



Annual Review of Association Headquarters Circulars

The Association Headquarters Circulars which are still in force have been reviewed and are listed in the Annex to this Circular. All others shall be considered as having lapsed either because they have been incorporated into publications concerned, superseded by subsequent circulars, or contain information of temporary nature requiring no further action. This Circular does not apply to circulars on scout programme/ training courses.

If any Circular in the Annex is amended or superseded, the latest shall prevail.

YUNG Kin-man
Deputy Chief Commissioner (Management)

Headquarters Circulars**Administration Circular**

Circular No.	Title
Administration Circular No. 31/2020	Foundation Fund for the Aged
Administration Circular No. 30/2020	Leadership Training Institute Foundation Subsidy Scheme Application Guideline
Administration Circular No. 29/2020	Annual Group Registration & Census 2020 (For Silver Jubilee District)
Administration Circular No. 25/2020	Extension of Service Hours of Scout Association of Hong Kong Library
Administration Circular No. 24/2020	Subsidy Scheme for Existing Groups to Set up New Units (SNU) Application Guidelines
Administration Circular No. 23/2020	Nominations for Awards for Merit and Certificate of Appreciation in 2020 (For Silver Jubilee District)
Administration Circular No.13/2020	Young Leaders Development Scheme (Overseas Activities Subsidy) (2020-2021)
Administration Circular No.12/2020	Subsidy Scheme for Needy Leaders' Training (2020-2021)
Administration Circular No. 11/2020	General Liability Insurance & Group Personal Accident Insurance
Administration Circular No. 10/2020	Samson Sun Scout Fund
Administration Circular No. 09/2020	Assistance Scheme for Needy Student Members' Training (subsidized by Home Affairs Bureau)
Administration Circular No. 08/2020	Assistance Scheme for Needy Student Members' Uniform (subsidized by Home Affairs Bureau)
Administration Circular No. 06/2020	Registration and Appointment Procedures for Lay Member
Administration Circular No. 04/2020	Scout Development Funding Scheme (SDFS)
Administration Circular No. 02/2020	"Policy, Organisation and Rules" (POR) of Scout Association of Hong Kong
Administration Circular No. 61/2018	Follow-up Arrangements for Youth Membership Registration
Administration Circular No. 59/2018	Hong Kong Scout Centre Carpark Parking Offer
Administration Circular No. 50/2018	Youth Membership Registration
Administration Circular No. 47/2018	Uniform Handbook
Administration Circular No. 45/2018	Registration and Appointment Procedure for Instructor of Scout Group
Administration Circular No. 27/2018	Commissioners and Leaders Appointment Warrant Renewal Declaration of Criminal Offence
Administration Circular No. 21/2018	Overseas and Mainland Activities Subsidy Scheme
Administration Circular No. 19/2018	Scout Unit Portal
Administration Circular No. 09/2018	Guidelines for managing Scout Group Finance
Administration Circular No. 07/2018	Submission of Statements of Account by Scout Groups and Scout Districts
Administration Circular No. 06/2018	Certificate of Appreciation for Sponsors of Scout Groups
Administration Circular No. 05/2018	URL Redirection Service
Administration Circular No. 04/2018	Auxiliary Clerical Service to Districts
Administration Circular No. 03/2018	District Badge/Regional Badge
Administration Circular No. 02/2018	Bank Accounts and Deposits

Circular No.	Title
Administration Circular No. 04/2017	Application /Nomination for Awards /Recognitions of External Organizations
Administration Circular No. 13/2016	Procedures for Handling Improper Acts and Complaints

Policy Circular

Circular No.	Title
Policy Circular No. 01/2020	Adults in Scouting Policy
Policy Circular No. 03/2019	Information Technology Security
Policy Circular No. 02/2019	Integration Arrangement of Scoutcraft Training (Phase 1)
Policy Circular No. 01/2019	Awards and Decorations conferred by Government/ other National Scout Organisations of World Organisation of Scout Movement/ Other Bodies
Policy Circular No. 30/2018	Development of Sea Scout / Air Scout and Sea Activities / Air Activities Policy
Policy Circular No. 29/2018	Youth Involvement in Decision-making Policy
Policy Circular No. 28/2018	Equal Opportunities Policy
Policy Circular No. 27/2018	Policy on Holding Visit / Activity to Mainland China and Receiving Mainland Unit
Policy Circular No. 25/2018	Continuous Education Policy
Policy Circular No. 23/2018	Policy on Holding Overseas Visit / Activity and Receiving Overseas Unit
Policy Circular No. 22/2018	Policy on Participation in Overseas and Mainland Activities
Policy Circular No. 20/2018	Policy on Participation in Political Activities
Policy Circular No. 19/2018	Policy on Participation in Commercial Activities
Policy Circular No. 18/2018	Leaders' Appointment Qualifications
Policy Circular No. 16/2018	“Youth Programme Policy” and “Youth Protection Policy”
Policy Circular No. 15/2018	World Scout Youth Programme Policy and World Scout Youth Involvement Policy
Policy Circular No. 14/2018	Soliciting or Accepting Advantages
Policy Circular No. 13/2018	Policy on Declaration of Interest
Policy Circular No. 12/2018	Prerequisite for nomination of Scouters/ Commissioners General Information (GI) Course
Policy Circular No. 11/2018	Scout Association of Hong Kong Personal Data Privacy Policy Statement
Policy Circular No. 10/2018	Commissioners and Leaders Appointment Warrant Renewal Criminal Offence Declaration
Policy Circular No. 07/2018	Guidelines on Keeping Young People Safe
Policy Circular No. 05/2018	An Outline of Terms and Conditions on Scout Properties
Policy Circular No. 04/2018	Guidelines on Scout Service
Policy Circular No. 03/2018	Guidelines for Scout Members On Disseminating Scout News
Policy Circular No. 02/2018	Communications with Overseas Scout Organizations
Policy Circular No. 01/2018	Emblem of the Association

Activity Guideline

Circular No.	Title
Activity Guideline No. 02/2020	Prevention of Pneumonia and Respiratory Tract Infection (II)
Activity Guideline No. 01/2020	Prevention of Pneumonia and Respiratory Tract Infection
Activity Guideline No. 02/2019	Safety Precaution in Scout Pioneering
Activity Guideline No. 01/2019	Safety guideline on Scout activities: How to handle in case of community emergency situation
Activity Guideline No. 10/2018	Anti-Mosquitoes Measures
Activity Guideline No. 09/2018	Prevention of Seasonal Influenza
Activity Guideline No. 08/2018	Prevention of Avian Influenza
Activity Guideline No. 07/2018	Safety Guideline of Sea Activities
Activity Guideline No. 05/2018	Principles and Guidelines on Outdoor Activities
Activity Guideline No. 04/2018	Contingency Measures in Cases of Inclement Weather and Air Pollution
Activity Guideline No. 03/2018	Safe Use of Alcohol / Spirit Fuel
Activity Guideline No. 02/2018	Guidelines for Reporting Accident Occurred During Scouting Activities

Programme

Circular No.	Title
Programme Circular No. 43/2020	Extension of the Assessment Periods of Awards (2)
Programme Circular No. 142/2018	New Design of Venture Scout Epaulettes and Rover Scout Epaulettes
Programme Circular No. 111/2017	Joint University Programmes Admissions System (JUPAS) Other Experiences and Achievements in Competitions / Activities (OEA)
Programme Circular No. 1/2015	Implementation of New Golden Bauhinia Award Syllabus and Transitional Arrangements

Training

Circular No.	Title
Training Circular No.74/2020	Appointment of Specialist Trainers
Training Circular No.55/2020	Core and Elective Leader Skill Courses
Training Circular No.56/2020	Course List and Numbering System for Certificates of Wood Badge Courses, Leader Skill Courses, Trainers' Courses and other Leader Training Courses
Training Circular No.50/2020	Extension of exemption period from taking two Leader Skill Courses in completing the Wood Badge
Training Circular No.08/2020	Basic Qualifications for the Appointments of Training Team Members
Training Circular No.09/2020	Training Auxiliary
Training Circular No.07/2020	Qualifications of the Staff Team of Leader Training Courses
Training Circular No. 21/2018	Arrangements for Wood Badge Holders' Participation in Wood Badge Training Courses
Training Circular No. 19/2018	Leader Training Courses for Rover Scouts
Training Circular No. 16/2018	Revision of Wood Badge Training Scheme
Training Circular No. 01/2018	Training Management System

Circular No.	Title
Training Circular No.19/2017	Discount offer of Knotting and Pioneering books Fun with Ropes and Spars, Pioneering Projects, Pioneering Principles, Progressive Pioneering
Training Circular No. 45/2014	Skill Courses of Non-sectional Leaders Wood Badge Training Scheme
Training Circular No. 34/2012	Eligibility of joining Campfire Leader Course, Pioneering Course and Expedition Course
Training Circular No. 77/2011	Insignia of Hong Kong Training Team
Training Circular No. 43/2011	Scoutcraft Accreditation Scheme Syllabus
Training Circular No. 43/2009	Guidance Notes on Training Service Hours of Training Team Members

International

Circular No.	Title
International Circular No. 09/2020	Messengers of Peace - Hong Kong
International Circular No. 08/2020	WOSM Policies and Reference Materials - "World Safe from Harm Policy" and "World Adults in Scouting Policy"

Estate

Circular No.	Title
Estate Circular No.01/2020	Gilwell Corner at Hong Kong Scout Centre
Estate Circular No.02/2019	Function Room Booking 9-11/F Hong Kong Scout Centre
Estate Circular No. 01/2018	Online Venue Booking System
Estate Circular No. 01/2013	Arrangement of Usage of Toilets 8/F to 11/F of Hong Kong Centre

Finance

Circular No.	Title
Finance Circular No. 01/2020	Revised Guidance Notes on Finance Matters

Raffle

Circular No.	Title
Raffle Circular No. 01/2020	Arrangements for Hong Kong Scout 110th Anniversary Raffle Campaign (For Silver Jubilee District)