



Policy on Holding Overseas Visit / Activity and Receiving Overseas Unit

This Circular substitutes the Policy Circular No. 23/2018 issued on 1 January 2018.

For Scout members and units who intend to participate physically in overseas exchange, visit, training or activity, or receive overseas units physically, prior approval from Chief Commissioner / International Commissioner is required. Please also ensure strict compliance of the followings:

Participate in Overseas Visit / Activity physically

1. **Scout units** should complete Form [“Unit Application for Overseas Visit / Activity” \(IL/5A\)](#), with recommendation from the District Commissioner or Assistant Chief Commissioner concerned.
2. **Scout members** (including Overseas expedition application) should complete Form [“Individual Application for Overseas Visit / Activity” \(IL/5B\)](#), with recommendation from the Group Scout Leader and District Commissioner or Assistant Chief Commissioner concerned.
3. The completed form and supporting documents should reach International Branch at least 1 month prior to the date of departure. Detailed application procedure please refer to the Guidance Notes of relevant forms.

Receiving Overseas Unit

4. **Scout units** which intend to receive overseas units should complete Form [“Application for Reception of Overseas Unit” \(IL/5C\)](#), with recommendation from the District Commissioner or Assistant Chief Commissioner concerned.
5. The completed form and supporting documents should reach International Branch at least 1 month prior to the date of reception. Detailed application procedure please refer to the Guidance Notes of relevant form.

Communication / Document Signing with Other National Scout Organization(s)

6. All communications with National Scout Organizations must be handled by International Branch.
7. Scout units / members who plan to sign any document with other National Scout Organization(s) in the name of Hong Kong Scout, should seek prior approval from Chief Commissioner. The final draft of the said document / agreement should be submitted to the Chief Commissioner via International Branch for review and approval before being authorized to sign.

Others

8. The Association has purchased the “General Liability Insurance” and “Group Personal Accident Insurance” for all Scout Members. Details can be found on the related Administration Circular. Members are strongly advised to purchase additional suitable travel and medical insurance which have full coverage of the activities.
9. Should the Scout units / members wish to apply for the usage of Scout campsites for overseas units during the reception, the said campsite application will only be confirmed upon the approval of the relevant reception application.
10. Scout members must bear in mind of the Scout Promise and Law. Good social manner and discipline are expected from all Scout members when conducting activities overseas.
11. Non-compliance of any of the above policy may lead to disciplinary action against the offender.

(Queenie NG)

for International Commissioner