

## **SECTION 5 – PROCEDURE FOR ORGANIZING 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. Submit all the required forms to the HQ (Attention: International Commissioner) together with the following documents 3 months prior departure. 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.
  - a. **Form: INTL-5**  
**Application To Travel Overseas**  
Forms must be endorsed by District Commissioner and Area Commissioner
  - b. **Form: INTL-5B**  
**Group Registration Form**  
Forms must be endorsed by Sponsoring Authority, District Commissioner and Area Commissioner
  - c. **Travel Insurance Certificate**  
Contingent Leader must ensure that the Travel Insurance coverage is adequate. Only Singapore Registered Insurance Company is accepted. A copy of the Insurance Policy Number and Schedule must be submitted
  - d. **Flight Itinerary**  
A copy of the E – Ticket must be submitted
  - e. **Accommodations**
  - f. **Tentative Programme**  
A copy of the programme must be submitted. If there is any changes to the programme, HQ must be notified.
  - g. **Photocopy of Passport**  
A copy of passport with a validity of at least 06 months prior to departure date must be submitted
  - h. **MFA Confirmation**  
The contingent Leader must register the travelling group online thru MFA website, 1 month prior departure. A Copy of the Acknowledgement Slip must be submitted to HQ.  
<http://www.mfa.gov.sg/internet/eregister/eregister.html>
5. All Scouts must be registered in the MSDS. Only registered members will be allowed to participate in the International Overseas Scout Event.