



Policy on Holding Overseas Visit / Activity and Receiving Overseas Unit

Pursuant to the circular re-categorization with effect from 1 January 2018, this Circular substitutes International Circular No. 22/2016 issued on 15 July 2016 with contents unchanged.

The following are the policy and guidelines of the Association for all members (including youth members, leaders, commissioners and lay members) and units who want to organize or arrange overseas visits or activities, and for all units (including Branches, Regions, Districts and Scout Groups) which intend to receive overseas units. Please ensure its strict compliance:

1. Scout members who want to organize or arrange overseas visits or activities should apply for approval from International Commissioner. Application by unit should complete Form “Unit Application for Overseas Visit / Activity” (IL/5A) while individual / overseas expedition application should complete Form “Individual Application for Overseas Visit / Activity” (IL/5B). The completed form, with endorsement of the Group Scout Leader, District Commissioner or Assistant Chief Commissioner concerned and supporting documents, should reach International Branch at least 1 month in advance from the date of departure. Detailed application procedure can be found on the Guidance Notes on the forms.
2. Scout units which intend to receive overseas units should complete Form “Application for Reception to Overseas Unit” (IL/5C) and submit it to International Branch. Prior consent from International Branch is required.
3. Please be reminded that under no circumstances should any members traveling overseas hold themselves out as the Contingent of Scout Association of Hong Kong without prior authorization from the Association Headquarters.
4. All communications with National Scout Organizations must be handled by International Branch.
5. Scout members who plan to sign any document, in the name of the Association, with other organizations, should seek prior approval from Chief Commissioner via International Branch. A sample of the document should be submitted for approval.
6. Association Headquarters has purchased the “General Liability Insurance” and “Group Personal Accident Insurance” for all Scout Members. Members are strongly advised to purchase additional suitable travel and medical insurance which have full coverage of all the activities.
7. Scout members must remember that their code of conduct is the Scout Promise and Law. Good social manner and discipline are expected from all Scout members when conducting activities overseas.
8. Non-compliance of any of the above guidelines may lead to disciplinary action against the offender.

Hubert HO
International Commissioner