



Auxiliary Clerical Service to Districts

Pursuant to the circular re-categorization with effect from 1 January 2018, this Circular substitutes Operations Circular No. 01/2008 issued on 15 March 2008 with contents unchanged.

To provide clerical support to all Scout Districts, a District Clerical Support Team (DCST) has been established at Association Headquarters. The business hours and scope of services are as follows:-

1. Business Hours :

(Monday to Friday)	0900 hrs to 2000 hrs
(Saturday)	0900 hrs to 1800 hrs
Lunch Hour	1300 hrs to 1400 hrs
(Sunday & Public Holidays)	Closed

2. Authorized Persons :
 - District Commissioners
 - Deputy District Commissioners
 - Any District staff who is responsible for the District's clerical work, with written authorization by the District Commissioner

3. Contact :
 - 3.1 Telephone
2957 6390, 2957 6396 – 2957 6399
 - 3.2 Fax
3011 5662
 - 3.3 E-mail
dcst@scout.org.hk

4. Scope of Service :
 - 4.1 Typing
 - 4.11 Documents for meetings
(including District Annual General Meeting, District Executive Committee Meeting & District staff meeting)
 - 4.12 Circulars
(including training & activity circulars)
 - 4.2 Photocopying Services
 - 4.3 Liaison work
 - contacting members to attend meetings & activities
 - 4.4 Mailing of circulars and letters
 - updating the database of the District's correspondence
 - mailing of document, invitation and circulars
 - 4.5 Printing of Certificates of Appointment for Lay Members of District Scout Council

Stamps and AHQ envelopes will be supplied by DCST. Scout Districts are required to settle charges of postages, AHQ envelopes and photocopying on monthly basis. If Scout Districts need services out of the aforesaid scope, please liaise with our supervisor for help, DCST will make every endeavour to render assistance. Should there be any enquiry, please contact Ms Gloria Mok, officer in charge of DCST, at 2957 6390.

Wilson LAI
Deputy Chief Commissioner
(Operations)