



Information for Group Leaders/Leaders in Charge

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 online 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/Leaders in Charge and Regions, and eliminates the need for a paper-based form by integrating directly into ScoutLink.

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?

Paper-based forms are still available for now but will be withdrawn from availability in January 2020. Therefore, we recommend you begin using the online version of the A1 form as soon as possible. Paper-based forms will continue to be accepted and processed until **1 February 2020**. After this time, all A1 applications will need to be completed using the online forms.

In some exceptionally rare circumstances, an applicant may need to access a paper-based A1 form after this date. In such cases, permission will be required from your Region Commissioner/District Commissioner and the paper form will be supplied and processed by the Region Office Manager.



What is the process for online A1 applications?

The process for the online adult membership application form as at 21 October 2019 is detailed below:

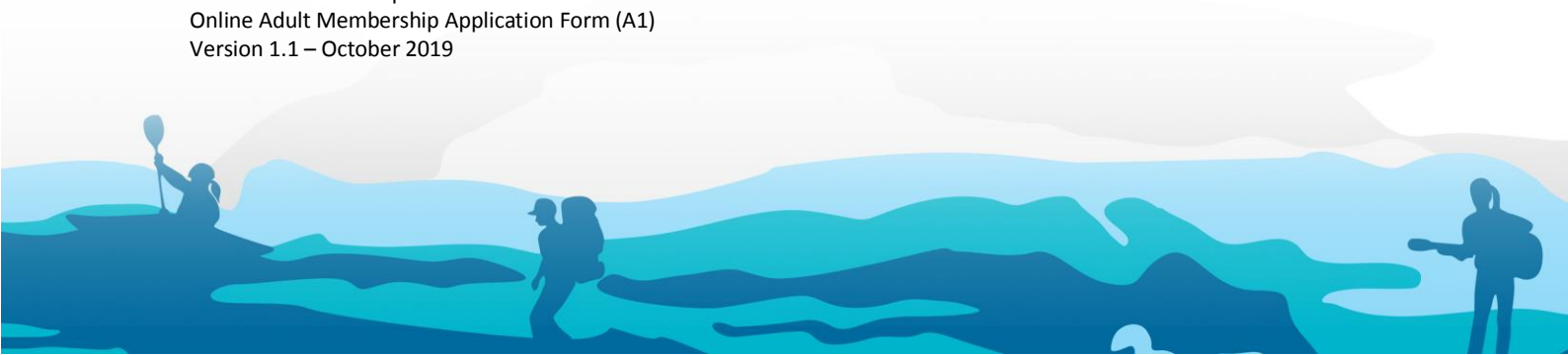
Step 1	The adult member applicant completes the online A1 form and the details are automatically entered into ScoutLink.
Step 2	The Region Office Manager (ROM), Region Commissioner (RC) or District Commissioner (DC), and Group Leader (GL) or Leader in Charge (LIC) receive an email advising an application is waiting to be endorsed in ScoutLink by the GL/LIC.
Step 3	The Group Leader conducts two mandatory reference checks and an introductory interview with the adult member applicant. The GL/LIC must then log into ScoutLink to endorse the application.
Step 4	The RC/DC receives an email advising there is an endorsed application in ScoutLink that is awaiting their approval. The RC/DC must then log into ScoutLink and approve or reject the application endorsement.
Step 5	The ROM will receive an email confirming that the endorsement has been approved, and will then need to log into ScoutLink and validate the applicant's Working With Children Check (WWCC).
Step 6	The State Office receives an email advising that a Police Check is required. The State Office representative must log into ScoutLink to verify the Police Check. The adult member can now participate in Scout activities.

Note: If the WWCC or Police Check is not approved, the ROM or State Office must advise the Child Protection Team, which will determine whether the application can proceed. In many cases, the application will be allowed to continue. If applicants are resigned, an email will be sent to the RC/DC to advise them of this, and the application will not progress any further. In this case, the adult helper will **not** be allowed to participate in Scout activities.

What are my responsibilities as a Group Leader/Leader in Charge?

As a Group Leader/Leader in Charge, it is your responsibility to:

- Monitor your emails for any new adult membership (A1) applications.





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- Complete an initial review of each application, then conduct the mandatory reference checks and the introductory interview with the adult member applicant *before* logging into ScoutLink to endorse their application.
- Notify your Region Office if there are any issues with an application.

Now that the A1 application form is available online, where can I submit the reference check document?

Group Leaders/Leaders in Charge will receive an email informing them that an online A1 application has been made and is waiting for their endorsement in ScoutLink. The same email will include a link to a reference check document that should be used to record the details of each reference check.

The reference check includes the following questions:

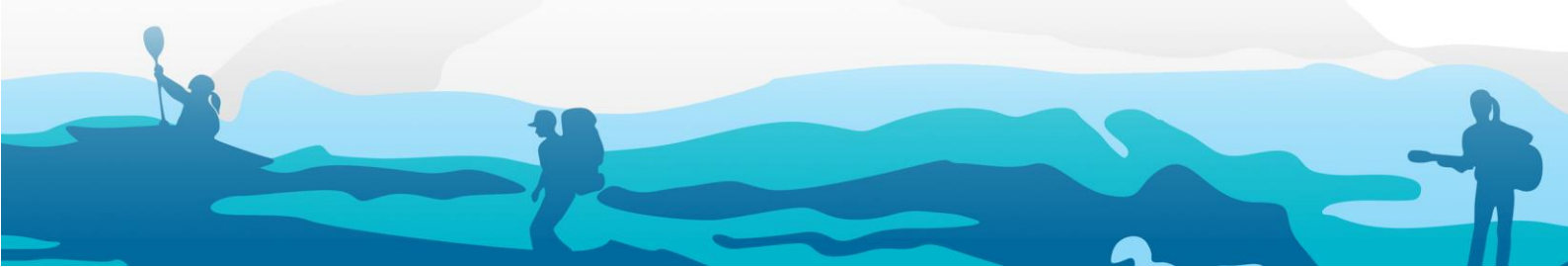
- How long have you known the applicant and in what capacity?
- How do you think they would cope with acting as a leader in a recreational learning environment?
- How does the applicant interact with young people and adults?
- How does the applicant deal with stressful situations and conflict? What is 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/Leader in Charge endorsement form for the Group Leader/Leader in Charge to record these answers. (See Appendix 1.)

Note: Please ensure you have the answers for both reference checks before completing the online form. It is not possible to save the answers for one reference check and then go back and complete the form when you have done the second reference check. Therefore, you'll need to enter both reference checks at the same time.

When does the introductory interview take place?

The introductory interview with the adult member applicant should take place after your initial review of their application, and after the mandatory reference checks have been conducted. When endorsing the application in ScoutLink, you'll be asked to confirm that the introductory interview with the adult member applicant has taken place.





What will the email notification look like?

The email notification will look like the message below:

A New Adult Membership Application Form (A1) has been submitted to Zulu Scout Troop - Bruce Citizen
1 message

Scouts NSW <webmanagers@nsw.scouts.com.au> 15 October 2019 at 13:41
Reply-To: info@nsw.scouts.com.au
To: ZuluGL@dcooley497.com

Dear Group Leader,

Bruce Citizen has submitted an online Adult Membership Application Form (A1).

A copy of the form is attached as a PDF for your records.

Before you endorse the applicant, you need to conduct a reference check & update the form with the reference check details. Please fill in the fields at the end of the form highlighted in green. [Click here to get started.](#)

Please revise and decide to endorse or to reject the Applicant.

To complete the Group Leader endorsement, please access Scoutlink and endorse or reject the applicant. Once completed, an email confirming Applicant's endorsement/rejection will be sent to you, to your Region Commissioner and to your Region Office.

Please note - this is an automated generated email, please do not reply. If you have any questions about this A1 application, please contact your Region Office or Scouts NSW State Office on (02) 9735 8000.

Yours in Scouting,

Scouts NSW



Keep up to date with Scouts!



Information for Parents
Policy and Procedures
Privacy Policy
Electronic Signatures Policy
Code of Conduct
CareMonkey

 Adult Membership Application - Bruce Citizen.pdf
85K





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How do I endorse an application for adult membership in ScoutLink?

1. Log into **ScoutLink** at <https://scoutlink.nswscouts.com.au>
2. Click on the **ScoutLink** context menu on the left-hand side to expand further options
3. Click on **Member** menu item
4. Click on the green **Applications** button

ID	Last Name	Status	Formation	Prim. Appointment	Active	App. Actions
1106692	Leader125, Fred	Current	Zulu Scout Group	Group Leader	✓	Adult Supp.
1106955	Citizen, Sam	Registered	Zulu Cub Scout Pack	Cub Scout	✓	Youth
1106903	Jones, Ben	Current	Zulu Cub Scout Pack	Trainee Leader(Cub Scout)	✓	Adult
1106899	Jones, Fred	Current	Zulu Cub Scout Pack	Trainee Leader(Cub Scout)	✓	Adult
1106859	Jones, Ben	Provisional	Zulu Cub Scout Pack	Cub Scout	✓	Youth
1106853	Jones, Fred	Registered	Zulu Cub Scout Pack	Cub Scout	✓	Youth
1106808	Last Name, Y1	Registered	Zulu Cub Scout Pack	Cub Scout	✓	Youth
1106827	Last Name, Y1 Provisional	Provisional	Zulu Joey Mob	Joey Scout	✓	Youth
1106784	Leader125, Fred	Current	Zulu Cub Scout Pack	Trainee Leader(Cub Scout)	✓	Adult
1106831	mccarthy, etain	Registered	Zulu Cub Scout Pack	Cub Scout	✓	Youth

5. Click on the **Application In** button on the applicant you wish to process

ID	Name	Application	Formation	Appointment	Submitted By	Submitted Date	App. Actions
APP80	Y1 Pending Last Name	Youth	Zulu Scout Troop	Scout	ScoutLink API	Wed 09-Oct-19 10:47 AM	Application In
APP4	Prueba Adult 2 Djenie	Adult	Zulu Cub Scout Pack	Pre-Applicant(Cub Scout)	Djenie Admin	Wed 02-Oct-19 12:25 PM	Application In
APP5	Prueba Adult 3 Djenie	Adult	Zulu Venturer Unit	Pre-Applicant(Venturer Scout)	ScoutLink API	Wed 02-Oct-19 12:26 PM	Application In
APP65	Bob Helper	Supp.	Zulu Cub Scout Pack	Pre-Applicant(Group Supporter)	ScoutLink API	Wed 09-Oct-19 01:59 PM	Application In
APP66	Ethan Helper	Supp.	Zulu Cub Scout Pack	Pre-Applicant(Group Supporter)	ScoutLink API	Wed 09-Oct-19 02:13 PM	Application In
APP24	Barry Jones	Adult	Zulu Cub Scout Pack	Pre-Applicant(Cub Scout)	ScoutLink API	Fri 04-Oct-19 09:37 AM	Application In
APP31	Y1 Pending Last Name	Youth	Zulu Joey Mob	Joey Scout	ScoutLink API	Fri 04-Oct-19 10:23 AM	Application In
APP35	Y1 Provisional Last Name	Youth	Zulu Joey Mob	Joey Scout	ScoutLink API	Fri 04-Oct-19 10:51 AM	Application In
APP14	etain mccarthy	Adult	Zulu Scout Group	Pre-Applicant(Fellowship)	ScoutLink API	Fri 04-Oct-19 06:43 AM	Application In
APP13	etain mccarthy	Adult	Zulu Cub Scout Pack	Pre-Applicant(Fellowship)	ScoutLink API	Fri 04-Oct-19 06:33 AM	Application In





6. Click the **Reject** button to refuse the application or **Endorse** to approve the application

A1 - Application For Appointment - Adult Leader/Member - Google Chrome

scout LINK A1 - Application For Appointment - Adult

Identity Contact Miscellaneous Appointment WWCC

Identity

Title: Mr Surname: 0Last Name Post Nominals: Preferred Name: PreferredName

First Name: First Name 1 Scouting Name

Middle Name: Integrate with E-learning: Integrate with CareMonkey:

Previous Name: Former Name Sex

Date of Birth: 01/01/1990 Birth Place: Birth Place M F

Application Status: **Awaiting Endorsement**

Reject Clear Cancel Endorse Next

A1 - Application For Appointment - Adult Leader/Member - Google Chrome

scout LINK A1 - Application For Appointment - Adult

Identity Contact Miscellaneous Appointment WWCC

Identity

Title: Mr Surname: 0Last Name Post Nominals: Preferred Name: PreferredName

First Name: First Name 1 Scouting Name

Middle Name: Integrate with E-learning: Integrate with CareMonkey:

Previous Name: Former Name Sex

Date of Birth: 01/01/1990 Birth Place: Birth Place M F

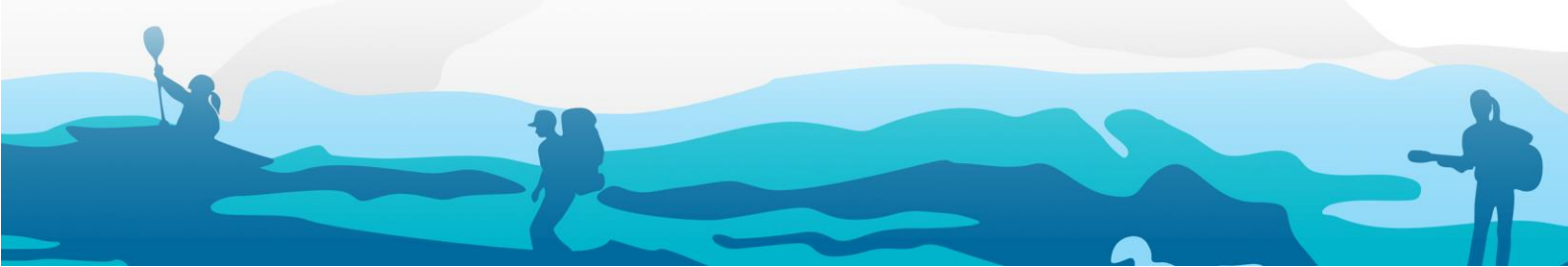
Application Status: **Awaiting Endorsement**

Reject Clear Cancel Endorse Next

7. The applicant will still be listed as a Pre-Applicant in the Pending Applications list. An email will now be sent to the RC to advise them that they need to log into ScoutLink to approve or reject this endorsement.

Whom can I contact if I have a question about the A1 form?

For user questions, please contact Member Services at info@nsw.scouts.com.au. If you experience technical issues with the form, please contact the IT department at ITSupport@nsw.scouts.com.au





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Appendix 1

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? *

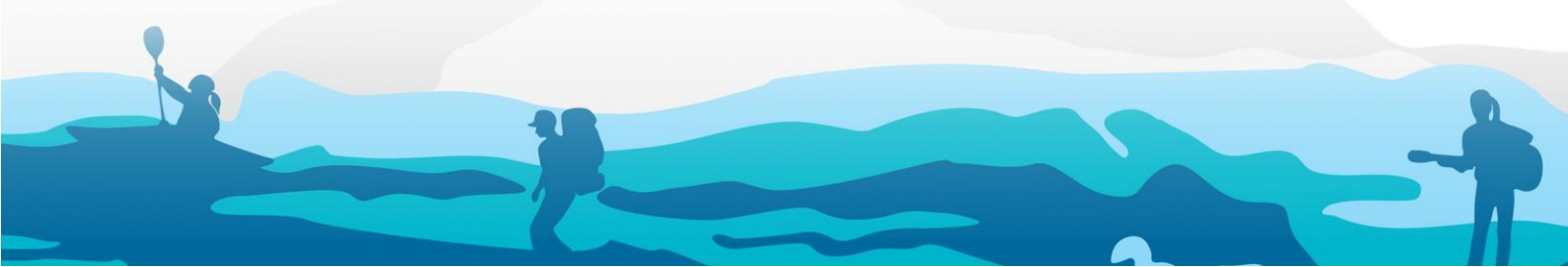
Referee One

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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How would you say that the applicant would work with a team? Are they honest and trustworthy? *

Referee One

Referee One

How would you say that the applicant would work with a team? Are they honest and trustworthy? *

Referee Two

Referee Two

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? *

Referee One

Referee One

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? *

Referee Two

Referee Two

Is there anything else you would like to highlight? Any additional comments? *

Referee One

Referee One

Is there anything else you would like to highlight? Any additional comments? *

Referee Two

Referee Two

Referee One - Date Conducted

Referee Two - Date Conducted

