



## **Registration and Appointment Procedures for Lay Member**

Nominees for appointment as lay member must provide all necessary information required, by submitting the duly completed “Adult Member Registration Form” (R01), to the Association for the purpose of registration and appointment.

For consistency of lay member registration information and with effect from 1 March 2020, all Units must submit, 2 weeks before confirmation of the appointment by respective Executive Committee or Group Council, the duly completed “Lay Member Appointments Notification Form” (CR02) together with the necessary Form R01 to the Administration Branch for processing. For Scout Groups and Districts, the Form(s) should be submitted via respective Regions (via District Clerical Support Team for Silver Jubilee District).

Particularly, all Units shall observe the following in handling the appointment and completing Form CR02:

- (1) The appointment is in compliance with relevant provisions of the Policy, Organization and Rules of the Association including age, name of the post, etc.
- (2) Nominee for first appointment as lay member shall submit the duly completed Form R01.
- (3) Nominee for re-appointment as lay member for the 2020/21 term shall submit the duly completed Form R01 so as to ensure an up-to-date and complete member information in Scout Membership Information System of the Association. For re-appointment from 2021/22 onwards, the Unit concerned only needs to confirm that the nominee has no break in lay member appointment term (irrespective of post) and that there is no update in nominee’s member information. If there is a break, the nominee shall submit afresh a duly completed Form R01.

The Association will not be able to process the registration and appointment of the lay member concerned if the Unit fails to comply with the above procedures.

**YUNG Kin-man**  
Deputy Chief Commissioner (Management)



Adult Member  
Registration Form  
(R01)



Lay Member  
Appointments  
Notification Form  
(CR02)