



# Singapore Scouts

Chief Scout  
His Excellency  
MR S R NATHAN  
President of the Republic of Singapore  
  
President  
MR TAN TEE HOW  
  
Chief Commissioner  
MR TAN CHENG KIONG

## A. PROCEDURE FOR ORGANISING INTERNATIONAL OVERSEAS SCOUT ACTIVITIES / EVENTS FOR GROUP , DISTRICT AND AREA

1. Arrange for a discussion with the International Commissioner or the Relevant Executive on the activity/event. Topics for the discussion include objectives, dates, venue, duration, contingent size, participants, programme, training, transportation, costs, planning, approvals, etc.
2. Depending on the activity/event, the discussion should start from at least three months to two years before its commencement.
3. Once the activity is confirmed and approved, the organizer should commence preparatory work immediately.
4. The forms required for the activity/event are as follows: (Forms can be downloaded from our Website)
  - Form [INT-01] / [INT-02] Registration form for Cub Scouts, Scouts, Ventures & Rovers/Adult Leaders
  - Form [INT-03] International Overseas Activity/Event for Organizers
  - Form [INT-04] MFA Form
  - Form [INT-04] Application For Approval To Travel Overseas.

All details and requirements mentioned in the forms must be duly filled and complied with. Failure to do so may delay the process and delay your plan.

5. Submit all the required forms to the HQ (Attention: International Commissioner) together with the following documents 3 months prior departure :
  - Travel Insurance Certificate
  - Flight Itinerary (Arrival & Departure)
  - Accommodations
  - Tentative Programme,
  - Summary of Leaders and Participants (inclusive of payments, next of kin etc) in excel sheet,
  - Point of Contact while contingent is overseas.
  - Payment Details Summary
  - A copy of the passport details (Validity period of at least 06 months prior to departure date)
6. The contingent leader in charge of the event must go MFA website to register the group for the activity/event 1 month prior departure. <http://www.mfa.gov.sg/internet/eregister/eregister.html>



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## **B. PROCEDURE FOR PARTICIPATING AUTHORISED INTERNATIONAL OVERSEAS SCOUT ACTIVITIES/EVENTS BY INDIVIDUALS (SCOUTS OR LEADERS)**

### **PARTICIPATING AN OVERSEAS EVENT**

1. Read and understand the content and requirements of the event as posted on the website of the Association or in the circulars sent to the units. Please contact the International Relations Department for clarifications, if necessary.
2. All the details and requirements mentioned in the form/s must be duly filled and complied with. Failure to do so may result in delay or disqualification.
  - [Form INT-01] for Cub Scouts, Scouts, Ventures & Rovers
  - [Form INT-02] for Adult Leaders
  - Two passport-size photographs (in Uniform)
  - A copy of the passport details (Validity period of at least 06 months prior to departure date)
  - Participation fees (according to requirements as mentioned)
  - A Letter of Authorisation if the fee is to be debited from the accounts at HQ.
3. Submit the form/s and requirements to HQ (Attention: International Commissioner), before the closing date, together with the non refundable deposit.

### **General Information**

- Participants may apply for subsidies from their Units, Districts or Areas.
- Only registered members will be allowed to participate in the International Overseas Scout Event
- Registered Adult Leaders of at least five (05) continuous years of membership and who are current Woodbadge holders may apply to be a Contingent Leader.

Please apply to International Commissioner at [hq@scout.org.sg](mailto:hq@scout.org.sg) , Attn : Mr Chay Hong Leng (International Commissioner ) at least one week before the closing date of registration.



# THE SINGAPORE SCOUT ASSOCIATION

## INTERNATIONAL SCOUT EVENTS APPLICATION FORM

### **FORM INT-01** : For Cadet Scouts, Scouts, Venture Scouts & Rover Scouts

Paste Photo In  
Scout Uniform  
Here

INSTRUCTIONS : Fill in the form neatly. All details must be given whenever applicable. The **Sponsoring Authority, Unit Leader , District Commissioner** and a **Parent** must endorse the application. If subsidy is required from the AREA, this form must be endorsed by the AREA COMMISSIONER, through the District Commissioner. The application form must be submitted together with the deposit before the closing date.

NOTE : If the above instructions are not fully followed, your application will be rejected.

EVENT :		Ref. No.		
_____		_____		
DATES :	VENUE :	_____		
_____	_____	_____		
<b>[A] PERSONAL PARTICULARS</b>				
Name in Block Letters (according to NRIC / _____				
NRIC / Passport No :	Passport Expiry Date :	Date of Birth :		
_____	_____	_____		
Nationality :	Religion :	Sex :		
_____	_____	_____		
Parent's / Guardian's	Parent's Contact No :	_____		
_____	_____	_____		
Residential Address : _____				
Tel:	Pager	HP	_____	
_____	_____	_____	_____	
E-Mail Address : _____				
Name of School / College / University / _____				
Address : _____				
Tel :	Fax No :	_____		
_____	_____	_____		
Class (if in School / College / University) :		Occupation : _____		
_____	_____	_____		
<b>[B] MEMBERSHIP RECORD</b>				
SECTION	NAME OF UNIT	FROM	To	HIGHEST ACHIEVEMENT
Cadet Scout	_____	_____	_____	_____
Scout	_____	_____	_____	_____
Venture Scout	_____	_____	_____	_____
Rover Scout	_____	_____	_____	_____
<b>[C] SCOUT TRAINING &amp; ACHIEVEMENT (courses attended, badges awarded, etc)</b>				
SECTION	COURSES ATTENDED	BADGES AWARDED	OTHERS	
_____	_____	_____	_____	
_____	_____	_____	_____	
<b>[D] INTERNATIONAL OVERSEAS SCOUT EVENTS PARTICIPATION</b>				
SECTION	OVERSEAS EVENTS	DATES		
_____	_____	_____		
_____	_____	_____		

**[E] LOCAL SCOUT EVENTS PARTICIPATION (DISTRICT / AREA / NATIONAL LEVEL)**

EVENTS	LEVEL	YEAR
_____	_____	_____
_____	_____	_____
_____	_____	_____
Applicant's Name	Applicant's Signature	Date

**[F] RECOMMENDATIONS**

The above-named applicant is recommended to participate in the INTERNATIONAL SCOUT EVENT.

Name of Scout Leader	Signature of Scout Leader	Date
Name of Sponsoring Authority	Signature of Sponsoring Authority	Date
Name of District Commissioner	Signature of District Commissioner	Date

**[G] AREA SUBSIDY (Authorised by AREA COMMISSIONER)**

The above-named applicant, \_\_\_\_\_ of \_\_\_\_\_  
 Unit is approved for a subsidy for a subsidy of \$ \_\_\_\_\_ from AREA FUNDS.

Name of AREA Commissioner	Signature of AREA Commissioner	Date
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**[H] PARENTAL CONSENT & AGREEMENT**

I, \_\_\_\_\_ (NRIC / PASSPORT NO.) \_\_\_\_\_ has applied.

- (a) I allow my son to participate in the International Overseas Scout Event and all the meetings and practices in preparation for the
- (b) I will not hold the Contingent Leader, the Assistant Leaders, The Singapore Scout Association or the Organisers for the event,
- (c) I agree to pay a non-refundable deposit of \$ \_\_\_\_\_, if my son should withdraw before the departure for the event. If the

Name of Parent	Signature
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***For Official Use Only***

Event Fee :	_____	Non-Refundable Deposit :	_____	Balance :	_____
Amount Received :	_____	Cheque :	_____	Receipt No :	_____



# THE SINGAPORE SCOUT ASSOCIATION

## INTERNATIONAL SCOUT EVENTS - APPLICATION FORM

### FORM INT-02 : For Adult Leaders

Paste Photo In  
Scout Uniform  
Here

INSTRUCTIONS : Fill in the form neatly. All details must be given whenever applicable. The **Sponsoring Authority, Unit Leader , District Commissioner** and Area Commissioner must endorse the application form. The application form must be submitted together with the deposit before the closing date.

NOTE : If the above instructions are not fully followed, your application will be rejected.

EVENT : _____	Ref. No. _____
DATES : _____	VENUE : _____

#### **[A] PERSONAL PARTICULARS**

Name in Block Letters (according to NRIC ) : \_\_\_\_\_

NRIC / Passport No : \_\_\_\_\_ Date of Birth : \_\_\_\_\_ Age : \_\_\_\_\_ Sex : \_\_\_\_\_

Nationality : \_\_\_\_\_ Religion : \_\_\_\_\_ Martial Status : \_\_\_\_\_ No of Children : \_\_\_\_\_

Spouse's Name : \_\_\_\_\_

Residential Address : \_\_\_\_\_

Telephone Nos :(Home) \_\_\_\_\_ (Pager ) \_\_\_\_\_ (Handphone ) \_\_\_\_\_

E-Mail Address : \_\_\_\_\_

Name of School / Company : \_\_\_\_\_

Address : \_\_\_\_\_

Telephone Nos : \_\_\_\_\_ Fax No : \_\_\_\_\_

Occupation : \_\_\_\_\_ Working Hours : \_\_\_\_\_

#### **[B] MEMBERSHIP RECORD**

<u>APPOINTMENT</u>	<u>SCOUT</u>	<u>YEAR</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

#### **[C] SCOUT TRAINING RECORDS**

<u>COURSES/SEMINARS/WORKSHOPS</u>	<u>VENUE</u>	<u>DATE</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

#### **[D] OVERSEAS SCOUT EVENTS PARTICIPATION ( Conference, Jamborees/Exchange Programmes, etc )**

<u>EVENTS</u>	<u>VENUE</u>	<u>YEAR</u>	<u>APPOINTMENT/CAPACITY</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**[E] LOCAL SCOUT EVENTS ORGANISERS (DISTRICT / AREA / NATIONAL LEVEL)**

<u>EVENTS</u>	<u>VENUE</u>	<u>YEAR</u>	<u>APPOINTMENT/CAPACITY</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**(F) INVOLVEMENT WITH SCOUTING (DISTRICT/AREA/NATIONAL LEVEL) OVER THE LAST 5 YEARS**

<u>COURSES/SEMINARS/WORKSHOPS</u>	<u>VENUE</u>	<u>DATE</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_\_ Signature of Applicant Date

**[F] RECOMMENDATIONS**

The above-named applicant is recommended to participate in the INTERNATIONAL SCOUT EVENT.

_____ Name of Sponsoring Authority	_____ Signature of Sponsoring Authority	_____ Date
_____ Name of District Commissioner	_____ Signature of District Commissioner	_____ Date
_____ Name of Area Commissioner	_____ Signature of Area Commissioner	_____ Date

**[G] AREA SUBSIDY ( If applicable)**

The above-named applicant, \_\_\_\_\_ of \_\_\_\_\_  
 Unit is approved for a subsidy of \$ \_\_\_\_\_ from AREA FUNDS.

\_\_\_\_\_  
Name of AREA Commissioner Signature of AREA Commissioner Date

**For Official Use Only**

Event Fee :	Non-Refundable Deposit : _____	Balance : _____
Application received on : _____	Amount received : _____	Cheque: _____
Receipt Issued (Receipt No & Date ) :	_____	Amount : _____
Receipt Issued (Receipt No & Date ) :	_____	Amount : _____
Remarks (If any) _____		



# THE SINGAPORE SCOUT ASSOCIATION

## INTERNATIONAL SCOUT EVENT FORM FORM INT-03 : FOR ORGANISERS / LEADERS

### INSTRUCTIONS :

- Organisers from Scout Unit(s), District and Area are required to submit this set of form and a copy of List of Participants form.
- If assistance is not required from The Association, two copies of this forms must be submitted to The Association, at least **one month** before the departure date of the Event.
- If assistance is required from The Association, at least **three months'** advance notice is required.
- Scout Units sponsored by schools, approval from the School Principals and ECAC of MOE must be obtained before submitting this form to The Association.
- Organisers are required to fill in all details on all parts of this set of forms.

Title of Event :

Venue :  Date(s) : On / From  to

Name of Organiser(s) :

Address :

Please indicate 'Yes' or 'No' in the bracket after each question :

- Have you obtained consent from the parent / legal guardian of the participants? [ ]
- Have you obtained approval from the sponsoring authority and ECAC of MOE?  
If yes, please attach a copy of the documents. [ ]
- Have the participants obtained **Exit Permit** from CMPB, if required? [ ]
- Have you checked to ensure that all participants are currently registered members of The Association? [ ]
- Have you insured all the participants for the whole duration, inclusive travelling time of the Event? [ ]
- Have you checked all the participants are medically fit for the Event? [ ]
- Have you checked if health certificate or visa is required for the country of visit? [ ]
- Have you checked to ensure that all the passports are valid for at least **six months** before the date of departure? [ ]
- Have you prepared the participants adequately including training sessions for the Event? [ ]
- Have you instilled in the participants that they are the 'ambassadors' of our Country? [ ]
- Please attach request if any assistance is required from The Association. [ ]
- Please attach Itinerary of the travel and Programme of the Event with details. [ ]

**Note : If the answer is 'No' to any item listed above, please state your reason(s) on a separate sheet of paper.**

Submitted By :

Name of Leader i/c :  NRIC No.

Address :

Tel No. :  Fax No.  HP :

Signature of Leader i/c :  Designation :

Date :

**Form: BF01-01 (MFA)**

**DETAILS OF ITINERARY & PARTICIPANTS FOR OVERSEAS EXCURSION  
(FOR THE REFERENCE OF THE MINISTRY OF FOREIGN AFFAIRS)**

Note 1 : Please go MFA Website One month before date of overseas excursion to do E Register

The website is : <http://www.mfa.gov.sg/internet/eregister/eregister.html>

Note 2 : Please attached this form under the Group Registration

Title: \_\_\_\_\_

**Departure Details:**

Destination To: \_\_\_\_\_  
 Flight Number: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 ETD (S'pore): \_\_\_\_\_  
 ETA (Destination): \_\_\_\_\_  
 (\*Provide other details of travel if not by air)

**Returning Details:**

Returning From: \_\_\_\_\_  
 Flight Number: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 ETD (Destination): \_\_\_\_\_  
 ETA (S'pore): \_\_\_\_\_

**Local Information**

**Contact details of School Rep in Singapore**

Name: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_  
 Handphone: \_\_\_\_\_

**Tour Agent (Local -Singapore) Contact details**

Name: \_\_\_\_\_  
 Full address (Singapore): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Tel number: \_\_\_\_\_  
 Handphone no: \_\_\_\_\_

**Overseas Information**

**Organiser(s) Contact details / Accommodation**

Name: \_\_\_\_\_  
 Full address overseas: \_\_\_\_\_  
 \_\_\_\_\_  
 Tel number (country,area code): \_\_\_\_\_  
 Handphone (autoroam) no: \_\_\_\_\_

**Tour Agent (Overseas) Contact details**

Name: \_\_\_\_\_  
 Full address (Overseas): \_\_\_\_\_  
 \_\_\_\_\_  
 Tel number (country,area code): \_\_\_\_\_  
 Handphone no (country, area code): \_\_\_\_\_

**Activities:(eg. Field camping, mountain climbing, retreat at hotel, movement schedule of tour)**

DATE	TYPE OF ACTIVITY	VENUE

**List of Participants**

S/N	Name (specify if not student)	NRIC/PP No.	Nationality	Date of Birth	Name of next-of-kin	Contact Nos. in S'pore	Remarks (if any)
1							
2							
3							
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# THE SINGAPORE SCOUT ASSOCIATION

## APPLICATION FOR APPROVAL TO TRAVEL OVERSEAS FORM INTL - 05

1. GROUP: ..... Registration Number: .....  
District: ..... Area: .....

2. LEADER IN CHARGE OF CONTINGENT:

Name: ..... Appointment: .....  
Address: ..... Telephone: .....

3. OTHER ADULT LEADERS ACCOMPANYING CONTINGENT:

Name: ..... Appointment: .....  
Name: ..... Appointment: .....  
Name: ..... Appointment: .....

4. COMPOSITION OF CONTINGENT:

Cub Scouts: ..... Scouts: ..... Venture Scouts: ..... Rover Scouts: .....  
Adults: ..... Helpers: ..... Total: .....

5. PLACE OF ARRIVAL AND DEPARTURE:

Arrival: ..... Date: .....  
Mode of Transport: ..... Time: .....  
Departure: ..... Date: .....  
Mode of Transport: ..... Time: .....

6. ITINERARY:

***Please complete the boxes on the reverse side of the form. Attach any additional information if the space provided is not adequate.***

7. MODE OF TRAVEL DURING VISIT:

.....  
.....

8. DETAILS OF ACCOMMODATION IN SCOUT FACILITIES (if applicable):

*Where Arrival Date Departure Date*

.....  
.....  
.....

9. SIGNED: ..... Date: .....

*Leader in Charge*

WHERE APPLICABLE, APPLICATION MUST BE SUPPORTED BY EITHER OF THE FOLLOWING  
APPOINTMENT HOLDER: *(Name & Signatures)*

District Commissioner : ..... Date: .....

Area Commissioner : ..... Date: .....

Functional Commissioner (where applicable): ..... Date: .....

APPROVAL GIVEN BY INTERNATIONAL COMMISSIONER:

Leader in charge advised by letter. ....

Notify Host NSO thru International Commissioner. International Commissioner

SSA HQ advised by letter.

Comments ..... Date.....

