



Registration and Appointment Procedure for Instructor of Scout Group

This Circular substitutes Administration Circular No. 27/2021 issued on 15 October 2021.

Application for appointment and renewal of appointment for Instructor of Scout Group must be made by completing the “Instructor Registration and Appointment Form” [Form CR01(Rev.12/2021)] with a copy of the Safe from Harm (SfH) E-learning Exercise Training Certificate. With the approval of Group Scout Leader or Group Scouter-in-Charge, the Form should reach the Administration Branch for processing.

Administration Branch normally will register the appointment concerned in Scout Membership Information System (SMIS) within 7 working days from receipt of the submitted Form. The appointment will last for one year from the date of approval by Group Scout Leader or Group Scouter-in-Charge.

Starting from 1 May 2022, the Association uses a newly-designed Certificate of Appointment for Instructor of Scout Group (see attachment) and the Certificate of Appointment must be affixed with the seal of the Association to be valid. The Certificate of Appointment, once ready, will be dispatched by Administration Branch to relevant Regions (The Certificate of Appointment for Instructor of Scout Groups of Silver Jubilee District will be sent to District Clerical Support Team.) for collection arrangement, with the Instructor concerned notified by email, copying to Group Scout Leader or Group Scouter-in-Charge for information.

Form CR01(Rev.12/2021) can be downloaded from the “Forms Download” session of the Association website (<https://www.scout.org.hk/>), or obtained from Administration Branch and Regional Headquarters. For information of the SfH E-learning Exercise, please refer to the Training Circular concerned.

YUNG Kin-man

Deputy Chief Commissioner (Management)

委任證編號

Certificate No. D/INS4321/2022



Scout Association of Hong Kong

委任證

Certificate of Appointment

茲委任

This is to appoint

童君樂

TUNG Kwan-lok Mary

為 as

新界東第一二三四旅教練員

Instructor of 1234th New Territories East Group

Association
Seal

日期

Date: 01.05.2022

註：委任教練員專用；委任期為一年。

Note: For the appointment of Scout Group Instructors; valid for one year.