

## **The South African Scout Association**

### **Forms- Guidance Notes**

Note: Copies can be made of the form, should the Volunteer, Group or District requires a copy.

#### **1. ADULT APPOINTMENT APPLICATION FORM (AA)**

This is a form that needs to be used by all adults wishing to take up a formal appointment. This form needs to be completed by uniformed and non-uniformed persons.

The applicant with the support of Group Scouter or appropriate Commissioner should complete this form

Pages 1 & 2 of the form should be discussed with the applicant and the Aims and Principles and Method of Scouting fully explained. The Scout Association Child Protection Policy should also be discussed and yellow card "Put our Youth first" issued.

At this stage the discussion should ensure that the person wishing to take up the appointment understands what would be expected of them in their new role. Issue a job description (if available). Once the form has been completed, the first part needs to be retained by the applicant. It should be recognised that more detailed discussions will take place on the topics as the person concerned undertakes appropriate training.

Pages 3 & 4 are fairly straight forward, but the following information may be helpful.

#### **Computer number**

Headquarters will add this unless the applicant already has a number, which is known.

#### **About you**

##### **First Names**

These will be applicant's registered names.

##### **Previous Names**

This would normally be someone's maiden name.

##### **Known by name**

This might be an applicant's nickname or abbreviated first name.

##### **Title**

Such as Mr, Mrs, Miss, Ms, Dr, Rev, etc.

##### **Current Address**

The information will only be used for Scouting purposes.

##### **Disabilities**

This includes information on current or previous disabilities.

### **Last Appointment**

This will include appointments made locally or nationally.

### **Referees**

Some advice may be needed to help people to identify suitable referees. The information should be provided as soon as possible that following up of references does not hold up the overall appointment process.

### **Type of Appointment**

This section needs to be completed by the District or Area.

Tick uniformed if it is for e.g. a Scouter

Tick non-uniformed if it is for e.g. a member of the Local Association.

For Nationally issued appointments tick the single box.

### **Specific appointment**

Specific appointment e.g. Scouter or Group Chairperson.

### **Date of taking up appointment**

This would normally be the date when the Area/District Commissioner signs the application.

First review date

All appointments need to be reviewed as laid down by the POR (See Designated ranks)

### **Declaration of membership**

All adults who become involved with Scouting on a formal basis are now required to sign a declaration of membership. This information needs to be fully explained to all applicants before they sign.

### **Signatures:**

The boxes reflect the normal order in which the form should be signed.

### **2. Reference Form (RF)**

The reference form (RF) is an optional aid to ensure thorough reference checks and supporting documentation for appointment. In some circumstances the enforcement of the Reference Form is not practically possible.

This form should be issued at the same time as the Adult Appointment Form. It can be completed by anyone known to the applicant other than a relative.

### **Appointment**

Whilst the applicant would complete this section, some clarification might be needed to ensure the correct term is used, such as Pack Scouter, rather than Akela.

### **Return Date**

The three boxes of the form should state a date when the form should be returned giving adequate time for the referee to complete the form.

### **Your referee**

The referee should complete this information. If everything is satisfactory then the appointment process can continue as normal.

If the information is not satisfactory then the appropriate Commissioner should be informed. If the information is of a serious nature then the Area Manager should also notify the National Headquarters.

### **3. Confidential Enquiry (CE)**

This form should be used when any adult, previously involved in Scouting, shows an interest in helping in Scouting. As a general guide the Association requires all previously involved adults to be subject to this basic check before helping in any capacity.

The various questions are quite straightforward, however, the following comments may be helpful.

#### **Previous names**

This would normally be someone's maiden name.

#### **Occupation**

If someone is not in employment or they are a student, please say so.

#### **Name and Address of Area Manager/Area Commissioner/District**

This is the return address. It will normally be the Area Headquarters' postal address or e-mail address

If Head office have no adverse information then the form will be returned to the name and the address shown at the

bottom of the form. Should there be a concern then a suitable letter will be sent to the Area Manager.

#### **Signature of sender**

This should be the person completing the form. It can be different from the person to whom the person will be returned.

### **3. Recommendation for issue/renewal/ change of warrants/permit/appointment (IRC)**

This is the form that needs to be completed for recommendation for issuing/renewing or changing of a Warrant/permit or an Appointment.

Sect 310.1 of the POR states: "When Group Scouter, District Commissioner and LA Exco are satisfied that the applicant is suitable, recommendation for the temporary Permit or Warrant to be authorised must be made to the Area Headquarters."

#### **Computer number**

Headquarters will add this unless the applicant already has a number, which is known.

#### **First Names**

These will be applicant's registered names.

#### **Previous Names**

This would normally be someone's maiden name.

**Known by name**

This might be an applicant's nickname or abbreviated first name.

**Title**

Such as Mr, Mrs, Miss, Ms, Dr, Rev, etc.

**Signatures and dates**

The boxes reflect the appropriate authority for approving and it should be used in accordance with the Association's rules contained in the POR.

**4. CANCELLATION/SUSPENSION (CS)**

This form should always be used to cancel any appointment.

Where any person is suspended or his/her services terminated, in accordance with the Association's rules then, the Headquarters should be notified as quickly as possible using this form.

**Computer number**

Headquarters will add this unless the applicant already has a number, which is known.

**First Names**

These will be applicant's registered names.

**Previous Names**

This would normally be someone's maiden name.

**Known by name**

This might be an applicant's nickname or abbreviated first name.

**Title**

Such as Mr, Mrs, Miss, Ms, Dr, Rev, etc.

**New Address**

The information will only be used for scouting purposes.

**Appointment held**

This should be the appointment title only i.e. Assistant Troop Scouter.

**Cancellation**

Provide reasons for cancellation. More information should be recorded on the back of the form

**Suspension**

POR gives more detail of how suspensions work. More information should be recorded on the back of the form.

**Signatures and dates**

The boxes reflect the appropriate authority for approving cancellation or suspension and should be used in accordance with the Association's rules contained in the POR.