

Official Use Only
Warrant No
Appointment/Transfer Date

Scout Association of Hong Kong Appointment Nomination Form

☐ Please "✓" the appropriate box; * Please delete whichever is inapplicable.

PART A – NOMINATION (To be completed by the nominator, please refer to the attached Reference Table)

1. Particulars of Nominee

Name (in BLOCK letters): *Mr / Ms _____ (First name) _____ (Last name)

- Completed ☐ Wood Badge (Section: _____) ☐ Safe from Harm E-learning exercise
- ☐ *Intermediate Training / Basic In-service Training / Stage 2 Sectional Training Methods of Wood Badge Training Scheme
- ☐ *General Information Course / Fundamentals of Scouting Course (Module 1A & Module 1B)
Copy of relevant Training Certificate(s) should be attached for first appointment as leader.

2. Details of the Appointment

Post: _____ (Rank: _____)

Group: _____ District: _____ Region/Branch/Unit: _____

Effective Date: ____ / ____ / ____ (yy/mm/dd)

- ☐ This is an approved new post.
- ☐ The nominee will take up this post concurrently with his/her current appointment(s) as:
(1) _____ (2) _____

- ☐ The nominee will be transferred to this post and will cease to hold his/her current appointment(s) as:
(1) _____ (2) _____

Effective Date: ☐ Same as the effective date of the nominee's appointment
☐ ____ / ____ / ____ (yy/mm/dd)

Effective Date: ☐ Same as the effective date of the nominee's appointment
☐ ____ / ____ / ____ (yy/mm/dd)

- ☐ The (former) incumbent of this post is * Mr / Ms _____ (in BLOCK letters)

Warrant No: _____ Effective Date of ☐ Same as the effective date of the nominee's appointment
relinquishment: ☐ ____ / ____ / ____ (yy/mm/dd)

Nominator

Signature : _____

Name : _____

Post : _____

Date : _____

Nominator

Signature : _____

Name : _____

Post : _____

Date : _____

PART B – SUPPLEMENTARY DATA & DECLARATION (To be completed by the nominee)

1. Supplementary Data

- (1) Are you being nominated for the first time as an Adult Member of the Association or do you need to update your personal data?
☐ No ☐ Yes (1st time nominee or nominee who needs to update personal data please file Adult Member Registration Form (R01))
- (2) Have you been found guilty of any criminal offence in a court of law in Hong Kong or elsewhere?
☐ No ☐ Yes (Please attach details on a separate sheet.)
- (3) Have you been charged and/or have you been required by the police to assist in any investigation of any complaint made against you of any offence connected with sexual abuse and/or abuse on young person whether in Hong Kong or elsewhere?
☐ No ☐ Yes (Please attach details on a separate sheet.)
- (4) Sexual Conviction Record Check (SCRC)
☐ I have completed the "SCRC" and attach herewith the valid "SCRC Result: Unique Checking Code" letter for checking by the Association when needed.
☐ I am a full-time civil servant and attach herewith the copy of valid proof of employment for checking by the Association when needed.
☐ I am a registered teacher/registered social worker and attach herewith the employer certification letter for checking by the Association when needed.
☐ I have undergone the SCRC as required by my current employer due to the nature of work duties. Attach herewith the employer certification letter for checking by the Association when needed.

2. Nominee's Declaration

- (1) I accept and agree to comply with the Association's Policies, Rules and Regulations.
- (2) I shall comply with all the laws applicable to Hong Kong, including but not limited to laws and regulations related to sexual offences as well as offences against the person, and will not engage in any act or activity that endangers national security.
- (3) I accept this nomination.
- (4) I accept the attached job description of the post (applicable only to nomination for a Commissioner's appointment).
- (5) On receiving a Warrant, I will affirm or reaffirm the Scout Promise, and I agree to return the Warrant on ceasing to hold the office for which it is issued, or if the District Commissioner or Deputy/Assistant Chief Commissioner or Chief Commissioner deems it necessary to withdraw the Warrant.
- (6) I undertake to notify the Association promptly should there be any change in my personal data as outlined in 1 of Part B above.

Date: _____ Signature of nominee: _____

- All personal data provided by means of this form, R01, or any attachments will only be used by the Association for processing this nomination and other Scout-related purposes. All personal data are to be provided by the nominee on a voluntary basis. Please also refer to the "Personal Data Privacy Policy Statement".
- The completion of appointment process shall be subject to formal issuance of the Warrant.

PART C – CONSENT

(To be completed by the Commissioner(s) concerned of the respective Unit(s))

If the nominee is currently holding other Scout appointment(s), prior consent of this nomination must be obtained from the commissioner(s) concerned. Please refer to Rule 2.5.9 of the “Policy, Organization and Rules” for details.

I *support / do not support
this nomination.

I *support / do not support
this nomination.

I *support / do not support
this nomination.

Signature: _____ Signature: _____ Signature: _____

Name: _____ Name: _____ Name: _____

Post: _____ Post: _____ Post: _____

Unit: _____ Unit: _____ Unit: _____

Date: _____ Date: _____ Date: _____

PART D – ENDORSEMENT

(To be completed by the endorser, please refer to the attached Reference Table)

I *recommend / do not recommend this nomination.

Name: _____ Signature: _____

Post: _____ Date: _____

PART E – RECOMMENDATION

(For nomination to a Commissioner's post only)

I *recommend / do not recommend this nomination.

Date: _____ Signature: _____

Chairman of the Appointment Committee

PART F – APPROVAL

I *approve / do not approve this nomination.

Date: _____ Signature: _____

Chief Commissioner

Region/Branch/Unit Use Only	Administration Branch Use Only
☐ Information has been verified. ☐ Nominee has fulfilled training and other requirements. ☐ SCRC result of the nominee has been checked 【SCRC Result: Y/N】 ☐ Provided proof for SCRC exemption Signature: _____ Name: _____ Post: _____ Date: _____(yy/mm/dd)	Information has been entered on: _____(yy/mm/dd) Signature: _____ Name: _____ Post: _____ ☐ Entered information has been randomly selected and *verified as accurate/corrected. Name: _____ Post: _____ Date: _____(yy/mm/dd)

Nominator(s)/Endorser Reference Table

Post Type / Post	Rank	Nominator(s)	Endorser
Deputy Chief Commissioner	Deputy Chief Commissioner	Chief Commissioner	--
Branch Commissioner Regional Commissioner	Assistant Chief Commissioner	Deputy Chief Commissioner/ Chief Commissioner ¹	--
Deputy Branch Commissioner	Commissioner IV	Branch Commissioner	Deputy Chief Commissioner/ Chief Commissioner ¹
Deputy Regional Commissioner		Regional Commissioner	
Deputy Regional Commissioner (Programme and Training)		Training Commissioner & Regional Commissioner	
Assistant Branch Commissioner	Commissioner V	Branch Commissioner	Deputy Chief Commissioner/ Chief Commissioner ¹
Assistant Regional Commissioner		Regional Commissioner	
District Commissioner		Regional Commissioner	
Leader Trainer		Training Commissioner	
Headquarters Commissioner	Commissioner VI	Branch Commissioner	Deputy Chief Commissioner/ Chief Commissioner ¹
Regional Headquarters Commissioner		Regional Commissioner	
Deputy District Commissioner		District Commissioner	Regional Commissioner
Deputy District Commissioner (Training)		Deputy Regional Commissioner (Programme and Training) & District Commissioner	
Assistant Leader Trainer		Training Commissioner	Deputy Chief Commissioner
Assistant Headquarters Commissioner	Commissioner VII	Branch Commissioner	Deputy Chief Commissioner/ Chief Commissioner ¹
Assistant Regional Headquarters Commissioner		Regional Commissioner	
Assistant District Commissioner		District Commissioner	Regional Commissioner
Assistant District Commissioner (Leader Training)		Deputy Regional Commissioner (Programme and Training) & District Commissioner	

Nominator(s)/Endorser Reference Table

Post Type / Post	Nominator(s)	Endorser
Trainer	Training Commissioner	Deputy Chief Commissioner
Headquarters Scouter Assistant Headquarters Scouter	Branch Commissioner	Deputy Chief Commissioner / Chief Commissioner ¹
Regional Scouter Assistant Regional Scouter	Deputy Regional Commissioner	Regional Commissioner
District Rover Scout Leader District Venture Scout Leader District Scout Leader District Cub Scout Leader District Grasshopper Scout Leader District Badge Secretary District Quartermaster District Scouter Assistant District Scouter	District Commissioner	Regional Commissioner/ Deputy Chief Commissioner ³
Group Scout Leader	District Commissioner	Regional Commissioner/ Deputy Chief Commissioner ³
Assistant Group Scout Leader Rover Scout Leader Rover Sea Scout Leader Rover Air Scout Leader Venture Scout Leader Venture Sea Scout Leader Venture Air Scout Leader Scout Leader Sea Scout Leader Air Scout Leader Cub Scout Leader Grasshopper Scout Leader Assistant Rover Scout Leader Assistant Rover Sea Scout Leader Assistant Rover Air Scout Leader Assistant Venture Scout Leader Assistant Venture Sea Scout Leader Assistant Venture Air Scout Leader Assistant Scout Leader Assistant Sea Scout Leader Assistant Air Scout Leader Assistant Cub Scout Leader Assistant Grasshopper Scout Leader	Group Scout Leader ² & District Commissioner	Regional Commissioner/ Deputy Chief Commissioner ³

¹ Depending on whether a Unit is under a Deputy Chief Commissioner or reports directly to the Chief Commissioner

² If there is no Group Scout Leader, the Nominator shall be Scouter-in-charge or representative of the Sponsor

³ The latter is applicable only to Silver Jubilee District