



# Information for Group Leaders

## Online Adult Helper Application Form (A2)

All new Support Committee Members, Adult Helpers and Adults who attend an overnight Scouting activity are required to complete an Adult Helper Application Form. Please note this includes parents and guardians who attend any overnight Scouting activity. Scouts NSW has made this form available online via the Scouts NSW website.

### Who needs to complete an Adult Helper Application Form (A2)?

All new Support Committee Members, Adult Helpers and Adults who attend an overnight Scouting activity must complete an A2 Form. This includes parents and guardians who attend any overnight Scouting activity. The A2 is now available online and can be used as an alternate to the traditional paper-based A2 Form.

### Why is the form now online?

Scouts NSW has made this form available online to simplify the process for Adult Helpers to join Scouts NSW. The online A2 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 Helper Application Form have been reordered to assist Regions with data entry, the content of the A2 Form has not changed.

### Where is the online A2 Form located?

The online A2 Form can be accessed from the Scouts NSW website - <https://www.nsw.scouts.com.au/adult-helper-application/>

### Is the paper based A2 still available and accepted?

Yes – while we recommend using the online version of the A2, the paper-based form is still available and accepted.





### What is the process for online A2?

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

Step 1	Adult Helper applicant completes the online A2 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 can review the application online.
Step 3	Once the application is reviewed, the Group Leader completes the online Group Leader endorsement (in the same secure web page).
Step 4	Once endorsed, a PDF copy of the A2 form is automatically emailed to Region Office for processing and the Group Leader for their records.
Step 5	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 Helper applications. These emails will be marked 'FOR ENDORSEMENT' in the email subject line.
- Review each application before completing the online Group Leader endorsement form.
- Notify your Region Office if there are any issues with an application.

### 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 Helper 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
- Endorsement for membership to Scouts NSW
- Authority to participate/not participate in certain meetings and activities
- Confirmation of Appointment
- Confirmation of Formation Name
- Date of Endorsement





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#### GROUP LEADER ENDORSEMENT

##### Confirmation \*

I have read this applicant's Adult Helper (A2) Application form.

##### Endorsement \*

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

##### Pending their appointment, I recommend that the applicant: \*

- 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

