



Guidelines on Scout Service

This Circular substitutes Policy Circular No. 04/2018 issued on 1 January 2018.

1. From time to time, Scout units are invited, either through the Development & Adult Resources Branch or directly by external parties, to arrange their Scout members to provide voluntary service. Open Groups and School-based Scout Groups may also be invited by their sponsoring authorities to provide similar service. The following “Guidelines on Scout Service” are applicable to all Scout units. Should the units have any enquiries, they may discuss with their units’ Commissioner-in-charge.

2. The purpose of Scout service

Community service provides opportunities for youth members and Scout leaders to contribute to society, which is a vivid example of practising citizenship. Beside self-arranged community service, all Scout units may also render Scout service by invitation.

3. Accepting external parties’ invitation

- 3.1 All Scout members should not accept external parties’ application or invitation for arranging Scout service on their own capacity. All Scout service must be provided under the name of the Association, Regions, Districts or Groups;
- 3.2 Scout Groups must seek their District Commissioner’s consent before accepting external parties’ invitation for arranging Scout service;
- 3.3 The targets of service could be government organizations, statutory organizations, non-profit-making organizations, commercial organizations staging non-profit-making events, or other organizations staging non-political functions. The commodities and services of the commercial organizations must not be contrary to the public image of Hong Kong Scouts; and these organizations must be apolitical;
- 3.4 The Association will not accept personal invitation for arranging Scout service;
- 3.5 Though sponsoring authorities of Scout Groups are not regarded as external parties and they need not make applications for arranging Scout service, the following principles still apply.

4. Service duration

- 4.1 Service should not exceed 8 hours per day and must be finished before 10:00pm;
- 4.2 Extended service should be given sufficient manpower for duty shift. Time for meal(s) and short break must be suitably arranged in-between;
- 4.3 For service lasting for several days, the Scout units should evaluate if they could entertain. Otherwise, they should seek assistance from other units;
- 4.4 The service to be rendered must not clash with school examination or class test of Scout members.

5. Scope of service

- 5.1 The service aims to live up the spirit of “Scout can help”, for instance, crowd control, assistance in ceremony program or serving the elderly;
- 5.2 During the crowd control, Scouts should play an auxiliary role;
- 5.3 Task should not be dangerous in nature or carried out at unsafe venue(s);
- 5.4 Must not handle money;
- 5.5 Must not directly participate in any fund raising activities for external parties, such as selling flags or raffle tickets, but could assist with other supporting tasks;
- 5.6 The service to be rendered should have a meaning purpose(s) and should not damage the image of the Association or its members. Thus, cosmetic duties should be avoided as far as practicable. For enquiries, please discuss with the units’ Commissioner-in-charge;
- 5.7 Must not participate in political activities.

6. Other matters to be noted

- 6.1 Should liaise with the service applicants direct and firm up all service details; and should not communicate through the third parties such as public relations firm appointed by the service applicants;
- 6.2 Meals, drinking water, transportation arrangement and donations from service applicants could be accepted;
- 6.3 Service Scouts, who are under the age of 18, must seek the consent of their parent(s);
- 6.4 All members participating in the service must be invested Cub Scouts, Scouts, Venture Scouts, Rover Scouts and Scout leaders of all levels. Cub Scouts could only assist with simple tasks, such as activities within the school;
- 6.5 When participating in the service, Scout members must be properly attired with full Scout uniforms, and must not wear any other dress or costume provided and requested by the service applicants in order to keep good image of Scouts;
- 6.6 When Scout members participating in the service, they must be supervised under a Scout leader(s) with valid warrant. Each Scout leader should not supervise more than 20 youth members on each occasion;
- 6.7 Should there be an accident(s) occurred during the service, the supervising Scout leader has to, as far as the situation warrants, report to his / her units’ Commissioner-in-charge;
- 6.8 In case the service carried out in remote area and Scout members are dismissed after dark, transportation to home should be arranged for safety purpose.



Wilson LAI
Deputy Chief Commissioner
(Operations)