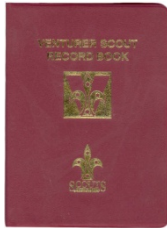


Award Scheme Administration

Venturer Scout Record Book



- Purpose:** Contains all requirements for each badge of the Venturer Scout Award Scheme. Alongside each badge are spaces to obtain signatures from the Unit Council and the Activity Examiner (as required) to acknowledge satisfactory completion of the activity.
- Responsibility:** The individual Venturer Scout is to refer to the requirements of each badge and is responsible to obtain all necessary signatures.
- When:** Whenever commencing or completing a badge. It should be taken to all major activities and courses and be available for reference during Unit Council meetings.

V1 Form



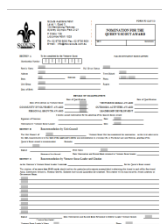
- Purpose:** Provide a record of approvals for each award scheme badge that will accompany all evidence supplied for the tasks undertaken.
- Responsibility:** The individual Venturer Scout is to complete this form when requesting approval from the Unit Council to commence a badge.
- When:** Whenever a new badge is planned to be undertaken and upon completion of the nominated activity.

Unit Reporting Template



- Purpose:** Provides a record to the Region Commissioner and District Leaders of all changes to unit membership, any adventurous activities completed, plus any award scheme badges completed since the last Region or District meeting.
- Responsibility:** Unit Secretary (under guidance from the Venturer Scout Leader)
- When:** Prior to each Region or District Venturer Scout Council meeting.

F3 Form



- Purpose:** Nomination of a Venturer Scout for the Queen's Scout Award.
- Responsibility:** The individual Venturer Scout is to complete Section A of this form and forward to the Unit Council.
- When:** Upon completion of all requirements for the Queen's Scout Award.

Common Forms

Y1 Form

The Y1 form is a registration form for new applicants. It includes fields for personal details, contact information, and a section for parent/guardian consent. It also has checkboxes for various activities and a section for the Venturer Scout Leader's signature and date.

- Purpose:** To register a new applicant (who is not already a current Scout) as a NSW Branch Youth Member and to obtain Parent/Guardian Authority for the applicant to participate in the Scouting program.
- Responsibility:** Venturer Scout Leader
- When:** On the first visit by a new applicant to the Venturer Scout Unit.

A1 Form

The A1 form is an activity notification form. It contains sections for activity details, participant information, and medical information. It includes checkboxes for various activities and a section for the Activity Leader's signature and date.

- Purpose:** Notification of all activity details and provision of a participation and medical form to be completed by all participants and their Parent/Guardian if under 18 years of age.
- Responsibility:** Activity Leader
- When:** Distributed in advance of an activity such that Part 1 may be completed and returned to the Activity Leader no later than two weeks prior to the commencement of an activity.

M5 Form

The M5 form is a declaration form for prohibited persons. It includes fields for the person's name, address, and contact information. It also has checkboxes for various activities and a section for the Activity Leader's signature and date.

- Purpose:** For parents or other adults (not already an appointed Adult Leader within NSW Branch) to declare they are not a prohibited person whenever they plan to attend a Scouting activity.
- Responsibility:** Activity Leader
- When:** Usually upon return of Activity Notification Forms but no later than the commencement of an activity.

Y2 Form

The Y2 form is a transfer form for youth members. It includes fields for the member's name, current formation, and new formation. It also has checkboxes for various activities and a section for the Group Leader's signature and date.

- Purpose:** To transfer a youth member from one formation to another.
- Responsibility:** Group Leader (in consultation with the Venturer Scout Leader)
- When:** Whenever a youth member transfers to another formation (including Rover Crews).

Y7 Form

The Y7 form is a resignation form for youth members. It includes fields for the member's name, current formation, and date of resignation. It also has checkboxes for various activities and a section for the Group Leader's signature and date.

- Purpose:** To inform NSW Branch of any youth members who are transferred or resigned from the Venturer Scout Unit.
- Responsibility:** Group Leader (In consultation with the Venturer Scout Leader)
- When:** In-between quarterly census updates whenever a youth member decides to resign from Scouting.

Common Adult Leader Forms

W1 Form

The W1 form is a registration form for new adult members. It includes fields for personal details, contact information, and a section for the applicant's signature and date. There is also a section for the Group Leader's signature and date.

- Purpose:** To register a new adult as a Scouting member.
Responsibility: Group Leader
When: Whenever a new adult agrees to commence adult leader training.

L1 Form

The L1 form is used to apply for a training course. It contains fields for the applicant's name, contact details, and the specific course they wish to attend. It also has a section for the Group Leader's approval.

- Purpose:** To apply for a Training Course administered by the NSW Branch Training Team.
Responsibility: Individual participants.
When: Prior to course closing date.

L10 Form

The L10 form is a record-keeping form for in-service training. It features a grid where individual adult leaders can log the completion of various training activities. The form includes fields for the leader's name and the date of completion.

- Purpose:** For trainee adult leaders to record the completion of all activities in their In-Service Training.
Responsibility: Individual adult leaders (with guidance from their Personal Leader Adviser)
When: As soon as possible after commencement of training.

W3 Form

The W3 form is used to transfer an adult leader's appointment to a new role. It includes fields for the leader's current and proposed roles, their contact information, and the Group Leader's signature and date.

- Purpose:** To transfer your adult leader appointment into a new role (e.g. Venturer Scout Leader or Assistant Venturer Scout Leader)
Responsibility: Group Leader (in consultation with the individual adult leader)
When: As soon as the individual adult leader has completed all relevant training requirements.

W4 Form

The W4 form is a resignation form for adult leaders. It includes fields for the leader's name, contact details, and the date of resignation. It also has a section for the Group Leader's signature and date.

- Purpose:** To resign appointment as an adult leader.
Responsibility: Group Leader (in consultation with the individual adult leader)
When: Whenever an adult leader notifies the Group Leader that they are no longer available to act in their appointed role.