



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All others shall be considered as having lapsed either because they have been incorporated into publications concerned, superseded by subsequent circulars, or contain information of temporary nature requiring no further action.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If any Circular in the Annex is amended or superseded, the latest shall prevail.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. 34/2021	Samson Sun Scout Fund
Administration Circular No. 32/2021	Overseas and Mainland Activities Subsidy Scheme
Administration Circular No. 30/2021	Annual Group Registration & Census 2021 (For Silver Jubilee District)
Administration Circular No. 29/2021	Procedures for Handling Improper Acts and Complaints
Administration Circular No. 28/2021	“Policy, Organisation and Rules” (POR) of Scout Association of Hong Kong
Administration Circular No. 27/2021	Registration and Appointment Procedure for Instructor of Scout Group
Administration Circular No. 26/2021	Subsidy Scheme for Existing Groups to Set up New Units (SNU) Application Guidelines
Administration Circular No. 23/2021	Annual Registration & Census - Participation in Community Services cum Training/Activities (For Silver Jubilee District)
Administration Circular No. 22/2021	Nominations for Awards for Merit and Certificate of Appreciation in 2022 (For Silver Jubilee District)
Administration Circular No. 20/2021	General Liability Insurance & Group Personal Accident Insurance
Administration Circular No. 19/2021	Hong Kong Scout Centre Carpark Parking Offer
Administration Circular No. 16/2021	Hong Kong Scout 110th Anniversary Special Contribution Medallion and Commemorative Medallions
Administration Circular No. 09/2021	Young Leaders Development Scheme (Overseas Activities Subsidy) (2021 - 2022)
Administration Circular No. 08/2021	Subsidy Scheme for Needy Leaders’ Training (2021 – 2022)
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. 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. 31/2019	Bush Jacket
Administration Circular No. 61/2018	Follow-up Arrangements for Youth Membership Registration
Administration Circular No. 50/2018	Youth Membership Registration
Administration Circular No. 47/2018	Uniform Handbook
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

Circular No.	Title
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
Administration Circular No. 04/2017	Application /Nomination for Awards /Recognitions of External Organizations

Policy Circular

Circular No.	Title
Policy Circular No. 01/2022	Awards and Decorations conferred by Government / other National Scout Organisations of World Organisation of Scout Movement / Other Bodies
Policy Circular No. 06/2021	Guidelines on Scout Service
Policy Circular No. 05/2021	Guidelines for Scout Members on Disseminating Scout News
Policy Circular No. 04/2021	Commissioners and Leaders Appointment Warrant Renewal Safe from Harm and Criminal Offence Declaration
Policy Circular No. 03/2021	Prerequisite for nomination of Scouters/ Commissioners
Policy Circular No. 02/2021	Safe from Harm Policy
Policy Circular No. 01/2021	Code of Conduct
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. 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. 11/2018	Scout Association of Hong Kong Personal Data Privacy Policy Statement
Policy Circular No. 05/2018	An Outline of Terms and Conditions on Scout

Circular No.	Title
	Properties
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. 03/2021	Safety Precaution in Scout Pioneering
Activity Guideline No. 02/2021	Guidelines for Reporting Accident Occurred During Scout Activities
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. 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

Programme

Circular No.	Title
Programme Circular No. 62/2021	Promotion of National/Regional Flag Etiquettes and the Flag-raising Ceremony
Programme Circular No. 60/2021	Grasshopper Scout Pilot Scheme
Programme Circular No. 34/2021	Sectional Progressive Awards Arrangements under the Epidemic
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. 89/2015	Procedures and Guidelines on Issue and Collection/Purchase of Badges in Scout Section

Training

Circular No.	Title
Training Circular No.65/2021	Safe from Harm Online Self-learning Course
Training Circular No.64/2021	Qualifications of the Staff Team of Leader Training Courses
Training Circular No.74/2020	Appointment of Specialist Trainers
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.55/2020	Core and Elective Leader Skill Courses
Training Circular No.50/2020	Extension of exemption period from taking two Leader Skill Courses in completing the Wood Badge

Circular No.	Title
Training Circular No.09/2020	Training Auxiliary
Training Circular No.08/2020	Basic Qualifications for the Appointments of Training Team Members
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
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. 43/2009	Guidance Notes on Training Service Hours of Training Team Members

International

Circular No.	Title
International Circular No. 02/2021	WOSM Policies and Reference Materials "The Key to Retention in Scouting"
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	Toilet Arrangement on 8/F to 11/F of Hong Kong Scout Centre

Finance

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

Raffle

Circular No.	Title
Raffle Circular No. 01/2021	Arrangements for the Scout Raffle Campaign 2022 (For Silver Jubilee District)