



ScotLAND: Group Visit Scheme **Guidelines for Visiting groups**

Groups

All groups participating in the Group Visit Scheme need to have a group leader. The group leader is responsible for the following:

- Submitting an application form to the Permaculture Association.
- Communicating and liaising with the Permaculture Association.
- Arranging the visit date with the ScotLAND centre host.
- Arranging transport for the group.
- Informing the Land centre host of any accessibility needs/special needs of individuals within the group.
- Organising catering with the host if required
- Submitting the travel expenses claim form along with the receipts.
- Submitting the group feedback form
- Submitting a register
- Submitting photos from the Group Visit

What to bring

We advise all individuals taking part in the Group Visit Scheme to bring the following:

- ✓ **Suitable footwear:** Wellington boots or walking boots
- ✓ **Suitable clothing:** Long trousers, waterproof trousers/jacket, hat, gloves, scarf (during cooler months), sun hat, sunglasses, sun-cream and a bottle of water (during hotter months).
- ✓ **Own packed lunch (including hot drinks):** Unless your group has an arrangement with the host.
- ✓ **Paper and pen:** It may be useful to assign a scribe for your group to record useful information.
- ✓ **Camera:** It may be useful to assign a photographer for your group to record useful information.

What to do on site

All groups are encouraged to:

- ✓ Take pictures of the site and keep notes.
- ✓ Ask the host questions.
- ✓ Buy lunch at the ScotLAND centre (if applicable).
- ✓ All groups are asked to:
- ✓ Listen and adhere to the on-site health and safety procedures.
- ✓ Be respectful to the host, to the site and themselves. Many ScotLAND centres are based in people's homes, moderate noise levels and respectful behaviour is much appreciated.
- ✓ Keep together when on the site tour.

What not to do on site

All groups are asked not to:

- X Drop or leave litter around the site.
- X Go into private dwellings or buildings without the host's permission.
- X Bring their own dogs to the site.
- X Touch livestock/ farmyard animals without the host's permission.
- X Pick plants/ flowers / food without permission

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