



Information for Group Leaders

Online Adult Membership Application Form (A1)

All new Adult Members are required to complete the Adult Membership Application Form (A1). Scouts NSW has made this form available online via the Scouts NSW website.

Who needs to complete an Adult Membership Application Form (A1)?

All new adult member applicants who apply for membership with Scouts NSW must complete an A1 Form. The A1 is now available online and can be used as an alternate to the traditional paper-based A1 Form.

Why is the form now online?

Scouts NSW has made this form available online to simplify the process for Adult Members to join Scouts NSW. The online A1 Form also streamlines the endorsement process for Group Leaders and Regions and eliminates the need for a paper-based form.

While some sections of the Adult Membership Application Form have been reordered to assist Regions with data entry, the content of the A1 Form has not changed.

Where is the online A1 Form located?

The online A1 Form can be accessed from the Scouts NSW website - <https://www.nsw.scouts.com.au/adult-membership-application/>

Is the paper based A1 still available and accepted?

Yes – while we recommend using the online version of the A1, the paper-based form is still available and accepted.





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What is the process for online A1?

The process for the online Adult Membership Application Form as at 31 May 2019 is detailed below:

Step 1	Adult Member applicant completes the online A1 form. Upon submission, a copy of the application is automatically emailed to the applicant, Region Office and Group Leader.
Step 2	The Group Leader receives the email notification and clicks a link to a secure web page, where they complete an initial review of the application.
Step 3	The Group Leader conducts two mandatory reference checks and an Introductory Interview with the Adult Member applicant.
Step 4	The Group Leader returns to the secure web page and completes the online Group Leader endorsement.
Step 5	Once endorsed, a PDF copy of the A1 form is automatically emailed to Region Office for processing and the Group Leader for their records.
Step 6	Region Office staff process the application on Scoutlink.

What are my responsibilities as a Group Leader?

As a Group Leader, it is your responsibility to:

- Monitor your emails for any new Adult Membership applications. These emails will be marked 'FOR ENDORSEMENT' in the email subject line.
- Complete an initial review of each application, then conduct the mandatory reference checks and the Introductory Interview with the Adult Member applicant before completing and submitting the online Group Leader endorsement form.
- Notify your Region Office if there are any issues with an application.





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Group Leaders are required to attach a copy of the Scouts NSW Reference Check document to each paper-based A1 application. Now that the form is available online, where can I submit the Reference Check document?

Group Leaders submit the details of each Reference Check as part of the online Group Leader endorsement. This includes the following questions:

- How long have you known the applicant and in what capacity?
- How do you think they would cope with acting as a Leader in a recreational learning environment?
- How does the applicant interact with young people and adults?
- How does the applicant deal with stressful situations and conflict? What is your view of their temperament?
- How would you say that the applicant would work with a team? Are they honest and trustworthy?
- How would you describe the applicant's manner with young people? Is there anything which in your view makes them unsuitable to work with young people?
- Is there anything else you would like to highlight? Any additional comments?
- Date Reference Check conducted.

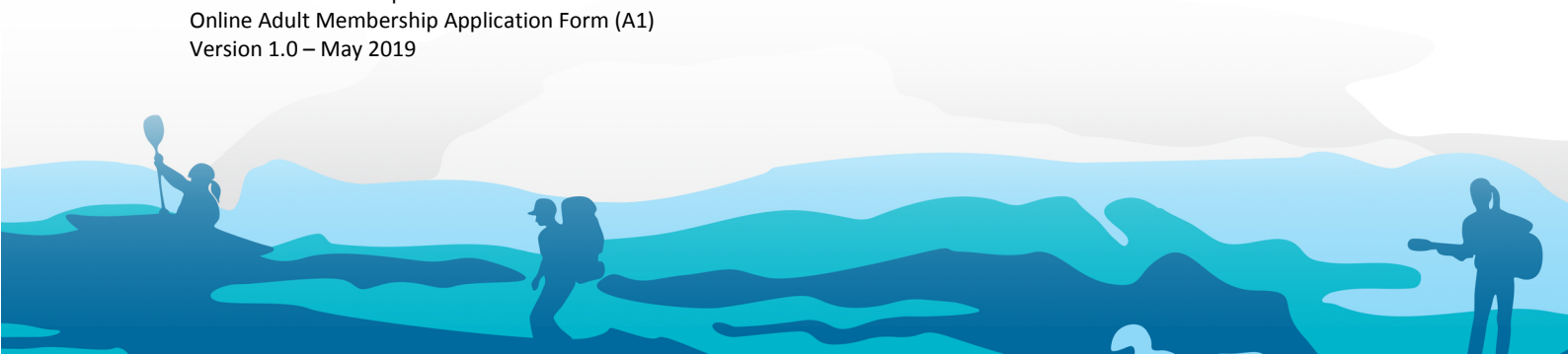
A series of free text paragraph fields are included in the online Group Leader endorsement form for the Group Leader to record these answers.

When does the Introductory Interview take place?

The Introductory Interview with the Adult Member should take place after your initial review of their application, and after the mandatory Reference Checks have been conducted. The Group Leader endorsement includes a field which will ask you to confirm that the Introductory Interview with the Adult Member applicant has taken place.

I receive a large number of emails every week. How can I keep track of the applications I have endorsed?

You will be sent an email confirmation immediately after you have endorsed an Adult Membership application. This email will be marked 'ENDORSEMENT COMPLETE'.





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What will the email notification look like?

The email notification will look like the message below. The email subject line will be clearly marked as "FOR ENDORSEMENT".

FOR ENDORSEMENT: A New Adult Helper Application Form (A2) has been submitted to 1st Dural Scout Group

Dear Group Leader,

Mary Smith has visited 1st Dural Scout Group and has submitted an online Adult Helper Application Form (A2).

Clicking on the link below will enable you to review this application and endorse the applicant as an Adult Helper (Non-Uniformed) of Scouts NSW.

To complete the Group Leader endorsement, please fill in the fields at the end of the form highlighted in green. Once complete, a PDF copy of the form will be sent to you and your Region Office.

[Click here to get started.](#)

Please note - this is an automated generated email, please do not reply. If you have any questions about this A2 application, please contact your Region Office or Scouts NSW State Office on (02) 9735 9000.

Yours in Scouting,

Scouts NSW





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What does the online Group Leader endorsement form look like?

The online Group Leader endorsement form is accessible via the hyperlink displayed in the email notification (see “Click here to get started”).

The endorsement section is located at the bottom of the secure web page, and the fields to be completed by the Group Leader are highlighted in green.

This includes:

- Confirmation that the Group Leader has read the application
- Confirmation that the two mandatory Reference Checks have been conducted, and the applicant is accepted/not accepted as a person of suitable repute
- A series of free text paragraph fields, where the Group Leader must input the responses obtained from the referees during the Reference Checks (these fields are the same as those in the paper-based Scouts NSW Reference Check Document)
- Confirmation that the introductory interview has been completed
- Endorsement for membership to Scouts NSW
- Authority to participate/not participate in certain meetings and activities
- A free text field where Group Leaders can identify the Appointment for the applicant to be registered as
- Confirmation of Formation Name
- Date of Endorsement





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GROUP LEADER ENDORSEMENT

Confirmation *

I have read this applicant's Adult Membership (A1) Application form.

Referee Check *

- The nomination is supported by two referees who have been contacted and the applicant is ACCEPTED as a person of suitable repute.
- The nomination is supported by two referees who have been contacted and the applicant is NOT accepted as a person of suitable repute.

How long have you known the applicant and in what capacity? *

Referee One

Referee One

How long have you known the applicant and in what capacity? *

Referee two

Referee Two

How do you think they would cope with acting as a Leader in a recreational learning environment? *

Referee One

Referee One

How do you think they would cope with acting as a Leader in a recreational learning environment? *

Referee Two

Referee Two

How does the applicant interact with young people and adults? *

Referee One

Referee One

How does the applicant interact with young people and adults? *

Referee Two

Referee Two

How does the applicant deal with stressful situations and conflict? What is your view of their temperament? *

Referee One

Referee One

How does the applicant deal with stressful situations and conflict? What is your view of their temperament? *

Referee Two

Referee Two





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<p>How would you say that the applicant would work with a team? Are they honest and trustworthy? *</p> <p>Referee One</p> <p>Referee One</p>	<p>How would you say that the applicant would work with a team? Are they honest and trustworthy? *</p> <p>Referee Two</p> <p>Referee Two</p>
<p>How would you describe the applicant's manner with young people? Is there anything which in your view makes them unsuitable to work with young people? *</p> <p>Referee One</p> <p>Referee One</p>	<p>How would you describe the applicant's manner with young people? Is there anything which in your view makes them unsuitable to work with young people? *</p> <p>Referee Two</p> <p>Referee Two</p>
<p>Is there anything else you would like to highlight? Any additional comments? *</p> <p>Referee One</p> <p>Referee One</p>	<p>Is there anything else you would like to highlight? Any additional comments? *</p> <p>Referee Two</p> <p>Referee Two</p>
<p>Referee One - Date Conducted</p> <p><input type="text"/></p>	<p>Referee Two - Date Conducted</p> <p><input type="text"/></p>





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Endorsement *

- I NOMINATE the person named in this application for appointment as an Adult Member in The Scout Association of Australia, New South Wales.
- I DO NOT nominate the person named in this application for appointment as an Adult Member in The Scout Association of Australia, New South Wales.

Introductory Interview *

I confirm that this applicant has completed their introductory interview.

- Yes
- No

Pending their appointment, I recommend that the applicant: *

Please note that until all required Training (e.g. Basic training for Adult Leaders) has been completed, the Adult Member is not to be left solely responsible for youth members.

- Participate in youth and adult meetings
- Participate in adult meetings and adult training courses only
- Not participate in any meeting until approval is received from State Office

Appointment *

On receipt of a cleared Police Records Check and completion of required training, I recommend the person named in this application for appointment as:

Formation Name *

Date Group Leader Endorsement Completed *

29/05/2019

