

# INFORMATION FOR SECTION LEADERS



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## ONLINE YOUTH APPLICATION FORM (Y1)

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All new Youth Members are required to complete a Youth Membership Application Form (Y1). Scouts NSW has now made this form available online via the Scouts NSW website.

### 1. Who needs to fill in a Youth Member Application Form (Y1)?

All new youth applicants who apply for membership with Scouts NSW can fill in the online Youth Membership Application Form (Y1) as an alternate to the traditional paper Y1 form.

### 2. Why the change?

The Youth Membership Form (Y1) content has not changed. Scouts NSW has made this form available online to simplify the process of a prospective youth member joining Scouts and illuminating the need for a paper form. The paper Y1 form can still be used and will be accepted by Region Offices.

### 3. What is the process for online Y1?

The online Youth Membership Application (Y1) form is simple to use:

- Step 1: Hand out customisable flyers to prospective members that will direct them to the Youth Member Application Form (Y1) on the Scouts NSW website and provide them the Scout Groups email address to send their completed form to.
- Step 2: The prospective member's parent fills in the Y1 online and receives a PDF version via email.
- Step 3: The prospective member's parent forwards the PDF to the Scout Group's email address listed on the flyer.
- Step 4: The Group Leader endorses/approves the Adult Helper and sends the endorsed PDF form to the Region Office via email.

**As a Group Leader, it is your responsibility to endorse the Y1 form, and forward a copy to your Region Office as soon as possible after you have received it from the new applicant.**

### 4. I have received an email from a parent with a PDF version of their Y1 Form. What do I do?

As a Group Leader, you will need to endorse the form, and then forward it to your Region Office.

Please provide endorsement in your email to Region Office – e.g. "I recommend this applicant for appointment as a Cub Scout in 1<sup>st</sup> Scout Group. Yours in Scouting, Group Leader, 1<sup>st</sup> Scout Group."

### 5. How can I make sure prospective members send me the PDF version of their Y1 Form?

Scouts NSW has prepared customisable flyers for Group Leaders to hand out to prospective youth applicants who will need to fill out a Y1 form.

You can download the PDF customisable flyer [here](#) and the Microsoft Word customisable flyer [here](#). Simply use Adobe Acrobat or Microsoft Word to fill in the custom fields with your Group Name and Group email address. Then print out the flyer and distribute it to prospective members!

If you need any support using this resource, please contact the Member Services Department on [info@nsw.scouts.com.au](mailto:info@nsw.scouts.com.au).