



## Information for Group Leaders/Leaders in Charge

### Online adult helper application form (A2)

**All new support committee members, adult helpers and adults who attend an overnight Scouting activity are required to complete an adult helper application form. Please note this includes parents/carers and guardians who attend any overnight Scouting activity. Scouts NSW has made this form available online via the Scouts NSW website.**

#### **Who needs to complete an adult helper application form (A2)?**

All new support committee members, adult helpers and adults who attend an overnight Scouting activity are required to complete an adult helper application form. Please note this includes parents/carers and guardians who attend any overnight Scouting activity. The A2 form is now available online and should be used instead of the traditional paper-based A2 form.

#### **Why is the form now online?**

Scouts NSW has made this form available online to simplify the process for adult helpers to join Scouts NSW. The online A2 form also streamlines the endorsement process for Group Leaders and Regions, and eliminates the need for a paper-based form by integrating directly into ScoutLink.

The content of the A2 form has not changed.

#### **Where is the online A2 form located?**

The online A2 form can be accessed from the Scouts NSW website - <https://www.nsw.scouts.com.au/adult-helper-application/>

#### **Is the paper-based A2 still available and accepted?**

Paper-based forms are still available for now but will be withdrawn from availability in January 2020. Therefore, we recommend you begin using the online version of the A2 form as soon as possible. Paper-based forms will continue to be accepted and processed until **1 February 2020**. After this time, all A2 applications will need to be completed using the online forms.

In some exceptionally rare circumstances, an applicant may need to access a paper-based A2 form after this date. In such cases, permission will be required from your Region Commissioner/District Commissioner and the paper form will be supplied and processed by the Region Office Manager.



### What is the process for online A2 forms?

The process for the online adult helper application form as at 21 October 2019 is detailed below:

Step 1	The adult helper fills in the online A2 form and the details are automatically entered into ScoutLink.
Step 2	The Region Office Manager (ROM), Region Commissioner (RC) or District Commissioner (DC), and Group Leader (GL) or Leader in Charge (LIC) receive an email advising an application is waiting to be endorsed in ScoutLink by the GL/LIC.
Step 3	The <b>GL/LIC</b> must log into ScoutLink to endorse the application. Before endorsing the application, the GL/LIC may conduct reference checks using the details provided by the applicant. (Reference checks are optional.)
Step 4	The <b>RC/DC</b> receives an email advising there is an endorsed application in ScoutLink that is awaiting their approval. The RC/DC must then log into ScoutLink and approve or reject the application endorsement.
Step 5	The <b>ROM</b> will receive an email confirming that the endorsement has been approved, and will then need to log into ScoutLink and validate the applicant's Working With Children Check (WWCC).
Step 6	The State Office receives an email advising that a Police Check is required. The State Office representative must log into ScoutLink to verify the Police Check. The adult member can now participate in Scout activities.

**Note:** If the WWCC or Police Check is not approved, the ROM or State Office must advise the Child Protection Team, which will determine whether the application can proceed. In many cases, the application will be allowed to continue. If applicants are resigned, an email will be sent to the ROM and RC/DC to advise them of this, and the application will not progress any further. In this case, the adult helper will **not** be allowed to participate in Scout activities.

### What are my responsibilities as a Group Leader?

As a Group Leader/Leader in Charge, you simply need to:





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- Monitor your emails for any new adult helper (A2) membership applications.
- Assess each application before approving or endorsing them in ScoutLink, including conducting reference checks if you wish.
- Ensure all adults attending overnight camps and activities have a current WWCC and have submitted an online A2 form. You must ensure you endorse these applications **before** the camp or activity commences.
- Notify your Region Office if there are any issues with an application.

### What will the email notification look like?

The email notification will look like the message below:

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**A New Adult Helper Application Form (A2) has been submitted to Zulu Cub Scout Pack - Barbara Citizen**  
1 message

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Scouts NSW <webmanagers@nsw.scouts.com.au>  
Reply-To: info@nsw.scouts.com.au  
To: ZuluGL@dcooley497.com

15 October 2019 at 13:06

Dear Group Leader,

Barbara Citizen has submitted an online Adult Helper Application Form (A2).

A copy of the form is attached as a PDF for your records. Please revise and decide to endorse or to reject the Applicant.

To complete the Group Leader endorsement, please access Scoutlink and endorse or reject the applicant. Once completed, an email confirming Applicant's endorsement/rejection will be sent to you, to your Region Commissioner and to your Region Office.

Yours in Scouting,  
Scouts NSW

Please note - this is an automated generated email, please do not reply. If you have any questions about this A2 application, please contact your Region Office or Scouts NSW State Office on (02) 9735 9000.



Keep up to date with Scouts!



Information for Parents  
Policy and Procedures  
Privacy Policy  
Electronic Signatures Policy  
Code of Conduct  
CareMonkey

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 Adult Membership Application - Barbara Citizen.pdf  
59K





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### How do I endorse an application for adult helpers?

1. Log into **ScoutLink** at <https://scoutlink.nswscouts.com.au>
2. Click on the **ScoutLink** context menu on the left-hand side to expand further options
3. Click on **Member** menu item
4. Click on the green **Applications** button

Welcome to ScoutLink.

Member/s **Applications (13)**

Keyword/s:  Status: -- Any -- Active: Yes

ID	Last Name	Status	Formation	Prim. Appointment	Active	App. Actions
1106892	Leader125, Fred	Current	Zulu Scout Group	Group Leader	✓	Adult Supp.
1106955	Citizen, Sam	Registered	Zulu Cub Scout Pack	Cub Scout	✓	Youth
1106903	Jones, Ben	Current	Zulu Cub Scout Pack	Trainee Leader(Cub Scout)	✓	Adult
1106899	Jones, Fred	Current	Zulu Cub Scout Pack	Trainee Leader(Cub Scout)	✓	Adult
1106859	Jones, Ben	Provisional	Zulu Cub Scout Pack	Cub Scout	✓	Youth
1106853	Jones, Fred	Registered	Zulu Cub Scout Pack	Cub Scout	✓	Youth
1106808	Last Name, Y1	Registered	Zulu Cub Scout Pack	Cub Scout	✓	Youth
1106827	Last Name, Y1 Provisional	Provisional	Zulu Joey Mob	Joey Scout	✓	Youth
1106784	Leader125, Fred	Current	Zulu Cub Scout Pack	Trainee Leader(Cub Scout)	✓	Adult
1106831	mccarthy, etain	Registered	Zulu Cub Scout Pack	Cub Scout	✓	Youth

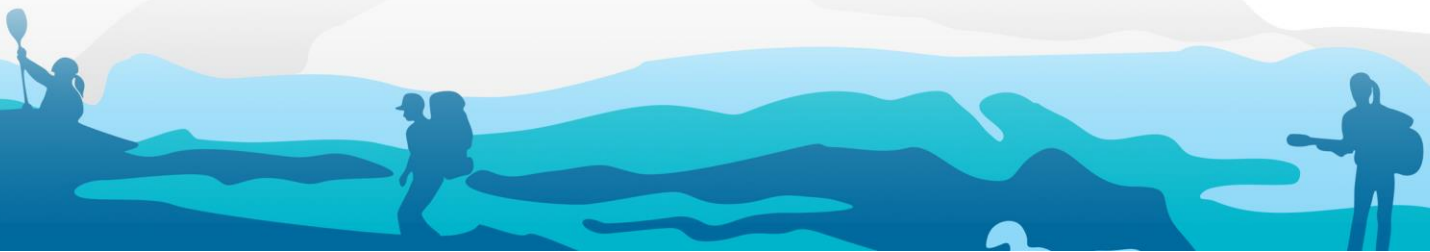
5. Click on the **Application In** button on the applicant you wish to process

Welcome to ScoutLink.

Pending Applications  13 Pending Applications

Keyword/s:  Status: Pending

ID	Name	Application	Formation	Appointment	Submitted By	Submitted Date	App. Actions
APP60	Y1 Pending Last Name	Youth	Zulu Scout Troop	Scout	ScoutLink API	Wed 09-Oct-19 10:47 AM	Application In
APP4	Prueba Adult 2 Djenie	Adult	Zulu Cub Scout Pack	Pre-Applicant(Cub Scout)	Djenie Admin	Wed 02-Oct-19 12:25 PM	Application In
APP5	Prueba Adult 3 Djenie	Adult	Zulu Venturer Unit	Pre-Applicant(Venturer Scout)	ScoutLink API	Wed 02-Oct-19 12:26 PM	Application In
APP65	Bob Helper	Supp.	Zulu Cub Scout Pack	Pre-Applicant(Group Supporter)	ScoutLink API	Wed 09-Oct-19 01:59 PM	Application In
APP66	Ethan Helper	Supp.	Zulu Cub Scout Pack	Pre-Applicant(Group Supporter)	ScoutLink API	Wed 09-Oct-19 02:13 PM	Application In
APP24	Barry Jones	Adult	Zulu Cub Scout Pack	Pre-Applicant(Cub Scout)	ScoutLink API	Fri 04-Oct-19 09:37 AM	Application In
APP31	Y1 Pending Last Name	Youth	Zulu Joey Mob	Joey Scout	ScoutLink API	Fri 04-Oct-19 10:23 AM	Application In
APP35	Y1 Provisional Last Name	Youth	Zulu Joey Mob	Joey Scout	ScoutLink API	Fri 04-Oct-19 10:51 AM	Application In
APP14	etain mccarthy	Adult	Zulu Scout Group	Pre-Applicant(Fellowship)	ScoutLink API	Fri 04-Oct-19 06:43 AM	Application In
APP13	etain mccarthy	Adult	Zulu Cub Scout Pack	Pre-Applicant(Fellowship)	ScoutLink API	Fri 04-Oct-19 06:33 AM	Application In





6. Click the **Reject** button to refuse the application or **Endorse** to approve the application (Note: in ScoutLink, the title of the form will be A1, even though the form being processed is an A2 form. This is due to how ScoutLink is configured and will not affect how the A2 form is processed.)

A1 - Application For Appointment - Adult Leader/Member - Google Chrome  
Não seguro | sms-nsw-stage.djenie.com.au/SmartTeam/PendingApplicant/A1Adult.cfm?tAction=Ap...  
scout LINK A1 - Application For Appointment - Adult  
Items in bold are mandatory

Identity Contact Miscellaneous Appointment WWCC

Identity

Title: **Mr** Surname: **0Last Name** Post Nominals: Preferred Name: PreferredName  
First Name: First Name 1 Scouting Name: Scouting Name  
Middle Name: Integrate with E-learning: Integrate with CareMonkey:   
Previous Name: Former Name Sex:  M  F  
Date of Birth: 01/01/1990 Birth Place: Birth Place

Application Status: **Awaiting Endorsement**

Reject Clear Cancel Endorse Next

A1 - Application For Appointment - Adult Leader/Member - Google Chrome  
Não seguro | sms-nsw-stage.djenie.com.au/SmartTeam/PendingApplicant/A1Adult.cfm?tAction=Ap...  
scout LINK A1 - Application For Appointment - Adult  
Items in bold are mandatory

Identity Contact Miscellaneous Appointment WWCC

Identity

Title: **Mr** Surname: **0Last Name** Post Nominals: Preferred Name: PreferredName  
First Name: First Name 1 Scouting Name: Scouting Name  
Middle Name: Integrate with E-learning: Integrate with CareMonkey:   
Previous Name: Former Name Sex:  M  F  
Date of Birth: 01/01/1990 Birth Place: Birth Place

Application Status: **Awaiting Endorsement**

Reject Clear Cancel Endorse Next

7. The applicant will still be listed as a Pre-Applicant in the Pending Applications list. An email will now be sent to the RC to advise them that they need to log into ScoutLink to approve or reject this endorsement.

#### Whom can I contact if I have a question about the A2 form?

For user questions, please contact Member Services at [info@nsw.scouts.com.au](mailto:info@nsw.scouts.com.au). If you experience technical issues with the form, please contact the IT department at [ITSupport@nsw.scouts.com.au](mailto:ITSupport@nsw.scouts.com.au)

