Scout Association of Hong Kong

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Administration Circular No.61/2018
15 December 2018

Follow-up Arrangements for Youth Membership Registration

Further to Administration Circular No. 50/2018 "Youth Membership Registration" issued on 15 September 2018, follow-up arrangements to facilitate the implementation are listed below:

1. Administration Branch of the Association delivered by post in October 2018 the Scout Group user account(s) and password information of the "Youth Membership Information System" (YMIS) to Group Scout Leader/ Group Scouter-in-Charge. Scout Groups are required to complete **on or before 28 February 2019** the registration for all their current youth members. For Scout Groups that have not yet received the user account(s) and password information, please contact Administration Branch.

2. A unique Scout ID Number will be assigned to the youth member after the membership registration in the YMIS. Scout Leaders should mark the Scout ID Number at the designated position on the record book of the youth member. For details, please refer to the attachment.

3. Starting from **1 April 2019**, youth member needs to provide the Scout ID Number for handling all his/her Scouting related matters, including applications for training/ activity, award and certificate, etc.

4. In response to the concerns and questions raised in the YMIS briefing sessions held in October and November 2018, "Frequently Asked Questions" about YMIS has been uploaded to the website of YMIS for reference of Scout Groups.

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

YUNG Kin-man
Deputy Chief Commissioner (Management)

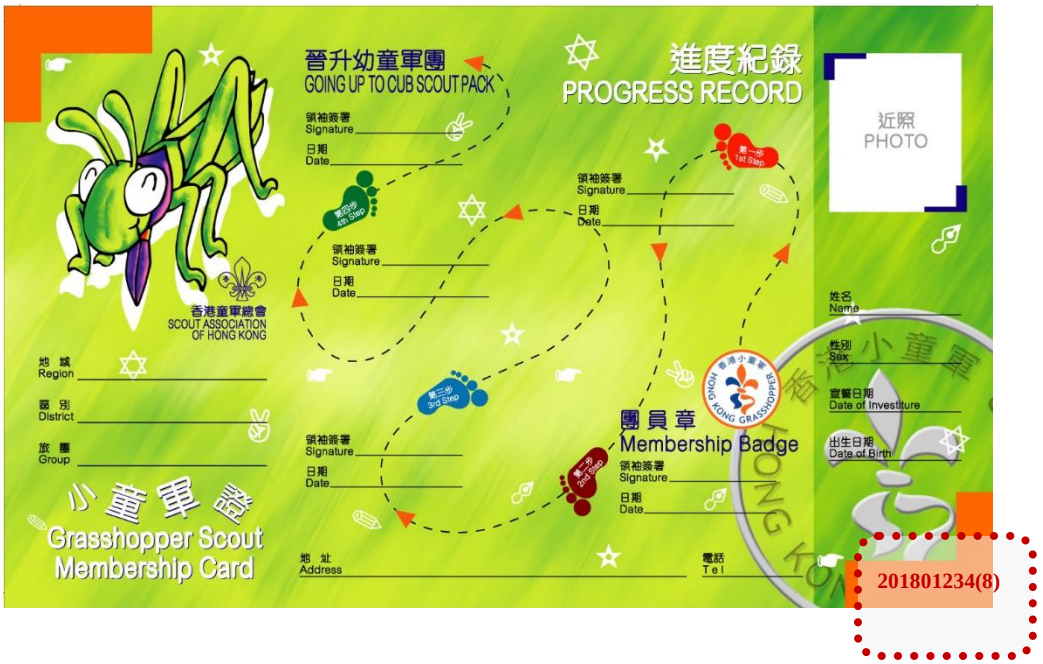
(Attachment)

How to fill in the Scout ID Number

Scout ID Number is composed of 10 digits with the last one in blanket, e.g.: 201801234(8). The Scout ID Number should be marked on the Membership Card/ Record Book as follows:

1. Grasshopper Scout Membership Card

   Please mark the Scout ID Number in the bottom right-hand corner of the Membership Card.



2. Cub Scout Record Book

(a) For existing member, please cross out the Record Book number and mark the Scout ID Number in the top left-hand corner.

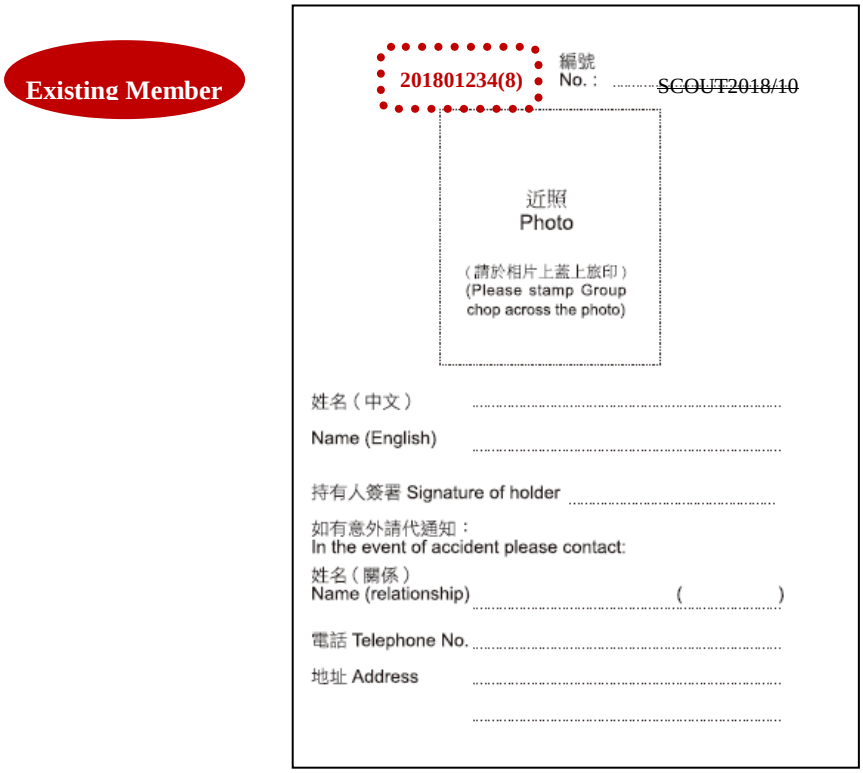
Existing Member

(b) For new member, please mark the Scout ID Number as shown below:

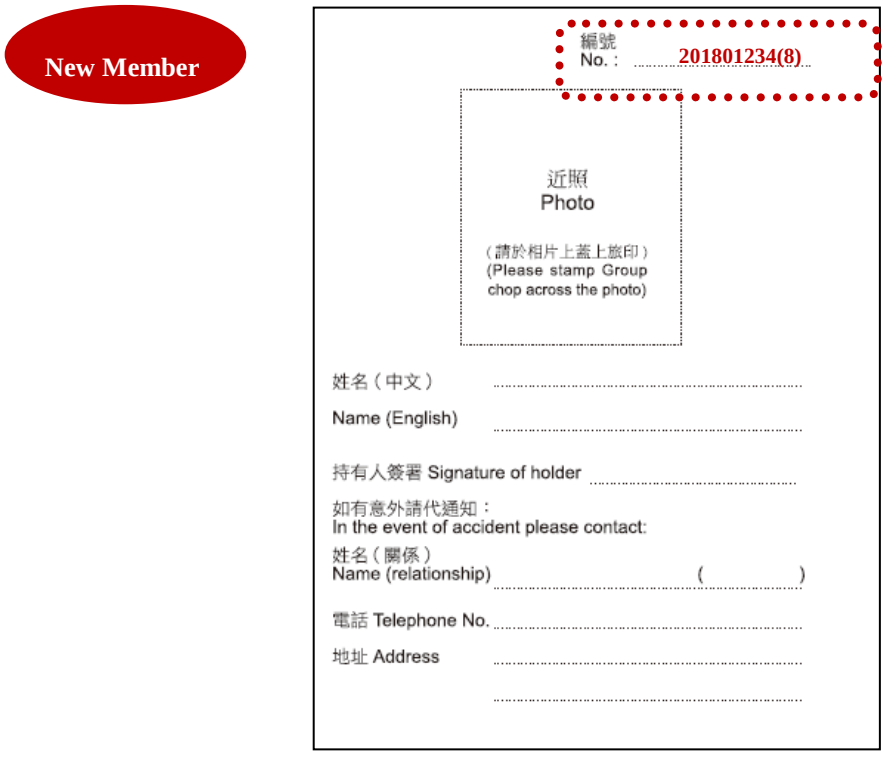
New Member

3. Scout Record Book

(a) For existing member, please cross out the Record Book number and mark the Scout ID Number in the top left-hand corner.



(b) For new member, please mark the Scout ID Number as shown below:



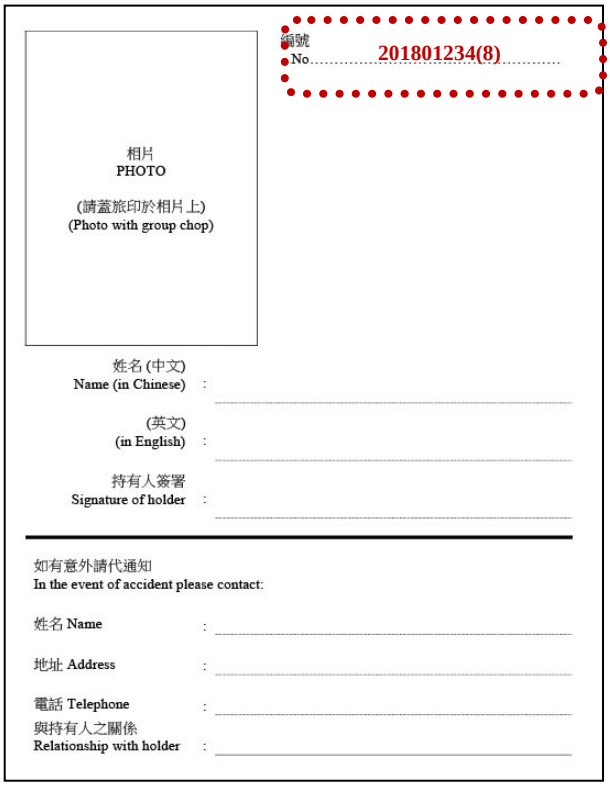
4. Venture Scout Record Book

(a) For existing member, please cross out the Record Book number and mark the Scout ID Number as shown below:

Existing Member

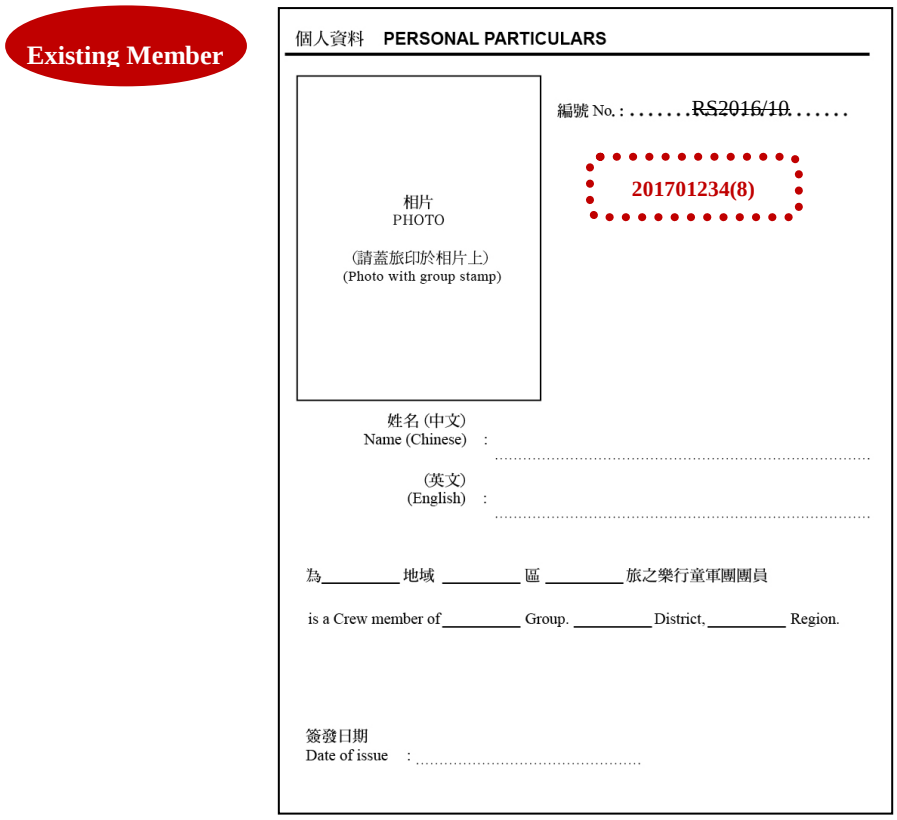
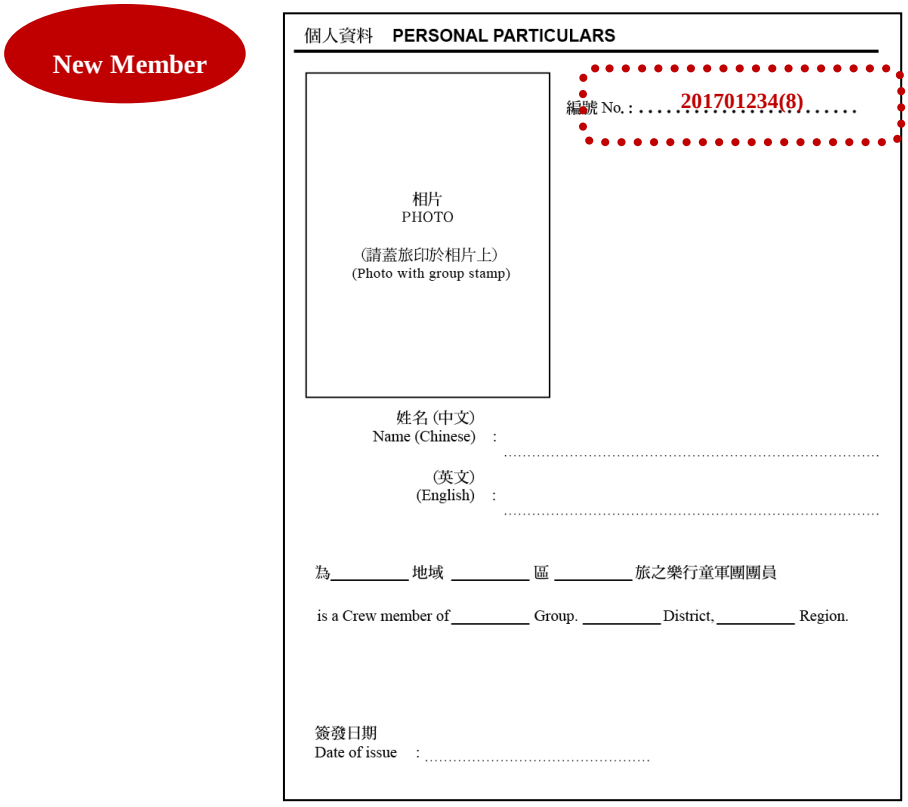
(b) For new member, please mark the Scout ID Number as shown below:

New Member



5. Rover Scout Record Book

(a) For existing member, please cross out the Record Book number and mark the Scout ID Number as shown below:



(b) For new member, please mark the Scout ID Number as shown below: