



**Away From It All holidays**  
**Mothers' Union Diocese of Coventry**  
**Registered Charity No. 250129**

**Referral form for Away From It All holidays**  
**The Mothers' Union Holiday Scheme**

..... have supplied your name as someone who would be willing to act in your professional capacity as the referring agent for this individual/family, assessing whether or not the individual/family and the holiday Mothers' Union is, potentially, able to offer, are suitable for one another. Details of the nature of the possible holiday are attached.

No	Question
1	Your full name and designation:
2	Your full address:
3	Your telephone number: <span style="float: right;">Your email:</span>
4	Your occupation:
5	The name of the individual/family for whom you are willing to act as a referring agent:
6	Please describe the nature of your professional relationship with this individual/ family:
7	How long have you known this individual/family in the capacity outlined above?
8	Why do you feel this individual/family should be allocated a holiday?

9	Have you read your client's completed application form, and, to the best of your knowledge, confirm that all the information provided is correct?	<b>YES/NO</b>
10	Please consider the Away From It All holidays: Booking Conditions (enclosed). Have you any reason to suppose that the applicants will not strive to fulfil these booking conditions?  If yes, please explain: (Attach additional sheet/s as necessary)	<b>YES/NO</b>
11	Are you aware of any problems which might arise for the applicant, the holiday venue/site or Mothers' Union, if this individual/family are offered a holiday?  If yes, please provide details: (Attach additional sheet as necessary)	<b>YES/NO</b>
12	Have you any additional comment or information you would like to supply in relation to this referral?	<b>YES/NO</b>
13	If any problems occur during the holiday, we may need to contact you, in order to seek your advice about their resolution. Are you willing to be approached in such circumstances?	<b>YES/NO</b>
14	Data Protection:  Under the General Data Protection Regulations 2018, Mothers' Union in the Diocese of Coventry needs your agreement to hold the information you have supplied for use in connection with its charitable purposes.  <i>The General Data Protection Regulations 2018 indicates that information should be kept for no longer than is necessary. In the context of AFIA holidays it is advisable for the records to be kept for six years, after which they will be disposed of as confidential data. (If the paperwork includes for example references to any serious incidents or notes of additional assessments that were undertaken, further advice would be sought before the records are destroyed).</i>	
15	Please sign here below, to confirm that:  <ul style="list-style-type: none"> <li>• To the best of your knowledge, the information you have supplied is true and complete</li> <li>• You give your consent to the information you have supplied being used in the ways indicated.</li> </ul> Your signature: _____ Date: _____	
16	Please indicate here the number (if any) of additional sheets you have attached to this application form:	

17	<p>Please note: Mothers' Union is not able to meet all requests, and sadly, not all applicants will be offered a holiday. As soon as a decision has been reached you will be advised.</p> <p>If for any reason you need to contact Mothers' Union in regard to this holiday application, please telephone</p> <p><b>024 7652 1350 during office hours (Monday and Wednesday 10am-2pm)</b></p> <p><b>Email: <a href="mailto:mucovafia@hotmail.com">mucovafia@hotmail.com</a> or <a href="mailto:mu.cov@CovCofE.org">mu.cov@CovCofE.org</a></b></p> <p>Please return this completed booking form to:</p> <p><b>Mothers' Union c/o AFIA 1 Hill Top Coventry CV1 5AB</b></p>
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