Scout Association of Hong Kong

Tel：2957 6333　Fax：2302 1001

Administration Circular No. 50/2018

15 September 2018

Youth Membership Registration

Currently, information of adult members is collected by individual Units and submitted to the Association headquarters for management and record in the "Scout Membership Information System". As for youth members, their information is collected and kept by individual Scout Groups and the Association headquarters will obtain such information from the Scout Group concerned for use as necessary.

In accordance with the guidance of World Organization of the Scout Movement and also the resolution of the Chief Commissioner's Council, the Association shall register, at its headquarters, a full and complete set of information of both its adult and youth members so as to centrally manage and process the membership information and to facilitate communication with its members, to process applications for training activities and programmes, to analyze membership data for optimizing training/ activity/ development strategies, etc. For the purpose, the Association will now collect all necessary information of the youth members through the Scout Groups. In this connection, a unique Scout ID Number will be assigned to each youth member for handling all his/her Scouting related matters. Starting from 1 April 2019, the Scout ID Number will completely replace the current Scout Record Book Number.

To gear towards this membership administration arrangement, the Association has developed a "Youth Membership Information System (YMIS)" for registration and management of the youth member information at the headquarters. This online system (website: https://ymis.scout.org.hk) is equipped with additional functions for use by Scout Groups to facilitate their daily operations, viz. production of Scouting records of youth member, recording the progression of progressive awards and preparing different pre-set reports for use. The system is also under further development for allowing Scout Groups to create tailor-made reports to fit individual operation needs.

Scout Groups can use the attached letter template and "Youth Membership Application/ Registration Form (Form Y01)" to collect information from youth members and/ or their parents/ guardians. Administration Branch of the Association will deliver by mail the user account and password information to Group Scout Leader/ Group Scouter-in-Charge in October 2018 while the YMIS User Manual can be downloaded from the aforesaid website. Scout Groups can commence the youth membership registration starting from November 2018 and registration for all their current youth members shall be completed on or before 28 February 2019.

Youth membership registration for Extension Scout Groups will be implemented in the next phase. The Association will inform the Scout Groups concerned of the arrangement in due course.

From mid-October 2018 onwards, briefing sessions on the YMIS, including its functions and workflows, will be conducted as per the following schedules:-

1) Date and Venue:

	Date	Time	Venue
1.	16 October 2018 (Tuesday)	19:30-21:30	Room 1114, Hong Kong Scout Centre, Scout Path, Austin Road, Kowloon
2.	20 October 2018 (Saturday)	10:30-12:30	Room 9, Law Ting Pong Scout Centre, 15 Wan Tau Kok Lane, Tai Po, New Territories
3.	27 October 2018 (Saturday)	10:30-12:30	1/F, Tang Shiu Kin Scout and Guide Centre, 308 Wo Yi Hop Road, Kwai Chung, New Territories
4.	30 October 2018 (Tuesday)	19:00-21:00	Room 1104, Hong Kong Scout Centre, Scout Path, Austin Road, Kowloon
5.	1 November 2018 (Thursday)	19:00-21:00	Room 1030, Hong Kong Scout Centre, Scout Path, Austin Road, Kowloon

2) Eligibility: Group Scout Leader/ Group Scouter-in-Charge and Sectional Scout Leaders authorized by him/ her to use the YMIS

3) Participation Fee: Free

4) Registration: Fill in, by the deadline, the e-form (The QR Code below refers) and admission will be confirmed by email

5) Deadline: 12 October 2018 (Friday)

The Association accords extreme importance to the privacy and security of personal data and is committed to complying with the "Personal Data Privacy Policy Statement" (Policy Circular No. 11/2018) in handling information and personal data of Scout members. Only authorized person can access, use and/ or update the information in YMIS and will be on a need-to-know basis. Technical measures like data encryption, firewall, etc are also implemented in the YMIS for the purpose.

For enquiries, please contact Administration Branch at 2957 6305 during office hours.

YUNG Kin-man
Deputy Chief Commissioner (Management)

Registration for Briefing Sessions

YMIS

Template

«Date»

Dear Parents and/ or Scout Members,

Scout Association of Hong Kong now calls for collection of the information of its youth members so as to centrally register, manage and process the membership information and to facilitate communication with its members, to process applications for training activities and programmes, to analyze membership data for optimizing training/ activity/ development strategies, etc. In this connection, a unique Scout ID Number will be assigned to each youth member for handling all his/her Scouting related matters. Starting from 1 April 2019, the Scout ID Number will completely replace the current Scout Record Book Number.

In accordance with Administration Circular No. 50/ 2018 of the Association, you are requested to complete and return the attached "Youth Membership Application/ Registration Form (Form Y01)" on or before xx xx 2018 for onward processing.

Yours sincerely

Name
Group Scout Leader/Scouter-in-charge
XX Group

機密 Confidential

表格 FORM Y01
(09/2018)

此欄供本旅填寫 For office use	
申請日期: Date of Application:	（年/月/日） (yyyy/mm/dd)
童軍成員編號: Scout ID:	

香港童軍總會

Scout Association of Hong Kong

青少年成員申請／登記表格
Youth Membership Application/ Registration Form

☐ 新申請 New Application ☐ 轉旅申請 Transfer ☐ 資料更新 Information Update

- 成員於提供資料前，請參閱本會之「個人資料私隱政策聲明」。成員個人資料會被輸入青少年成員資訊系統(YMIS)。Before a member provides his/her personal data to the Association, he or she should refer to the "Personal Data Privacy Policy Statement" of the Association. Members' personal data is entered into the Youth Membership Information System (YMIS).
- 請以英文正楷填寫，在適當空格內劃上「✓」號及在不適用的欄內，填上「不適用」／「NA」字樣。Please complete in BLOCK LETTERS, "✓" in the appropriate box(es) and if any of the section is not applicable, please indicate by writing "NA" in that section.
- 如空位不敷應用，可另紙填寫，並隨填妥之表格交回。If the space provided is insufficient, please give details on the Supplementary Information Sheet or on separate sheet(s) to be attached to the Form.

必須申報 Required information

1. 個人資料 Personal Particulars

童軍成員編號（如適用） Scout ID (if applicable)	（　　）				
英文姓名*（請先寫姓氏） Name in English* (Surname first)	(須與香港身份證/出生證明書上資料相同) (Same as Name printed on Identification)			中文姓名 Name in Chinese	(須與香港身份證/出生證明書上資料相同) (Same as Name printed on Identification)
出生日期*（年／月／日） Date of Birth*(yyyy/mm/dd)		年齡 Age		性別* Gender*	☐ 男 Male ☐ 女 Female
身份證明* Identification*	香港身份證／出生證明書號碼 HKID Card No. /Birth Cert No.	（　　）或 Or	外地出生證明書號碼 Foreign Birth Cert No.		
手提／住宅電話號碼* Mobile/Home Tel No. *	1.	2.	(如沒有，請輸入家長或監護人的聯絡資料) (Please provide contact of Parent/ Guardian if without individual contact)		
電郵地址 Email					
住宅／通訊地址* Home / Correspondence Address*					
區域* District*	☐ 香港 Hong Kong	☐ 九龍 Kowloon	☐ 新界 New Territories		

2. 緊急聯絡人資料 Emergency Contact

第一聯絡人（父母／監護人） Primary Contact 1* (Parent / Guardian)			
姓名* Name*		關係* Relationship*	
手提／住宅電話號碼* Mobile/Home Tel No. *	1. 2.	電郵 Email	
住宅／通訊地址 Home / Correspondence Address		☐ 與申請青少年成員相同 Same as applicant	
區域 District	☐ 香港 Hong Kong ☐ 九龍 Kowloon	☐ 新界 New Territories	
第二聯絡人（可選擇提供） Primary Contact 2 (Optional)			
姓名* Name*		關係* Relationship*	
手提／住宅電話號碼* Mobile/Home Tel No. *	1. 2.	電郵 Email	
住宅／通訊地址 Home / Correspondence Address		☐ 與申請青少年成員相同 Same as applicant	
區域 District	☐ 香港 Hong Kong ☐ 九龍 Kowloon	☐ 新界 New Territories	

3. 成員紀錄 Scouting Experience 〔請按日期順序填寫。In chronological order.〕

地域 Region	區 District	旅團 Group	入團日期（年／月／日） Start Date (yyyy/mm/dd)	宣誓日期（年／月／日） Investiture Date (yyyy/mm/dd)	離團日期（年／月／日） End Date (yyyy/mm/dd)
團 Unit	支部 Section	職銜 Post	隊名 Name of Patrol/ Six	開始日期（年／月／日） Start Date (yyyy/mm/dd)	結束日期（年／月／日） End Date (yyyy/mm/dd)

地域 Region	區 District	旅團 Group	入團日期（年／月／日） Start Date (yyyy/mm/dd)	宣誓日期（年／月／日） Investiture Date(yyyy/mm/dd)	離團日期（年／月／日） End Date (yyyy/mm/dd)
團 Unit	支部 Section	職銜 Post	隊名 Name of Patrol/ Six	開始日期（年／月／日） Start Date (yyyy/mm/dd)	結束日期（年／月／日） End Date (yyyy/mm/dd)

4. 其他委任 Other Scout Appointment〔請按日期順序填寫。In chronological order.〕

單位 Unit	職銜 Post	開始日期 （年／月／日） Start Date (yyyy/mm/dd)	結束日期 （年／月／日） End Date (yyyy/mm/dd)	單位 Unit	職銜 Post	開始日期 （年／月／日） Start Date (yyyy/mm/dd)	結束日期 （年／月／日） End Date (yyyy/mm/dd)

5. 獎章紀錄（支部進度性獎章）Badges Record (only record membership badge and progressive badges)

支部 Section	獎章 Badge	獲獎日期 （年／月／日） Award Date (yyyy/mm/dd)	支部 Section	獎章 Badge	獲獎日期 （年／月／日） Award Date (yyyy/mm/dd)

6. 國際性活動（例如：大露營、會議等。）International Event (e.g. Jamborees, conferences, etc.)

活動 Event	職銜 Post	年度 Year

7. 其他資料 Other information

健康狀況 Health Issue
學校／學歷等其他資料 School / Education, etc

8. 附加補充資料 Supplementary Information

☐ 隨表格附上補充資料共 _____ 頁。Attached please find _____ page(s) of supplementary information.

9. 個人資料收集 Personal Information Collection

本會將使用你的個人資料（包括姓名、電話、傳真、電郵及郵寄地址等）作「個人資料私隱政策聲明」內所述之用途，並會用作發放活動／訓練資訊、產品／設施／服務推廣及籌募等用途。Scout Association of Hong Kong will use your personal data including name, telephone number, fax number, email address, mailing address etc. for the purposes as stated in the "Personal Data Privacy Policy Statement" and for disseminating training and programme information, product/facility/service promotion and fundraising appeal.

如你不同意，請在下列適當方格加上"X"號，以表示你不願意接收該項目。If you object to receive information for the below, please "X" in the appropriate box(es).

☐ 收費活動／訓練資訊 charged training and programme information ☐ 產品／設施／服務推廣 product/facility/service promotion ☐ 籌募 fundraising appeal

10. 聲明 Declaration

本人謹此聲明，本人在此申請表格上所自願填報的個人資料，就本人所知均屬真確及最新資料。I declare that the personal data voluntarily provided by me in this Application Form is accurate and up-to-date to the best of my knowledge.

簽署 Signature： _____ 日期 Date： _____

18 歲以下申請者適用 For applications below 18 years of age

由申請人之家長/監護人填寫 The following is to be completed by the applicant's parent/guardian:

本人(姓名) _____ 同意(申請人姓名) _____ 之登記。

I (Name) _____ Hereby give consent to (applicant's name) _____ registration.

家長/監護人簽署
Parent's/Guardian's Signature： _____ 日期
Date： _____