	-Online courses e.g. personal finance/IT Skills	-Volunteering at a primary school
-Badminton	-Performing Arts	-St Johns Ambulance
-Ice Skating	-Gardening	-Litter Picking
-Water sports	-Arts/Crafts	-Volunteering at Local Libraries
-Tennis		-Volunteering with animals e.g. Stables
		-Peterborough Museum

# Choosing an Assessor

## Choosing an Assessor

This is one of the most important parts of your activities – **without an assessor, you will not be able to have your section signed off as complete.** An assessor must be somebody that you see regularly, that will be happy to write a report for you confirming you have worked towards your goals and completed your hours. You will have a different assessor for your Volunteering, Skill and Physical Sections.

Good examples of assessor's include :

- Sports clubs – a coach/teacher/group leader
- Individual activities e.g. cooking/ running – your form tutor – you see them every day and are able to let them know what you have completed each week
- Musical instrument teacher
- Course leader/subject teacher relevant to your activity

**Your assessor cannot be a family member or friend. They must be relevant to your chosen activity if possible.**

You are expected to do the following once you have decided on your activity for your section:

1. Identify who you want your assessor to be.
2. Ask your assessor if they are happy to do this role for you. Don't assume they will do it!
3. Ask for their full name and email, add this to your programme planner and bring it with you to eDofE Session 6, to log on to eDofE.
4. Discuss with them regularly your progress, asking them to sign your evidence log if needed.
5. Ask them to write your assessor's report once you have completed your section. See the section below on assessor's reports.

**It is important that your assessor knows what you are doing each week. It is your responsibility to update them if they are not present during the time spent working towards your goals. If you do not do this, then they will be unable to write your assessor's report at the end.**

## Programme Planners

You will be able to log and start your activities faster by completing your Programme Planners in advance of your eDofE Sessions. This will ensure you have all the information you need to add your activities on to eDofE and get started.

You will need to know the following information to add it on to your eDofE account, where your activities are logged and checked by the DofE.

- What is your chosen activity?
- Where are you going to do it? At home? At a club? If so – what is the name of the club? Where is it?
- When are you going to start?
- How long are you going to do it for? 3, 6 or 12 months?
- What goals do you want to achieve? Make these SMART: (Specific, Measurable, Achievable, Realistic, Time). Give detail of what exactly you want to achieve during your timeframe.
- Who is your assessor? You will need their full name and email.

Once logged on to eDofE, Miss Larsen checks your section and will either approve or deny your activity.

**Use the next 3 pages to help you to plan out your activities. You can bring these to DofE Session 6 to add on to the app.**

# Programme planner: Volunteering section

## What is this programme planner for?

When completing each section of your DofE programme, you should develop a programme which is specific and relevant to you. This sheet will help you to plan your DofE programme for the Volunteering section. For help and support either see your DofE Leader or visit [DofE.org/volunteering](http://DofE.org/volunteering)

## The Volunteering section – why do it?

Volunteering gives you the chance to make a difference to people's lives and use your skills and experience to help your local community. It gives you the opportunity to become involved in a project or with an organisation that you really care about.

## How long do I have to volunteer for?

Level	Minimum time	Notes
Bronze	3 to 6 months	You need to do one of your Volunteering, Physical or Skills sections for 6 months, the others for 3.
Silver	6 to 12 months	If you haven't achieved your Bronze you need to extend your Volunteering or the longer of your Physical or Skills sections to 12 months.
Gold	12 to 18 months	If you haven't achieved your Silver you need to extend your Volunteering or the longer of your Physical or Skills sections to 18 months.

**Programme plan for:** *(your name)* \_\_\_\_\_

### What kind of volunteering do you want to get involved with in your community? *(tick box)*

- |  |   |
|--|---|
| <input type="checkbox"/> Coaching, teaching and leadership           | <input type="checkbox"/> Community action and raising awareness |
| <input type="checkbox"/> Helping a charity or community organisation | <input type="checkbox"/> Helping people                         |
| <input type="checkbox"/> Working with the environment or animals     |   |

Detailed activity chosen:

Where are you going to do it?

What are your goals? What do you want to achieve?

Who is going to support and assess you?

# Programme planner: Physical section

## What is this programme planner for?

When completing each section of your DofE Programme, you should develop a programme which is specific and relevant to you. This sheet will help you to plan your DofE programme for the Physical section.

For help and support see your DofE Leader or visit [www.DofE.org/physical](http://www.DofE.org/physical)

## The Physical section – why do it?

Doing physical activity is fun and it improves your health and physical fitness.

## How long should I do activity for the Physical section?

Level	Minimum time	Notes
Bronze	3 to 6 months	You need to do one of your Volunteering, Physical or Skills sections for 6 months, the others for 3.
Silver	3 to 12 months	You need to do either the Physical or Skills section for 6 months, the other for 3. If you haven't achieved Bronze you must extend your Volunteering or the longer of your Physical or Skills sections to 12 months.
Gold	6 to 18 months	You need to do either the Physical or Skills section for 12 months, the other for 6. If you haven't achieved Silver you must extend your Volunteering or the longer of your Physical or Skills sections to 18 months.

**Programme plan for:** *(your name)* \_\_\_\_\_

**What kind of physical activity do you want to start doing or improve at?** *(tick box)*

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Dance             | <input type="checkbox"/> Extreme sports | <input type="checkbox"/> Fitness        |
| <input type="checkbox"/> Individual sports | <input type="checkbox"/> Martial arts   | <input type="checkbox"/> Racquet sports |
| <input type="checkbox"/> Team sports       | <input type="checkbox"/> Water sports   |   |

**Detailed activity chosen:**

**Where are you going to do it?**

**What are your goals? What do you want to achieve?**

**Who is going to support and assess you?**

# Programme planner: Skills section

## What is this programme planner for?

When completing each section of your DofE Programme, you should develop a programme which is specific and relevant to you. This sheet will help you to plan your DofE programme for the Skills section.

For help and support see your DofE Leader or visit [www.DofE.org/skills](http://www.DofE.org/skills)

## The Skills section – why do it?

Developing a skill helps you get better at something you are really interested in and gives you the confidence and ability to use this skill both now and later in life.

## How long should I do activity for the Skills section?

Level	Minimum time	Notes
Bronze	3 to 6 months	You need to do one of your Volunteering, Physical or Skills sections for 6 months, the others for 3.
Silver	6 to 12 months	You need to do either the Physical or Skills section for 6 months, the other for 3. If you haven't achieved Bronze you must extend your Volunteering or the longer of your Physical or Skills sections to 12 months.
Gold	6 to 18 months	You need to do either the Physical or Skills section for 12 months, the other for 6. If you haven't achieved Silver you must extend your Volunteering or the longer of your Physical or Skills sections to 18 months.

**Programme plan for:** (your name) \_\_\_\_\_

### What kind of skills do you want to develop? (tick box)

- Care of animals   
  Creative arts   
  Games and sports   
  Learning and collecting  
 Life skills   
  Media & communication   
  Music   
  Natural world  
 Performance arts   
  Science & technology

**Detailed activity chosen:**

**Where are you going to do it?**

**What are your goals? What do you want to achieve?**

**Who is going to support and assess you?**

# Assessor's Reports

Once you have completed your section for the designated timeframe, your final step is to get your assessor's reports. You have 2 options to get these:

## Option 1 – Online

You will need to give your assessor your eDofE ID Number and ask them to go to [dofe.org/assessor](https://dofe.org/assessor). Here they will complete your report, filling in your section end date, the progress you made towards your goals and any other comments they may have. The report is linked to their email you submitted on to eDofE, and therefore nobody else can write this in their place. This will automatically come through to your eDofE account for approval.



**DE** | ASSESSOR'S REPORT  
PHYSICAL

Participant: \_\_\_\_\_  
eDofE ID No: \_\_\_\_\_  
Level: Gold

Description of activity: \_\_\_\_\_

Date started: \_\_\_/\_\_\_/\_\_\_ Completed: \_\_\_/\_\_\_/\_\_\_ (\_\_\_ months)

Goals set by participant: \_\_\_\_\_

**Assessor's comments:**  
*Please write as much as possible, talking about training, teamwork (if applicable) and achievements. What you write will celebrate the achievement of the young person and form part of their permanent record of their DoFE programme. Please note: the information you have provided in this report will be scanned and stored by the DoFE as part of its record of the participant's achievement. The DoFE will not share your personal data with third parties.*

What progress did they make towards their goals?  
\_\_\_\_\_  
\_\_\_\_\_

What did they achieve, what skills did they learn?  
\_\_\_\_\_  
\_\_\_\_\_

How frequently did they take part in this activity?  
\_\_\_\_\_  
\_\_\_\_\_

Any other comments?  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

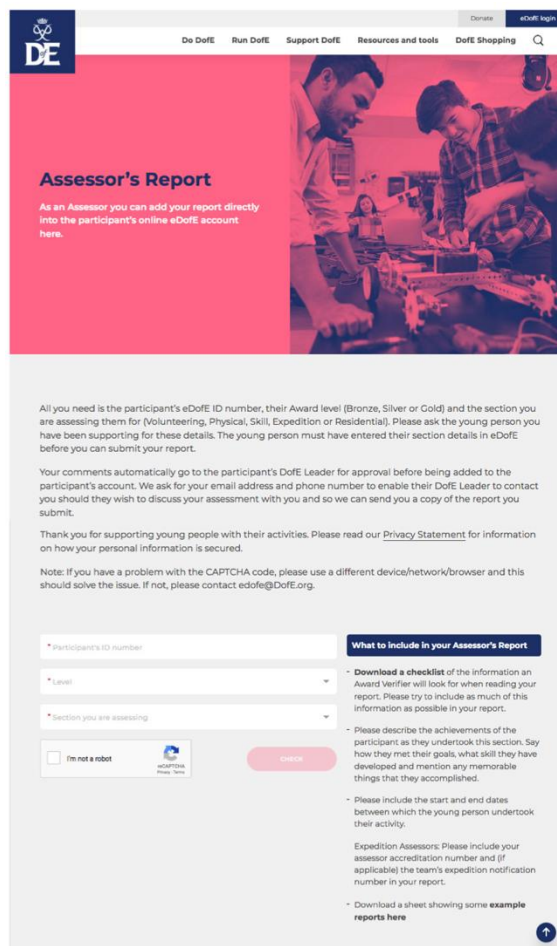
Assessor's first name: \_\_\_\_\_ Last name: \_\_\_\_\_

Assessor's position/qualification: \_\_\_\_\_

Assessor's phone number: \_\_\_\_\_

Assessor's email: \_\_\_\_\_

*Participants should scan or photograph this page and upload to eDofE as evidence.*



DE | DoFE | Run DoFE | Support DoFE | Resources and tools | DoFE Shopping | Donate | eDofE login

### Assessor's Report

As an Assessor you can add your report directly into the participant's online eDofE account here.

All you need is the participant's eDofE ID number, their Award level (Bronze, Silver or Gold) and the section you are assessing them for (Volunteering, Physical, Skill, Expedition or Residential). Please ask the young person you have been supporting for these details. The young person must have entered their section details in eDofE before you can submit your report.

Your comments automatically go to the participant's DoFE Leader for approval before being added to the participant's account. We ask for your email address and phone number to enable their DoFE Leader to contact you should they wish to discuss your assessment with you and so we can send you a copy of the report you submit.

Thank you for supporting young people with their activities. Please read our [Privacy Statement](#) for information on how your personal information is secured.

Note: If you have a problem with the CAPTCHA code, please use a different device/network/browser and this should solve the issue. If not, please contact [edofe@dofe.org](mailto:edofe@dofe.org).

Participant's ID number: \_\_\_\_\_

Level: \_\_\_\_\_

Section you are assessing: \_\_\_\_\_

I'm not a robot

CAPTCHA

#### What to include in your Assessor's Report

- Download a checklist of the information an Award Verifier will look for when reading your report. Please try to include as much of this information as possible in your report.
- Please describe the achievements of the participant as they undertook this section. Say how they met their goals, what skill they have developed and mention any memorable things that they accomplished.
- Please include the start and end dates between which the young person undertook their activity.
- Expedition Assessors: Please include your assessor accreditation number and (if applicable) the team's expedition notification number in your report.
- Download a sheet showing some **example reports here**

## Option 2 – Paper, then Upload to eDofE

In your eDofE pack posted to your home address you received paper copies of blank assessor reports. These can be completed in person. It is then your responsibility to take a photo, upload this as evidence on to eDofE, mark the 'assessor report' check box and submit for approval.

# Using eDofE

Website: [edofe.org](http://edofe.org)

Logging in: You will be given your username and password during DofE Session 6.

**Write this down here: We also suggest writing this down in the 'notes' section of your phone in case you forget/lose this booklet!**

**Username:**

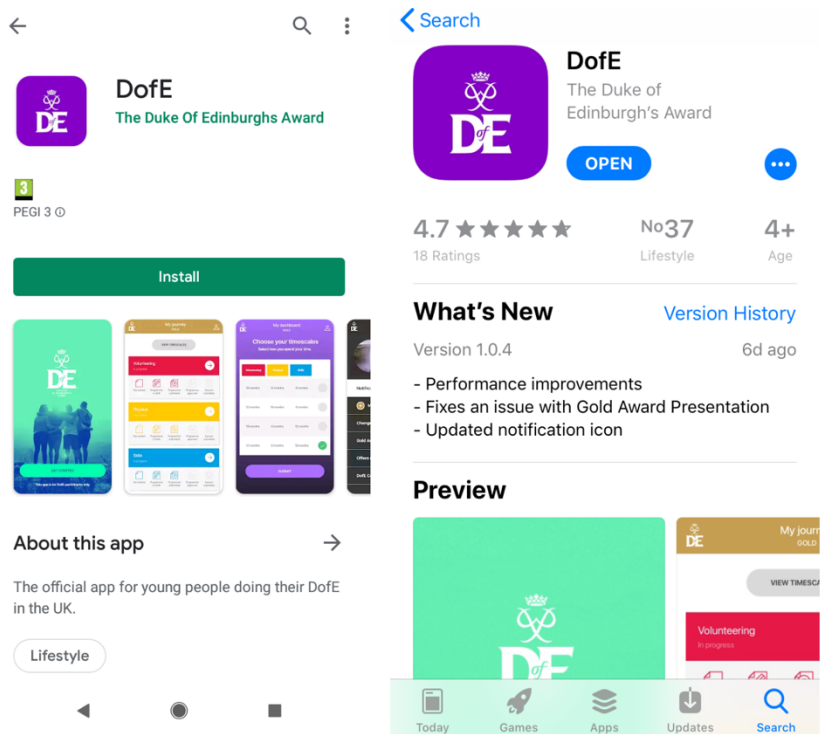
**Password:**

If you have any issues with using eDofE, such as logging activities, uploading evidence or face any technical issues, email [klarsen@neneparkacademy.org](mailto:klarsen@neneparkacademy.org).

## The DofE App:

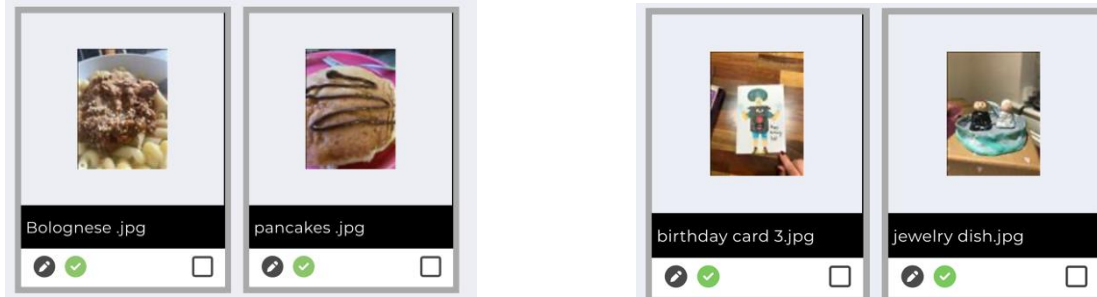
The DofE App is currently available for participants to download on Android and iOS. This is the quickest and easiest way for you to upload evidence and manage your activities.

You can download the App by going to the Google Play Store or Apple App Store and searching 'The Duke of Edinburgh's Award'. Please ensure that you download the correct app.

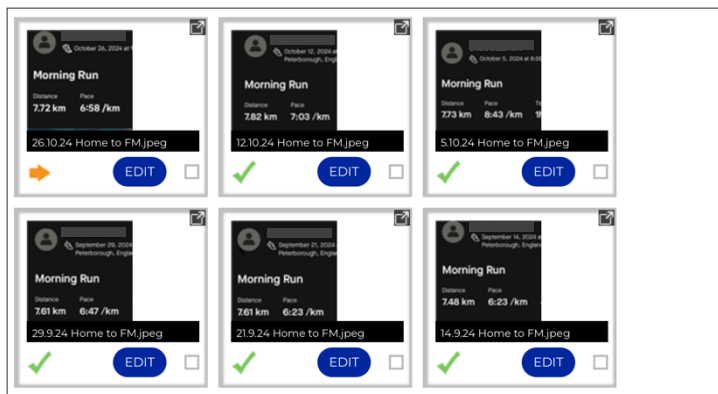


## What does good evidence look like on eDofE?

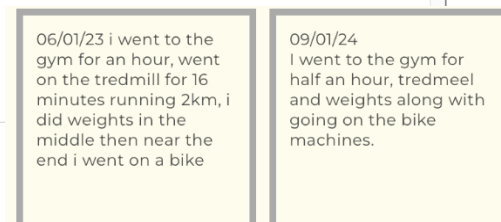
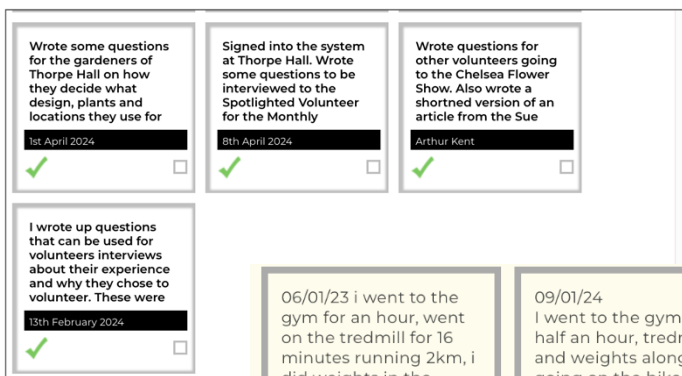
- If you are creating something – upload photos each week of your progress. E.g. embroidery, cooking, baking – these are easy to add straight on to the app.



- If you are using an app to track progress – upload screenshots of your progress each week e.g. strava, duolingo



- If you are not able to take photos, keep a log of what you have done each week. e.g. through inputting 'text' evidence on eDofE with the date and a few sentences on what you have done, or through filling in an 'activity log' sheet to keep track of your progress. An activity log sheet can be photographed at the end of your section and uploaded on to eDofE as evidence.

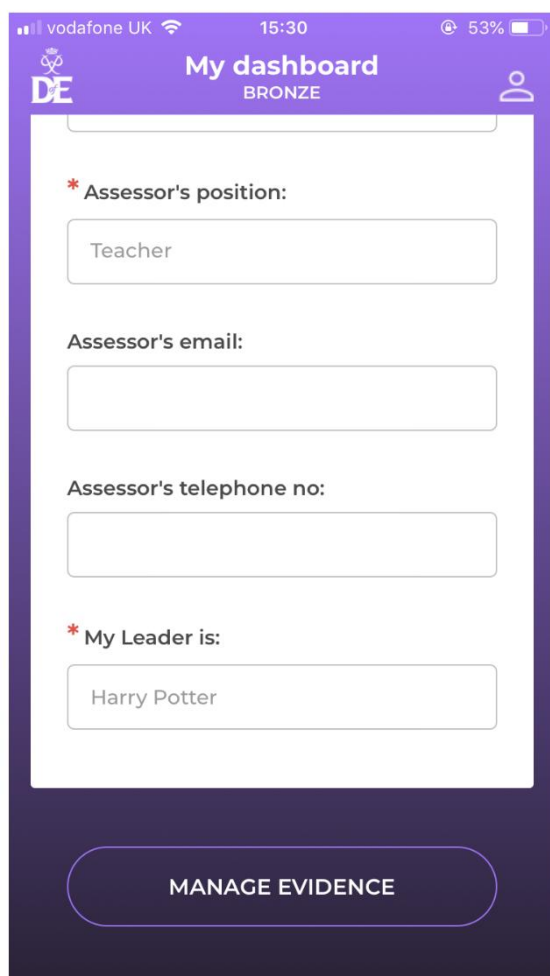


Date	What you did	Hours	Initials
27/9/23	Started learning damage control by John Petrucci	1	MB
4/10/23	Practiced and learned middle riff's of damage control	1	MB
11/10/23	Learned wison of damage <del>pr</del> control + practice	1	MB
18/10/23	more practice of wison + alternate picking work to perfect wison	1	MB
1/11/23	working on entirety of piece learnt so far	1	MB
8/11/23	Started learning blues solo + practice	1	MB
15/11/23	more practice of blues solo	1	MB
22/11/23	putting everything so far together + further practice	1	MB
29/11/23	more practice of everything together	1	MB
6/12/23	learning ending + practice of entire piece over half term	1	MB
10/12/23	perfecting - volume controls, pickups + techniques	1	MB
17/12/23	more technique practice + practice of entire song	1	MB
24/12/23	final practice of song -> perfected.	1	MB

## How do you add evidence to eDofE?

Select the section you want to add evidence to on the app:

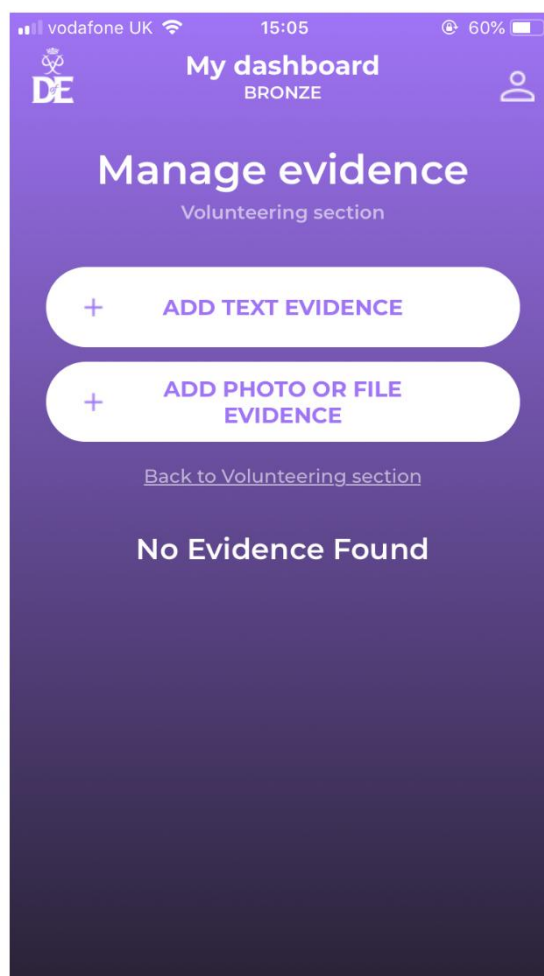
1. Scroll down to the bottom
2. Tap 'Manage Evidence' – you can view any evidence that you've previously uploaded.
3. You now have the option to add text, photos or file evidence.
4. Be careful not to check the 'assessor's report' button, unless you are uploading your assessor's report!



The screenshot shows the 'My dashboard' screen for a 'BRONZE' user. The top status bar shows 'vodafone UK', '15:30', and '53%' battery. The app header includes the 'DE' logo, 'My dashboard', and 'BRONZE'. Below the header is a white form with the following fields:

- \* Assessor's position:** A text input field containing 'Teacher'.
- Assessor's email:** An empty text input field.
- Assessor's telephone no:** An empty text input field.
- \* My Leader is:** A text input field containing 'Harry Potter'.

At the bottom of the screen is a large, rounded button labeled 'MANAGE EVIDENCE'.



The screenshot shows the 'Manage evidence' screen for a 'BRONZE' user. The top status bar shows 'vodafone UK', '15:05', and '60%' battery. The app header includes the 'DE' logo, 'My dashboard', and 'BRONZE'. The main content area has a purple background with the following elements:

- Manage evidence** (Section title)
- Volunteering section** (Sub-section title)
- Two large, rounded buttons with a plus sign icon and the text: **ADD TEXT EVIDENCE** and **ADD PHOTO OR FILE EVIDENCE**.
- A link: [Back to Volunteering section](#)
- No Evidence Found** (Text indicating no evidence is present)



## EXPEDITION KIT LIST SILVER

### CLOTHING

Item needed	Got it	Packed it
<b>1 pair of walking boots.</b> Broken in. Boots must have ankle support, not walking shoes. No trainers.		
<b>3 pairs of walking socks</b>		
<b>Jacket/coat</b> (waterproof and windproof essential)		
<b>Waterproof over-trousers</b>		
<b>1-2 fleece tops or similar</b>		
<b>3-4 t-shirts</b> (thermal optional)		
<b>2-3 walking trousers</b> (warm, NOT jeans. Leggings are allowed.)		
<b>1-2 pairs of shorts</b> (if appropriate)		
<b>Underwear</b>		
<b>Nightwear</b>		
<b>Flip flops/sandals</b> Shoes MUST be worn at the campsite. If these are not brought, they will have to wear their boots.		
<b>Warm hat and/or sunhat</b> (as appropriate)		

### PERSONAL KIT

Item needed	Got it	Packed it
<b>Rucksack</b> These can be borrowed if needed.	Provided	
<b>Rucksack liner</b> (or strong plastic bags in case it rains and rucksacks get wet)		
<b>Sleeping bag/ Pillow</b> To reduce weight/save space, students can put clothes into a pillowcase to create a pillow, or purchase a blow-up pillow		
<b>Sleeping mat</b> Self inflating roll mats can be purchased or simple foam roll mats can be borrowed. Students cannot bring air beds due to space they take up inside of a tent.	Provided	
<b>Waterproof bag</b> (In case of very poor weather for important items. E.g phone)		
<b>Sleeping bag liner</b> (optional)		
<b>Whistle</b>	Provided	

<b>Torch</b> (handheld/head torch and spare batteries – may choose to use phone torch)		
<b>Group first aid kit</b>	Provided	
<b>Food</b> (including emergency rations). Students are not to bring energy drinks but can bring sweets for energy to snack on throughout the day.		
<b>Water bottle x 2</b> Water can be refilled at checkpoints throughout the day but two full bottles are required to be brought to the expedition		
<b>Cutlery &amp; Plate/ Bowl</b>		

<b>Mug</b> If students want to make a hot drink. Long life milk can be brought for cups of tea/hot chocolate.		
<b>Wash kit/personal hygiene items/ Sanitary Products</b> (some items could be shared as a group)		
<b>Suncream</b>		
<b>Towel</b> The campsite does have showers that are free to use if they wish. If bringing a towel, microfibre towels are recommended as they dry quick and take up less space.		
<b>Small quantity of money</b> (optional – for emergencies). Students are not permitted to use shops throughout their expedition.		
<b>Pen/ Highlighter</b> Students may want to annotate their map throughout the day		
<b>Watch</b>		
<b>Plasters</b> Please pack these as blisters are common on DofE		

#### **GROUP KIT (to carry between the team)**

<b>Item needed</b>	<b>Got it</b>	<b>Packed it</b>
<b>Tent</b>	Provided	
<b>Camping stove(s)</b>	Provided	
<b>Cooking pans</b>	Provided	
<b>Tin opener</b> (if required)		
<b>Tea towels / soap/sponge</b> Recommend sharing with group members		
<b>Plastic bags</b> (for rubbish etc.)		
<b>Toilet paper</b>		

<b>Maps (1:25 000)</b>	Provided	
<b>Compass</b>	Provided	
<b>Map cases</b>	Provided	
<b>Camera (optional)</b>		

**ADDITIONAL OPTIONAL KIT (for you to consider)**

<b>Item needed</b>	<b>Got it</b>	<b>Packed it</b>
<b>Sunglasses</b>		
<b>Insect repellent</b>		
<b>Ear Buds (to block noise at campsite at night)</b>		
<b>Ball, playing cards/ card games etc.</b> Students will have free time in the evening		
<b>Plasters/ Hayfever Tablets</b>		
<b>Instant heat packs</b> Even in the summer, nights can be cold. Instant disposable handwarmers can be purchased to use if they are cold, especially if the weather has been wet throughout the daytime.		

## Common Problems/Questions

### **Forgot your password to eDofE?**

Reset it by following the steps here:

<https://help.edofe.org/hc/en-gb/articles/360016275838-I-ve-forgotten-my-Username-password-eDofE>

Your account will be set up with your school email address.

### **Need to change your section or your assessor left?**

Email [klarsen@neneparkacademy.org](mailto:klarsen@neneparkacademy.org)

### **You have lost your activity log sheets or need a new copy:**

Spares can be found in the blue file holder in the back of 318.

### **When will I learn to read a map?**

We will cover this during our DofE Session 6's and on the Expedition training day.

### **What food will I need for the expedition?**

You will need to bring all food with you on the expedition. On your Expedition Training Day you will create a menu for your expedition to guide you.

### **What happens if I am attending a Session 6 for one of my activities but it is on the same day as DofE?**

DofE Session 6 will need to take priority. You can skip a week of your activity and add it on to the end to ensure you complete the correct number of sessions.

### **What should I do if I cannot attend a DofE Session 6?**

Email Miss Larsen ASAP with the reason you cannot attend so that you can catch up on what you have missed.

### **I have another question:**

Email [klarsen@neneparkacademy.org](mailto:klarsen@neneparkacademy.org) or [ksalisbury@neneparkacademy.org](mailto:ksalisbury@neneparkacademy.org) or attend the DofE Drop in Session 6.