



Guidelines on Scout Service

This Circular substitutes Policy Circular No. 06/2021 issued on 15 December 2021.

Scout units often organize or are invited by external parties to provide voluntary service. Scout service provides opportunity for Scout members to be a good citizen contributing to society, to keep the Scout Promise “to help other people”. Scout units may accept invitation from the external parties and respond to request from the Sponsor of Sponsored Scout Group to arrange Scout members for service besides holding service on their own accord. The following “Guidelines on Scout Service” are applicable to the situation when organizing service or arranging Scouts to participate in the service to be rendered, except professional and special services such as first-aid, land and water search and rescue, life-saving. For enquiries, please discuss with the units’ Commissioner-in-charge.

1. Scope of Service

- 1.1 The Service should enable Scout member to live up to the spirit of “Helping other people”;
- 1.2 The Service should not be dangerous in nature or carried out at unsafe venue(s);
- 1.3 Must not participate in any political activities;
- 1.4 Must not directly participate in or co-organize any fund raising activities for external parties, such as selling flags or raffle tickets, but could assist in other supporting tasks;
- 1.5 Should be familiar with the scope of service and plan beforehand; keep the promise and act according to one’s capabilities. If necessary, Scout units should be well prepared and/or arrange related trainings to Service Scouts;
- 1.6 The service to be rendered should have a meaning purpose(s) and should not jeopardize the image of the Association or its members. Hence, cosmetic duties should be avoided as far as practicable. Scout members must not handle money as well.

2. Service Target

- 2.1 The targets of service includes people in need, the Sponsor of Sponsored Scout Group or external parties requested for service such as government organizations, statutory organizations, non-profit-making organizations, commercial organizations staging non-profit-making events, or other organizations staging non-political functions. The commodities or services of the commercial organizations must not be contrary to the public image of Hong Kong Scouts; and those organizations must be apolitical;
- 2.2 The Association will not accept personal invitation for arranging Scout service;
- 2.3 All Scout members must not organize or accept external parties’ invitation for arranging Scout service on their own capacity. All Scout service must be provided under the name of the Association, Regions, Districts or Groups;
- 2.4 Scout Groups should seek their District Commissioner’s consent before accepting external parties’ invitation for arranging Scout service.

3. Service Duration

- 3.1 Under general circumstances, the service to be rendered should not exceed 8 hours per day and must be finished before 10:00pm; If the service to be rendered is out of the above mentioned time, extra measures and assistance must be provided;
- 3.2 Extended service should be given sufficient manpower for duty shift. Time for meal(s) and short break must be suitably arranged in-between;
- 3.3 For service lasting for several days, the Scout units should evaluate if they could manage. Otherwise, they should seek assistance from other units.

4. Dress Code

- 4.1 When participating in the service, Scout members should be properly attired with full Scout uniforms or clothes with Scout element(s);
- 4.2 In order to keep good image of Scouts, Scout leaders should arrange the Service Scouts to wear appropriate accessories with Scout elements such as scarf with woggle if they are required to wear dress or costume provided by the organization requested for service.

5. Other Matters to be Noted

- 5.1 Scout units must abide by “Safe from Harm Policy” and “Code of Conduct” when planning and organizing Scout service; the Activity In-Charge should ensure all participating external parties (if any) fully understand and acknowledge the said policy and guideline beforehand;
- 5.2 Service Scouts, who are under the age of 18, must seek the consent of their parent(s)/ guardian(s);
- 5.3 Grasshopper Scouts and Cub Scouts could only assist with simple tasks, such as activities within the school;
- 5.4 All members participating in the service must be Scout members. Scout members’ parents could join the service as well. Scout leaders must keep the service log;
- 5.5 When Scout members participating in the service, they must be supervised under a Scout leader(s) (commissioners, scouters or instructors) with valid warrant. Each Scout leader should not supervise more than 20 youth members on each occasion;
- 5.6 Must beware of all guidelines related to service arrangement such as “Contingency Measures in Cases of Inclement Weather and Air Pollution”. Should there be an accident(s) occurred during the service, the supervising Scout leader should follow the “Guidelines for Reporting Accident Occurred During Scout Activities”;
- 5.7 In case the service carried out in remote area or Scout members are dismissed after dark, transportation to home should be arranged for safety purpose;
- 5.8 Meals, drinking water, transportation arrangement, souvenirs and donations from organization requested for service could be accepted;
- 5.9 Liaise with the organization requested for service directly and firm up all service details; should not communicate with the third parties such as public relations firm appointed by the organization requested for service.



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