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## Changes to the Provisional Member Status – Integrated Online Y1 Form Process

Dear Group Leaders and Leaders in Charge,

In March, [we wrote to you](#) regarding the online forms system designed to fully integrate the online Youth Membership Application Form (Y1) into ScoutLink.

In the months since, we have conducted a review of the integrated online Y1 form process, and have investigated ways to streamline the journey from pre-membership, to provisional (trial) membership, to being a fully-fledged youth member of Scouts NSW.

Based on this review, the decision has been made to introduce changes to the provisional (trial) membership status.

**From 12 October 2020, the maximum period for a provisional (trial) membership will be updated to six weeks or 42 days from the day a young person is approved as provisional. This was previously 12 weeks.**

**During this six-week trial period, Group Leaders must also endorse the application to full membership. If an application has not been endorsed by the conclusion of the six-week trial period (within 42 days), the provisional member will be automatically resigned.**

### The Change

When a provisional youth member has participated in a trial and is ready to become a full member of Scouts NSW, Group Leaders must log into ScoutLink and endorse them as a full member of Scouts NSW.

Previously, Group Leaders had three months after the conclusion of the trial period to complete this. From 12 October, you must endorse the application as a full member by the end of the six-week trial period.

If the application is not endorsed as a full member by the six-week mark, the provisional youth member will be automatically resigned out of ScoutLink, meaning they will be unable to participate in Scouting.

ScoutLink has been updated to reflect this change in process. Group Leaders will continue to be notified if they have applications that need to be endorsed.



### Why the change?

The updated process aims to provide a more accurate reflection of the progress of youth member applications from provisional (trial) membership status to full membership.

Our review over the past months found that many applications were 'stuck' at the provisional (trial) membership stage, with some eventually being auto-resigned three months after the conclusion of the trial period.

By endorsing applications to full membership before the conclusion of the trial period, Group Leaders will be better able to manage the transition from provisional (trial) membership to full membership. This also eliminates the need for Group Leaders to follow up families after a young person's trial of Scouts has concluded.

### What it means for Group Leaders

Group Leaders are encouraged to work their way through the provisional member list for their Groups, and to contact families prior to the conclusion of the six-week trial period to ascertain their intention to progress to full membership.

### What support will be available?

Groups will receive support from Regions to contact families in provisional memberships to give them the opportunity to join as full members of Scouts NSW.

### Does this impact current provisional members?

This change comes into effect on 12 October 2020. Any families currently in the provisional membership stage will not be impacted by the change in the maximum period for a provisional (trial) membership.

### How about families who trial Scouts over the holidays?

The maximum six-week provisional membership period will not apply over the summer holiday period from 15 December 2020 through to 31 January 2021.

The maximum six-week provisional membership period will, however, apply during the regular school holiday periods between each Term.

### I have questions. Who do I contact?

We have created a library of support materials to help you better understand the online Y1 Form process. These materials include FAQs and a manual to provide a step-by-step guide for managing Y1 applications in ScoutLink.

You can find these materials on our [helpdesk portal](#).

For user assistance, please contact Scouts NSW Member Services Department at [info@nsw.scouts.com.au](mailto:info@nsw.scouts.com.au).

For technical-related issues, contact Scouts NSW IT Support Department at [helpdesk@nsw.scouts.com.au](mailto:helpdesk@nsw.scouts.com.au).

#### Child Safety in Scouting

Scouts Australia NSW is committed to operating as a child safe organisation and implementing child safe policies and practices in accordance with the elements of a child safe institution outlined by the Royal Commission into Institutional Responses to Child Sexual Abuse report entitled Creating Child Safe Institutions.

#### Remember

All suspicions, concerns or allegations about criminal matters or child protection matters should be reported directly to the Chief Commissioner, the Deputy Chief Commissioner (Youth Safety, Compliance and Support), the CEO or the Child Protection Officer at the NSW State Office.

To make a report use the [online child protection form](#), call 02 9735 9000 or email [childprotection@nsw.scouts.com.au](mailto:childprotection@nsw.scouts.com.au).

#### Imminent Danger

If a young person is in imminent danger, the matter should be reported directly and immediately to NSW Police on 131 444.

Where a report is made to the police, you should also subsequently notify the NSW State Office.

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