

Scout Association of Hong Kong Appointment Nomination Form

| |
|---------------------------|
| Official Use Only |
| Warrant No |
| Appointment/Transfer Date |

Please "✓" the appropriate box; * Please delete whichever is inapplicable.

PART A – NOMINATION

 (To be completed by the nominator, please refer to the attached Reference Table)

1. Particulars of Nominee

Name: *Mr / Ms _____ (First name) _____ (Last name)
(in BLOCK letters)

Completed Wood Badge (Section: _____) *Intermediate Training / Basic In-service Training (Section: _____)
 General Information Course Safe from Harm E-learning exercise
Copy of relevant Training Certificate(s) should be attached for first appointment as leader.

2. Details of the Appointment

Post: _____ (Rank: _____)

Group: _____ District: _____ Region/Branch/Unit: _____

Effective Date: _____ / _____ / _____ (yy/mm/dd)

This is an approved new post.

The nominee will take up this post concurrently with his/her current appointment(s) as:

(1) _____ (2) _____

The nominee will be transferred to this post and will cease to hold his/her current appointment(s) as:

(1) _____ (2) _____

Effective Date: Same as the effective date of the
nominee's appointment

_____ / _____ / _____ (yy/mm/dd)

Effective Date: Same as the effective date of the
nominee's appointment

_____ / _____ / _____ (yy/mm/dd)

The (former) incumbent of this post is * Mr / Ms _____ (in BLOCK letters)

Warrant No: _____

Effective Date of relinquishment: Same as the effective date of the nominee's appointment

_____ / _____ / _____ (yy/mm/dd)

Nominator

Signature : _____

Name : _____

Post : _____

Date : _____

Nominator

Signature : _____

Name : _____

Post : _____

Date : _____

PART B – SUPPLEMENTARY DATA & DECLARATION

 (To be completed by the nominee)

1. Supplementary Personal Data (Please file Own Personal Data Request Form (R03) to view personal data already in the Scout Membership Information System (SMIS))

(1) Are you being nominated for the first time as an Adult Member of the Association or do you need to update your personal data?

No Yes (1st time nominee or nominee who needs to update many items please file Adult Member Registration Form (R01), nominee who needs to update only one or a few item(s) may use a letter/email message addressed to the Administration Branch.)

(2) Have you been found guilty of any criminal offence in a court of law in Hong Kong or elsewhere?

No Yes (Please attach details on a separate sheet.)

(3) Have you been charged and/or have you been required by the police to assist in any investigation of any complaint made against you of any offence connected with sexual abuse and/or abuse on young person whether in Hong Kong or elsewhere?

No Yes (Please attach details on a separate sheet.)

2. Nominee's Declaration

(1) I accept and agree to comply with the Association's Policies, Rules and Regulations.

(2) I accept this nomination.

(3) I accept the attached job description of the post (applicable only to nomination for a Commissioner's appointment).

(4) On receiving a Warrant, I will affirm or reaffirm the Scout Promise, and I agree to return the Warrant on ceasing to hold the office for which it is issued, or if the District Commissioner or Deputy/Assistant Chief Commissioner or Chief Commissioner deems it necessary to withdraw the Warrant.

(5) I undertake to notify the Association promptly should there be any change in my personal data as outlined in 1. (1) to (3) above.

Date: _____

Signature of nominee: _____

PART C – CONSENT

(To be completed by the Commissioner(s) concerned of the respective Unit(s))

If the nominee is currently holding other Scout appointment(s), prior consent of this nomination must be obtained from the commissioner(s) concerned. Please refer to Rule 2.5.9 of the “Policy, Organization and Rules” for details.

I *support / do not support this nomination.

I *support / do not support this nomination.

I *support / do not support this nomination.

| | | |
|------------------|------------------|------------------|
| Signature: _____ | Signature: _____ | Signature: _____ |
| Name: _____ | Name: _____ | Name: _____ |
| Post: _____ | Post: _____ | Post: _____ |
| Unit: _____ | Unit: _____ | Unit: _____ |
| Date: _____ | Date: _____ | Date: _____ |

PART D – ENDORSEMENT

(To be completed by the endorser, please refer to the attached Reference Table)

I *recommend / do not recommend this nomination.

| | |
|-------------|------------------|
| Name: _____ | Signature: _____ |
| Post: _____ | Date: _____ |

PART E – RECOMMENDATION

(For nomination to a Commissioner's post only)

I *recommend / do not recommend this nomination.

| | |
|-------------|------------------|
| Date: _____ | Signature: _____ |
|-------------|------------------|

Chairman of the Appointment Committee

PART F – APPROVAL

I *approve / do not approve this nomination.

| | |
|-------------|------------------|
| Date: _____ | Signature: _____ |
|-------------|------------------|

Chief Commissioner

| Region/Branch/Unit Use Only | Administration Branch Use Only |
|--|---|
| <input type="checkbox"/> Information has been verified. <input type="checkbox"/> Nominee has fulfilled training and other requirements. Signature: _____ Name: _____ Post: _____ Date: _____ (yy/mm/dd) | Information has been entered on: _____ (yy/mm/dd) Signature: _____ Name: _____ Post: _____ <input type="checkbox"/> Entered information has been randomly selected and *verified as accurate/corrected. Name: _____ Post: _____ Date: _____ (yy/mm/dd) |

Nominator(s)/Endorser Reference Table

| Post Type / Post | Rank | Nominator(s) | Endorser |
|--|---|---|---|
| Deputy Chief Commissioner | Deputy Chief Commissioner | Chief Commissioner | -- |
| Branch Commissioner Regional Commissioner | Assistant Chief Commissioner | Deputy Chief Commissioner/ Chief Commissioner ¹ | -- |
| Deputy Branch Commissioner | Commissioner IV | Branch Commissioner | Deputy Chief Commissioner/ Chief Commissioner ¹ |
| Deputy Regional Commissioner | | Regional Commissioner | |
| Deputy Regional Commissioner (Training) | | Training Commissioner & Regional Commissioner | |
| Assistant Branch Commissioner | Commissioner V | Branch Commissioner | Deputy Chief Commissioner/ Chief Commissioner ¹ |
| Assistant Regional Commissioner | | Regional Commissioner | |
| District Commissioner | | Regional Commissioner | |
| Leader Trainer | | Training Commissioner | |
| Headquarters Commissioner | Commissioner VI | Branch Commissioner | Deputy Chief Commissioner/ Chief Commissioner ¹ |
| Regional Headquarters Commissioner | | Regional Commissioner | |
| Deputy District Commissioner | | District Commissioner | Regional Commissioner |
| Deputy District Commissioner (Training) | | Deputy Regional Commissioner (Training) & District Commissioner | |
| Assistant Leader Trainer | | Training Commissioner | Deputy Chief Commissioner |
| Assistant Headquarters Commissioner | Commissioner VII | Branch Commissioner | Deputy Chief Commissioner/ Chief Commissioner ¹ |
| Assistant Regional Headquarters Commissioner | | Regional Commissioner | |
| Assistant District Commissioner | | District Commissioner | Regional Commissioner |
| Assistant District Commissioner (Leader Training) | Deputy Regional Commissioner (Training) & District Commissioner | | |

Nominator(s)/Endorser Reference Table

| Post Type / Post | Nominator(s) | Endorser |
|--|--|--|
| Trainer | Training Commissioner | Deputy Chief Commissioner |
| Headquarters Scouter Assistant Headquarters Scouter | Branch Commissioner | Deputy Chief Commissioner / Chief Commissioner ¹ |
| Regional Scouter Assistant Regional Scouter | Deputy Regional Commissioner | Regional Commissioner |
| District Rover Scout Leader District Venture Scout Leader District Scout Leader District Cub Scout Leader District Grasshopper Scout Leader District Badge Secretary District Quartermaster District Scouter Assistant District Scouter | District Commissioner | Regional Commissioner/ Deputy Chief Commissioner ³ |
| Group Scout Leader | District Commissioner | Regional Commissioner/ Deputy Chief Commissioner ³ |
| Assistant Group Scout Leader Rover Scout Leader Venture Scout Leader Scout Leader Cub Scout Leader Grasshopper Scout Leader Assistant Rover Scout Leader Assistant Venture Scout Leader Assistant Scout Leader Assistant Cub Scout Leader Assistant Grasshopper Scout Leader | Group Scout Leader ² & District Commissioner | Regional Commissioner/ Deputy Chief Commissioner ³ |

¹ Depending on whether a Unit is under a Deputy Chief Commissioner or reports directly to the Chief Commissioner

² If there is no Group Scout Leader, the Nominator shall be Scouter-in-charge or representative of the Sponsor

³ The latter is applicable only to Silver Jubilee District