



Scouts Australia NSW
 Level 1, Quad 3
 102 Bennelong Parkway
 Sydney Olympic Park NSW 2127
 P O Box 125
 Lidcombe NSW 1825
 Ph: 02 9735 9000 Fax: 02 9735 9001
 E-mail: info@nsw.scouts.com.au

**APPLICATION FOR
 DE-REGISTRATION OF A FORMATION**

INSTRUCTIONS:

1. This form is to be completed for any Formation (Section, Rover Crew, Group, or Fellowship) that is to be de-registered or suspended. Any remaining Leaders attached to the Formation must be resigned or transferred.
2. This form may also be used to place a Formation into "Recess". This is only permissible where a Formation is forced to temporarily close because it has lost all or most of its youth members, or all of its Leaders. The Formation must be endeavouring to recruit members with the aim of re-opening. The Formation may be permitted to be "In Recess" for a period not exceeding 12 months.
3. Use Form R1 (R2 in the case of a Rover Crew) if a Formation "In Recess" is to be re-activated.

It is recommended that the following Formation(s) be actioned as follows:

Formation (eg Cub Scout Pack "Koala")	To Be De-Registered	To Be Suspended	To Be Placed In Recess

(Please Check)

The above Formation (s) are attached to:

GROUP _____ REGION _____

IS THE ABOVE GROUP A SPONSORED GROUP? YES NO

REASON FOR REQUEST _____

STATE OFFICE USE ONLY

DE-REGISTERED	DATA PROCESSING	REFERRED TO PROPERTY DEPARTMENT	COPY TO REGION
IN RECESS			

PLEASE COMPLETE BOTH SIDES OF FORM

The strength of each Formation at this time is:

Formation	Youth Members	Appointed Leaders	Trainee Leaders
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>

The following Leaders, still currently attached to the Formation(s) will be actioned as follows:

NAME	CURRENT APPOINTMENT	ACTION TO BE TAKEN (Resignation or Transfer forms must be attached)	
		Resign	Transfer
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>

PROPERTY (not applicable to Sections)

- Is the Formation responsible for properties? Yes No
- Property # _____
Property # _____
- Which Formation will assume responsibility for the building(s)? _____
- Do any other persons or organisations use the buildings? On what basis?

- Have the Formation's equipment and building contents been distributed to other Formations? Please specify:

- A Sponsored Group will not be de-registered unless a letter is provided by the Sponsoring Authority agreeing to the de-registration and certifying that the Association is not in possession of any property or funds of the Sponsoring Body, in accordance with the agreement signed at registration and regularly each year by Schedules 'A' and 'B' of the agreement.
Letter from Sponsoring Authority attached Yes No

EFFECTIVE DATE
De-Registrations normally become effective from the date of the next meeting of the State Executive Committee following receipt of this form at State Office.
If a different date is recommended, please specify: _____
Reason for this date _____

FORMATION RECOMMENDATION

Signature of Leader-in-Charge _____ Print Name _____ Date _____

REGION ENDORSEMENT

Signature of appropriate Commissioner _____ Appointment _____

Print Name _____ Date _____

Signature of Region Office Manager _____ Date _____