



# Information for Rover Crew Leader in Charge Online Rover Scout Membership Application Form (YA1)

All new Rover Scout members are required to complete a Rover Scout Membership Application Form (YA1). Scouts NSW has made this form available online via the Scouts NSW website.

## **Who needs to complete a Rover Scout Membership Application Form (YA1)?**

The Rover Scout Membership Application Form (YA1) is to be used for Venturer Scouts linking to Rover Scouts and new Rover Scout Members. The YA1 is now available online and can be used as an alternate to the traditional paper-based YA1 Form.

## **Why is the form now online?**

Scouts NSW has made this form available online to simplify the process for Venturer Scouts to link to Rover Scouts and new Rover Scouts to join Scouts NSW. The online YA1 Form also streamlines the endorsement process for Rover Crew Leaders in Charge and Regions and eliminates the need for a paper-based form.

While some sections of the Rover Scout Membership Application Form have been reordered to assist Regions with data entry, the content of the YA1 Form has not changed.

## **Where is the online YA1 Form located?**

The online Y1 Form can be accessed from the Scouts NSW website – <https://www.nsw.scouts.com.au/rover-scout-membership-application/>

## **Is the paper based YA1 still available and accepted?**





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Yes – while we recommend using the online version of the YA1, the paper-based form is still available and accepted. Rover Crews who are currently not on CareMonkey are required to use the paper-based YA1 Form.

### What is the process for online YA1?

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

Step 1	Rover Scout applicant completes the online YA1 form.  Upon submission, a copy of the application is automatically emailed to the applicant, Region Office and Rover Crew Leader in Charge (i.e. Crew Leader or Rover Advisor).
Step 2	The Rover Crew Leader in Charge receives the email notification and clicks a link to a secure web page, where they can review the application online.
Step 3	The Rover Crew Leader in Charge conducts an Introductory Interview with the applicant.
Step 4	The Rover Crew Leader in Charge completes the online Group Leader endorsement (in the same secure web page).
Step 4	Once endorsed, a PDF copy of the YA1 form is automatically emailed to Region Office for processing and the Rover Crew Leader in Charge for their records.
Step 5	Region Office staff process the application on Scoutlink.

### What are my responsibilities as a Leader in Charge?

As a Rover Crew Leader in Charge, it is your responsibility to:

- Monitor your emails for any new Rover Crew Membership applications. These emails will be marked 'FOR ENDORSEMENT' in the email subject line.





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- Complete an initial review of each application, then conduct the Introductory Interview with the Rover Scout applicant before completing and submitting 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 a Rover Scout Membership application. This email will be marked 'ENDORSEMENT COMPLETE'.

**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 Rover Membership Application Form (YA1) has been submitted to 1st Albion Park Rover Crew (Group)

Dear Rover Crew Leader in Charge,

Ben Jones has submitted an online Rover Scout Membership Application Form (YA1).

Clicking on the link below will enable you to review this application and endorse the applicant as Rover Scout member of Scouts NSW.

To complete the Leader in Charge 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 YA1 application, please contact your Region Office or Scouts NSW State Office on (02) 9735 9000.

Yours in Scouting,

Scouts NSW





### 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” on previous page).

The endorsement section is located at the bottom of the secure web page, and the fields to be completed by the Rover Crew Leader in Charge are highlighted in green. This includes:

- Confirmation that the Rover Crew Leader in Charge has read the application
- Confirmation that the introductory interview has been completed
- Endorsement for membership to Scouts NSW

#### GROUP LEADER ENDORSEMENT

**Confirmation \***

I have read this applicant's Rover Scout Membership (YA1) Application form.

**Endorsement \***

On receipt of a cleared Police Records Check and Working With Children Check Number, I RECOMMEND the above named person for membership as a Rover Scout in the Scout Association of Australia, NSW Branch.

I DO NOT recommend the above named person for membership as a Rover Scout in the Scout Association of Australia, NSW Branch.

**Introductory Interview \***

I confirm that this applicant has completed their introductory interview.

Yes

No

**Date Started \***

Date Started refers to the date the Rover Scout was invested into the Rover Crew.

