



## Application for Appointment – Adult Member

**Part A** **APPLICANT DETAILS** (parts A-I) completed by the applicant (parts J-L) completed by the person undertaken the sign up.

Please complete the fields below or tick the appropriate boxes

Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/>	Other	<input type="text"/>
First Name	<input type="text"/>	Middle Name	<input type="text"/>
Surname	<input type="text"/>	Preferred Name	<input type="text"/>
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>	Post-Nominal	<input type="text"/>
Date of Birth	<input type="text"/>	Place of Birth	<input type="text"/>
Home Address	<input type="text"/>	Postal Address	<input type="text"/>
Home Phone	<input type="text"/>	Work Phone	<input type="text"/>
	Is the above number silent? Yes <input type="checkbox"/> No <input type="checkbox"/>		Is the above number silent? Yes <input type="checkbox"/> No <input type="checkbox"/>
Home Fax	<input type="text"/>	Work Fax	<input type="text"/>
	Is the above number silent? Yes <input type="checkbox"/> No <input type="checkbox"/>		Is the above number silent? Yes <input type="checkbox"/> No <input type="checkbox"/>
Mobile	<input type="text"/>	Marital status	<input type="text"/>
	Is the above number silent? Yes <input type="checkbox"/> No <input type="checkbox"/>	Spouse Name	<input type="text"/>
Email address	<input type="text"/>		
Religious Affiliation/ faith	<input type="text"/>	Nationality	<input type="text"/>
Occupation	<input type="text"/>	Employer	<input type="text"/>
Do you have a child in the same Formation for which you are joining?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
If so what is the child's Name?		<input type="text"/>	

**Part B** **APPOINTMENT**

What is the name of the Formation for which you are applying? (Eg. "Sample Scout Group" / "Sample District" / "Sample Region" etc.)	<input type="text"/>
What will be your appointment? (Please tick only one box)	
Leader <input type="checkbox"/>	<input type="checkbox"/> Joey Scouts <input type="checkbox"/> Cub Scouts <input type="checkbox"/> Scouts <input type="checkbox"/> Venturer Scouts <input type="checkbox"/> Rover Scouts
Assistant Leader <input type="checkbox"/>	<input type="checkbox"/> Joey Scouts <input type="checkbox"/> Cub Scouts <input type="checkbox"/> Scouts <input type="checkbox"/> Venturer Scouts <input type="checkbox"/> Rover Scouts
	Please indicate name of mob/pack/troop where there are multiple within your Formation: <input type="text"/>
Group Leader <input type="checkbox"/>	<input type="checkbox"/> Chairman <input type="checkbox"/> Secretary <input type="checkbox"/> Treasurer <input type="checkbox"/> Not specified
Assistant Group Leader <input type="checkbox"/>	<input type="checkbox"/> Development <input type="checkbox"/> Adult Training and Development <input type="checkbox"/> Group Support
Adult Member <input type="checkbox"/>	<input type="checkbox"/> Youth Program <input type="checkbox"/> Adventurous Activities <input type="checkbox"/> Resources <input type="checkbox"/> Not specified
Assistant District Commissioner <input type="checkbox"/>	<input type="checkbox"/> Joey Scouts <input type="checkbox"/> Cub Scouts <input type="checkbox"/> Scouts <input type="checkbox"/> Venturer Scouts
District Leader <input type="checkbox"/>	<input type="checkbox"/> Rover Scouts <input type="checkbox"/> No role
Assistant Region Commissioner <input type="checkbox"/>	<input type="checkbox"/> Development <input type="checkbox"/> Adult Training and Development <input type="checkbox"/> Group Support
Region Leader <input type="checkbox"/>	<input type="checkbox"/> Youth Program <input type="checkbox"/> Adventurous Activities <input type="checkbox"/> Resources <input type="checkbox"/> Not specified
Activity Leader <input type="checkbox"/>	(Specify role) <input type="text"/>
Fellowship Member <input type="checkbox"/>	(Specify role) <input type="text"/>
Member (Adult Helper) <input type="checkbox"/>	
Other (Please specify) <input type="checkbox"/>	<input type="text"/>
What is the Name and Membership number of your Personal Leader Adviser (PLA)?	Name <input type="text"/>
	Membership No. <input type="text"/>

Name:

Formation:

## Part C QUALIFICATIONS/AWARDS/COMMUNITY INVOLVEMENT

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Please provide any previous Scouting experience you have had as a Youth Member, Adult or Supporter including state and Membership number

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## Part D PRIVACY POLICY

1.	I acknowledge that I have been given an opportunity to read and consider this indemnity and Privacy Policy and have read and considered it to my satisfaction, and I accept those terms.	Yes	No
2.	I have received a copy of, or am aware of the Scouts Queensland Privacy Policy and I consent to the information collected on this form and through Scouting activities to be used in accordance with the rights and obligations set out in that policy which is also available on the website <a href="http://www.scoutsqld.com.au">www.scoutsqld.com.au</a>	Yes	No

## Part E MUTUAL AGREEMENT

In consideration of The Scout Association of Australia, Queensland Branch Inc, ('the Association') accepting me as a member or supporter involved in the Association-

### 1. Mutual agreement

the Association's commitment to the applicant:

- a defined organisational framework in which to operate, characterised by equity and fairness with a right to be heard
- a personal development process that recognises existing skills and leads to enhanced personal and functional competencies
- consideration of individual needs in appointment
- a variety of leadership roles in a team environment
- the opportunity to contribute to the personal development of young people
- opportunities for community service
- appreciation and recognition of individual contribution
- opportunities to participate in International activities
- advice and access to programs and materials to carry out the task
- Public Liability Insurance for actions consistent with the policies of the Association
- opportunities for friendship and fellowship
- opportunities to participate in a wide range of activities
- Personally interview you and place you in a suitable position with consideration given to your personal preferences and abilities.

the applicant's commitment to the Association:

- to live by the Scout Promise and Law and to accept the Code of Ethics and Code of Conduct for Adults in Scouting
- to work to achieve the Purpose, Principles and Method of the Association
- to adhere to the Policy and Rules of the Association
- to represent and promote the Scout Movement to the community
- to be a role model to youth members and to adults
- to accept the responsibility of working with young people (including Duty of Care, treating with respect, etc)
- to accept the authority of the Association
- to actively participate in the Personal Development process of the Association
- to acknowledge that teamwork is a basis of Scouting, requiring active cooperation with others and respect for their views and values

### 2. I acknowledge having been advised of: -

- (a) Policy and Rules of the Association (P&R) and Queensland Branch Scouting Instructions(QBSI)
- (b) Constitution and Bylaws of the Association;
- (c) Code of Ethics and Code of Conduct for Adults in Scouting.
- (d) Privacy Act
- (e) Mutual agreement

I understand it is my obligation to become familiar with the above publications, and agree to abide by them, and any other policies, rules, regulations or directives as may be issued by The Association from time to time.

Name:	Formation:
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3. I undertake to complete the basic components of the Adult Training Program (where applicable) to qualify for a Certificate of Adult Leadership **within 12 months** from date of membership, and to further develop my skills as a leader by availing myself of additional training opportunities, including completion of my training to Wood Badge Standard **within three years** of acceptance as a leader. I understand that the issue of a Certificate of Adult Membership or Certificate of Adult Leadership can be recalled at any time without reason and, in that event, I agree to return my Certificate and all Scout property within 7 days of receiving notice from the Association.
4. I acknowledge and voluntarily accept the risks of injury associated with participating in the Association's activities from time to time, although I undertake to exercise the utmost care, diligence and attention to ensure the safety of members and other leaders at all times. Except to the extent that the Association, its officers, leaders, agents and members are entitled to be indemnified under a policy of insurance maintained by the Association, I hereby release the Association, its officers, other leaders, agents and members from any liability (including liability involving negligence) and waive any claim I may otherwise have in relation to my participation in any activity connected with the Association, or when travelling to and from any such activity.
5. I authorise the Association, in the event of any injury or illness occurring to me in connection with any activity connected with the Association, to obtain on my behalf and at my expense any medical treatment as may be considered appropriate by the Association. I agree to pay on demand by the Association any medical, hospital or other expenses incurred by the Association on my behalf.
6. I understand the terms of appointment are for up to three years, with continuance being by mutual agreement at that time.
7. I authorise a referee check as to my character to be made.

## Part F RELEASE AND INDEMNITY

In consideration of The Scout Association of Australia, Queensland Branch Inc accepting me, my child as a member or supporter or accepting me or my child as a non-member partaker in an activity(s) I/we agree to release, indemnify and save harmless; and at all times hereafter to keep released, indemnified and saved harmless the indemnified persons (as defined in Definition A) from and against all liability, claims, suits, demands or actions of whatsoever nature or description, including liability, claims, suits, demands or actions for negligence directly or indirectly arising out of or in relation to my/my child's attendance or conduct at, or travel to or from any Scouting Activity.

1.	I/we agree to be bound by the Constitution Rules and Regulations of the Scout Association of Australia – Queensland Branch Inc being those existing as at the time of acceptance of me as a member/or non-member participating in a scouting activity and thereafter as lawfully modified and amended or added to from time to time.	Yes	No
2.	I/we acknowledge that the intent of this Indemnity is that it may be pleaded in limitation of liability by the indemnified person with respect to any claim that may be brought against the indemnified person.	Yes	No
3.	I/we acknowledge that the intent of this Indemnity is to benefit the indemnified person and agree for the purposes of Section 55 of the Property Law Act (Qld) that acceptance of me/ my child as a member of the Scout Association of Australia – Queensland Branch Inc or as me/ my child as a non-member attending a scouting activity will constitute an acceptance by all the Indemnified persons of the benefit conferred by this application for membership/non-member activity advice.	Yes	No
4.	I/we authorise the Scout Association of Australia – Queensland Branch Inc and all other branches of the Scout Association of Australia in the event of accident or illness to myself/my child to obtain such medical assistance or treatment as may be necessary and for this purpose to engage any doctors nursing assistance or hospital accommodation or other procedures and in such an event I agree to pay for those expenses and if necessary reimburse the Scout Association of Australia – Queensland Branch Inc or any other branch of the Scout Association of Australia for such expenses on demand.	Yes	No
5.	I/we acknowledge that as member/supporter myself/my child may be exposed to risk of injury as a result of participating in scouting activities.	Yes	No
6.	I/we acknowledge that if the Scouting Association of Australia-Queensland Branch Inc permits the member to partake in scouting activities such permission constitutes consideration for the above indemnity.	Yes	No
7.	I/we acknowledge that I have been given an opportunity to read and consider this indemnity and have read and considered it to my satisfaction and I/we accept those terms.	Yes	No
8.	I/we acknowledge that as a member or supporter of The Scout Association of Australia, Queensland Branch Inc. I/my child may participate in activities which may be photographed or filmed for publicity and archival purposes. This enables us to raise the profile of Scouting within the community. Photographs, footage and information gathered may be used in The Scout Association of Australia, Queensland Branch Inc promotional material including but not restricted to: newsletters, annual reports, brochures, posters, videos, letters and website. The Scout Association of Australia, Queensland Branch Inc would be happy to send you copies of promotional material if requested.	Yes	No
9.	It is acknowledged that the information contained on this form will be scanned by the Association and the Association will hold an electronic copy of this form and the information contained in it. Consent is hereby given to these actions proposed by the Association.	Yes	No

Definition A:- The term "Indemnified Persons" means and includes: The Scout Association of Australia, Queensland Branch Inc. (herein referred to as Scouts Queensland); Scouts Australia; all Branches of Scouts Australia; all subsidiary companies of Scouts Queensland; all subsidiary companies of Scouts Australia; every Director, Executive Officer, Officer, Employee, Leader, Member, Servant or Agent or person holding Appointments from Scouts Queensland or Scouts Australia or any Branch of Scouts Australia and any persons retained in any way by Scouts Queensland or Scouts Australia whether in official or unofficial capacity and whether a volunteer or otherwise to supervise, direct, watch over, or assist Members of Scouts Queensland or Scouts Australia thereof in Scouting Activities.

Name:

Formation:

## Part G DECLARATION AND UNDERTAKING

I authorise Scouts Australia (QLD Branch) to utilise my Blue Card in the assessment of my Application for Adult Membership, in conjunction with my declaration below and agree that it may maintain a copy of this Certificate if deemed necessary. I have reviewed this document in detail and am satisfied that I understand it. In addition, I make the following declarations in support of my application:

1.	Have you ever been found guilty of an offence of any sexual nature committed in Australia or any other country?	Yes	No
2.	Have you ever been charged, reported, or defended in a court of law any allegation of sexual abuse, assault or a sexual offence of any kind in Australia or in another country?	Yes	No
3.	Have you ever been (or are you currently) subject to any restrictions regarding your contact with children in any employment, volunteer, or personal capacity?	Yes	No
4.	Have you ever been dismissed or resigned as a volunteer or employee (or reported by any authority) for improper conduct relating to children in any jurisdiction?	Yes	No
5.	Have you been named as the defendant in an Intervention Order, Restraining Order, Apprehended Violence Order or Domestic Violence Restraining Order, or equivalent, in any jurisdiction?	Yes	No
6.	You commit to advise Scouts Australia (QLD Branch) if you are ever approached by the authorities in relation to improper conduct relating to children, assault, or any sexual offence by you, whilst you are a member.	Yes	No

If you answered “yes” to any of questions 1 to 5 above, please submit a detailed summary of the circumstances surrounding the situation with your application. This should include dates and, where applicable, the reasons for the decision, conditions of employment, offence type and date, the court in which the matter was heard, and the status of any proceedings. Place this in a sealed envelope marked “confidential” and attach it to your completed Application for Appointment – Adult Member form addressed to “Chief Commissioner”. Scouts Australia (QLD Branch) reserves the unfettered right to accept or reject your application per Scouts Australia Policy and Rules and the Branch Constitution.

## Part H APPLICANT’S SIGNATURE

Applicant’s Signature

Applicant’s Name  
(Please print)

Date

## Part I NOMINATED REFEREES

As part of the application process two referees are required for all new and returning Members. **(NOTE: People excluded from providing references—Team Leader or family members. Only one referee can be a member of the Association.)**

	Name	Address	Telephone	Relationship
1				
2				

## Part J ENDORSEMENTS

Please tick and date each of the sections below. This section is to be completed by the Team Leader.

I endorse this application	Application fully completed and signed	Role Statement attached (If necessary)	Verified the Applicant’s identification	Intro to Scouting completed	Reference form attached and referees checked	Appropriate fee included	Blue Card/Link /exemption form attached
Yes <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No <input type="checkbox"/>	/ /	/ /	/ /	/ /	/ /	\$	

Team Leader’s Signature

Team Leader’s Name  
(Please print)

Team Leader’s appointment

Date

### BHQ USE ONLY

Processed:

/ /

Process by:

Member No.:

Name:

Formation:

Part K

REFEREES - MANDATORY REFERENCE CHECK

Transcribe the names of the Referees from section I of this form. The referees should be contacted either by phone or a face to face meeting. Please remember it is mandatory for all new and returning Members to undergo a referee check. **(NOTE: People excluded from providing references—Team Leader or family members. Only one referee can be a Member of the Association.)**

Applicant’s name:

	REFEREE’S NAME	ADDRESS	TELEPHONE	RELATIONSHIP
1				
2				

A list of questions below will assist you when under taking the reference check, either face to face or via phone. Email is not recommended:

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

REFEREE 1

REFEREE 2

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2) How would you describe the applicant’s ability to get along with others?

REFEREE 1

REFEREE 2

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3) Is the applicant a team player or do they prefer working alone?

REFEREE 1

REFEREE 2

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4) What are the applicant’s primary positive skills or qualities? What areas could they improve on?

REFEREE 1

REFEREE 2

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5) How comfortable would you be in having the applicant work with young people?

REFEREE 1

REFEREE 2

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6) The volunteer role they are being considered for is.....  
What do you think the applicant would be good at and what would they find challenging in this role?

REFEREE 1

REFEREE 2

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I confirm that the details I have provided are accurate to the best of my knowledge.

Team Leader’s Signature	
Team Leader’s Name	
(Please print)	
Team Leader’s appointment	
Date	

Name:	Formation:
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Part K

PAYMENT OPTIONS

Please select items that are to be paid. Applications received will not be processed without appropriate payment

- ☐ Leader Application
- \$ 85.00
- N/A Resource Kit
- No longer required
- ☐ Adult Member/Helper
- \$ 55.00
- ☐ Replacement Committee Member
- \$ 0.00 (ONLY where current position-holder is to be resigned or has been resigned since census)

Please specify the amount and payment method :

Amount

\$

Cash☐

BHQ Use Only : Receipt Number

Cheque☐

Cheque must be marked “Not Negotiable” and payable to “Scouts Australia Queensland Branch Inc”

Cheque Number

Bank Transfer☐

Account Name: Scouts Australia Queensland Branch Inc.  
BSB : 034 010  
ACC : 822097

Date of Transfer

/

/

Transfer/Deposit Reference :

“

”

Credit Card☐

Pay online. Use the Make a Payment option via the website <https://www.scoutsqld.com.au>  
An application reference number will be sent in an email to both the Team Leader and applicant once received by the Branch Support Office.

Once completed, pages 1 – 6 are to be submitted to the Branch Support Office with the correct payment.  
Appendix 1 and Appendix 2 are to be retained by the applicant

Name:

Formation:

## **CODE OF ETHICS AND CONDUCT FOR ADULTS IN SCOUTING**

*(Refer P5.2 Policy and Rules)*

### **Code of Ethics**

#### **Integrity - We demonstrate Integrity by:**

- Acting with honesty, truthfulness and fostering appropriate healthy professional relationships
- Recognising and fulfilling where possible, our obligations to our community
- Taking responsibility for our own actions and developing integrity in others
- Acting with impartiality, truthfulness and honesty.

#### **Respect - We demonstrate Respect by:**

- Showing consideration to others, recognising each individual's uniqueness and diversity
- Minimising our impact on the environment and seeking to be good caretakers for future generations
- Committing to members well-being and on-going learning through the practice of positive influence, good judgement and empathy in practice.

#### **Courage - We demonstrate Courage by:**

- Providing challenging, developmental opportunities to empower young people
- Being good role models in Scouting, demonstrating positive attitudes and willingness to live by the Scout Promise and Law
- Being fair and reasonable

### **Code of Conduct**

This Code of Conduct is a personal commitment. Its purpose is to protect all Members of Scouting. It applies to all Members over the age of 18, regardless of location and role, when engaging with young people and adults in any form. This includes face to face contact and using technology such as on line formats. Parents and guardians who wish to actively participate in Scouting activities as a Youth Program Supporter must also follow this Code.

"I will set an example that I would wish others to follow.

Therefore, I will:

- respect the dignity of myself and others.
- demonstrate a high degree of individual responsibility,
- recognise at all times that my words and actions are an example to other members of the Movement.
- act at all times in accordance with the Promise and Law, Code of Ethics and this Code of Conduct, thereby setting a suitable example for all.
- not use the Movement to promote my own beliefs, behaviours and practices where these are not compatible with Scouting Principles.
- adhere to the Scouts Australia Child Protection Policy and provide a safe environment for youth members participating in the Scout Program, their parents or guardians and visitors.
- report any conduct seen or heard that does not comply with this Code of Conduct to the appropriate Scouting person"

Where mandatory reporting is required, incident reports must be made to the police or designated State/Territory Authority in accordance with State or Territory Law and the nominated Scouting person should be advised. In all other cases the incident must be reported to the nominated Scouting person who shall report any suspicion or allegation of child abuse to the appropriate authority.

## THE PURPOSE AND PRINCIPLES OF SCOUTING

The purpose of the Scout Movement is to contribute to the education of young people in achieving their full physical, intellectual, emotional, social and spiritual potentials as individuals, as responsible citizens and as members of their local, national and international communities

## THE FUNDAMENTALS OF SCOUTING

The Fundamentals of Scouting, as identified by the Founder, are that *Scouts* should serve God, act in consideration of the needs of others and develop and use their abilities to the betterment of themselves, their families, and the community in which they live. The three Principles are represented by a code of conduct which characterises all members of the Movement, and are referred to as "Duty to God", "Duty to others" and "Duty to self".

There are two versions of the Scout Promise to be used by all members (youth and adult). Individuals taking the Promise may choose to use either of them:

On my honour, I promise  
To do my best,  
To be true to my spiritual beliefs,  
To contribute to my community  
and our world,  
To help other people,  
Law And to live by the Scout Law

On my honour  
I promise that I will do my best  
To do my duty to my God, and  
To the Queen of Australia  
To help other people  
And to live by the Scout

The Scout Law is:

- Be respectful
  - Be friendly and considerate
  - Care for others and the environment
- Do what is right
  - Be trustworthy, honest and fair
  - Use resources wisely
- Believe in myself
  - Learn from my experiences
  - Face challenges with courage

### DUTY TO GOD

1. The policy of the Scout Movement, which includes members with many different spiritual beliefs, is that all members should develop their relationship with the spiritual values of life by adhering to their spiritual principles, whilst respecting the spiritual choices of others.
2. The educational approach of the Movement includes helping young people to develop their spiritual beliefs and search for the spiritual values of life.
3. The privilege of adult leadership carries with it the obligation of encouraging the spiritual growth of youth members so that they may gain a deeper understanding of their spiritual beliefs as they progress through the Movement.
4. The growing spiritual relationship can be encouraged through the Youth Program and by the regular use of carefully selected reflections, prayers and other activities for everyday Scouting occasions.
5. Members who identify with a religion should be encouraged to attend services of their religion.
6. A gathering of members of the Movement, known as a Scouts' Own, may be held for the purposes of exploring spiritual beliefs and to promote fuller realisation of the Scout Promise and Law.
7. "Duty to God" refers to a person's relationship with spiritual values. Scouts Australia upholds the Principle of "Duty to God" through facilitating development of one's "Spiritual Beliefs".

### DUTY TO OTHERS

Members are active global citizens, displaying loyalty, friendship, understanding and co-operation at local, national and international levels. This is achieved through responsibilities to families and communities, active participation in service to others, recognising and respecting the rights of others, and preservation of the environment.

### DUTY TO SELF

Members have a responsibility to explore and develop confidence and self-respect, and seek to develop to their full potential through life-long learning