



Scout Association of Hong Kong

Administration Branch

Tel : 2957 6333 Fax : 2302 1001

Administration Circular No 12/2009

27 October 2009

Addition / Cancellation of Section / Unit

According to Rule 5 iv of the POR, changes in the composition of a Group caused by the addition or cancellation of a section (e.g. a Venture Scout section) or a unit (Troop B of the Scout section) are approved by the District Commissioner.

Currently, the five Regions use slightly different processes with four different forms or by way of a written letter. After discussions with the Regions concerned, it has been agreed that, in the interest of consistency and ease of processing, a new form will be used by all Group Scout Leaders and Scouters-in-charge. This form, entitled "Application for Addition/ Cancellation of Section/Unit" (Form S), is applicable to all Grasshopper Scout Rings, Cub Scout Packs, Scout Troops, Sea Scout Troops, Air Scout Troops, Venture Scout Units, Sea Venture Scout Units, Air Venture Scout Units and Rover Scout Crews.

Effective from November 1, 2009, Form S will supersede all the application forms currently being used by the Regions ("old application forms"). Old application forms submitted to the Regions or the Districts before this date will still be processed.

Form S is available from the Regional Headquarters or the Administration Branch, or can be downloaded from the website of Scout Association of Hong Kong (<http://www.scout.org.hk>) by clicking "Forms Download".

(Paul KUA)
Deputy Chief Commissioner
(Management)