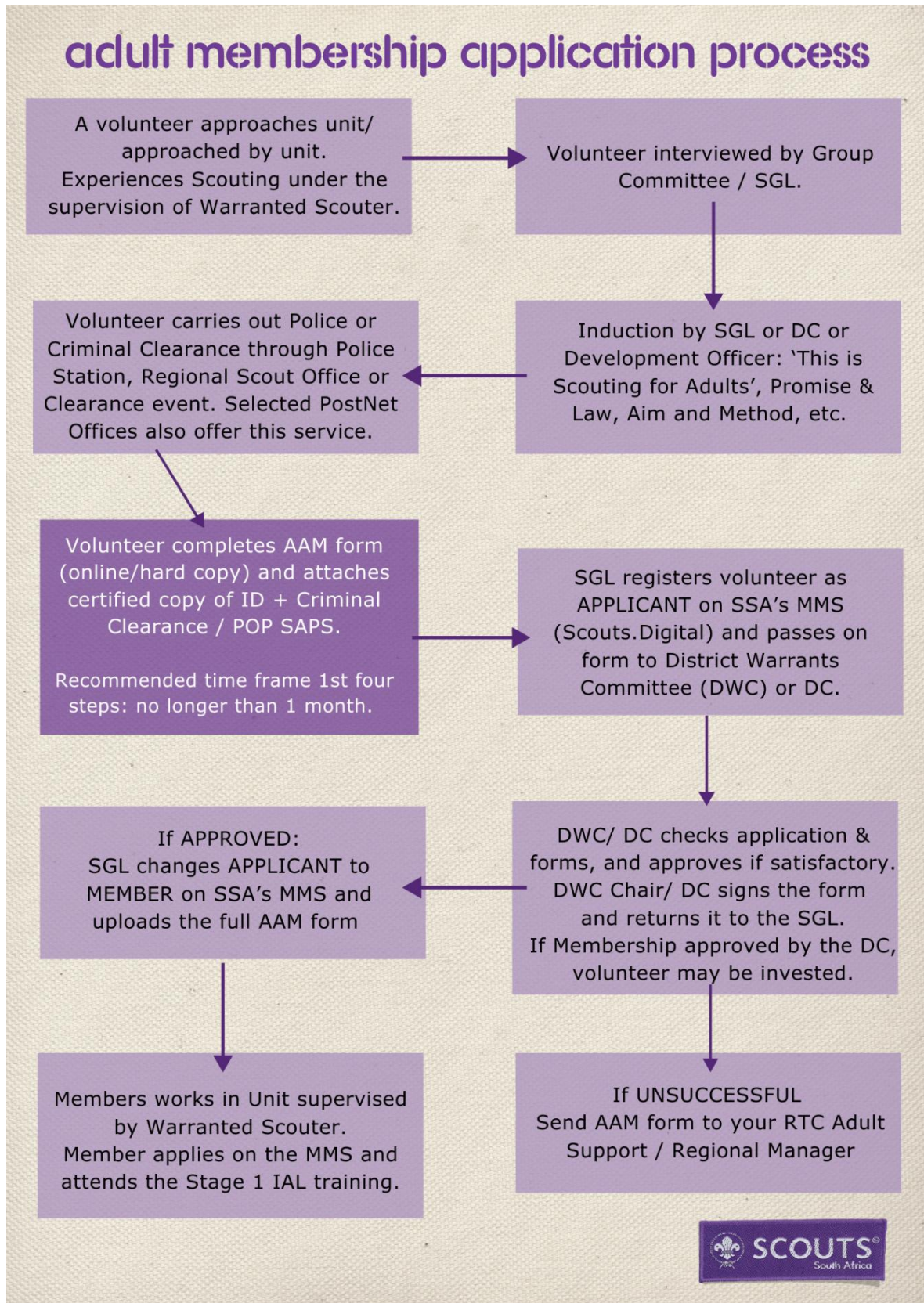
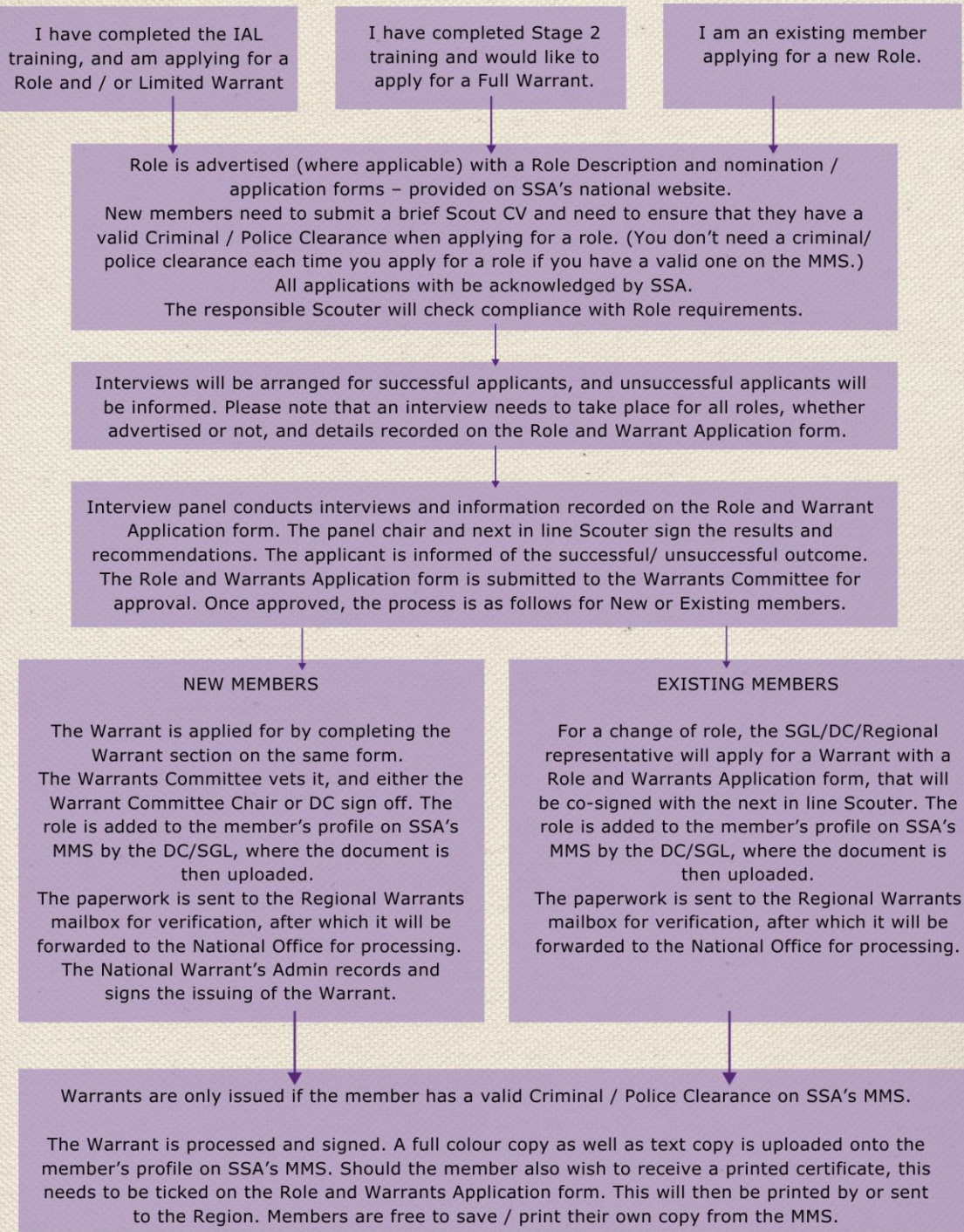


**PRACTISE NOTE 03**

**PROCESS FLOW DOCUMENTS ON RECRUITEMENT, WARRANT APPLICATION, RENEWAL AND EXIT**



## adult role and warrant application form



**ADULT ROLE AND WARRANT APPLICATION**

- I have completed the IAL training and would like to apply for a Role and / or Limited Warrant
- I have completed Stage 2 training and would like to apply for a Full Warrant
- I am an existing member applying for a new Role.

Role is advertised (where applicable) with a Role Description and nomination / application forms – provided on SSA’s national website. New members need to submit a brief Scout CV and need to ensure that they have a valid Criminal / Police Clearance when applying for a role. (You don’t have to do a criminal/police clearance each time you apply for a role if you have a valid one on SSA’s MMS.) All applications will be acknowledged by SSA. The responsible Scouter will check compliance with Role requirements.

Interviews will be arranged for successful applicants, and unsuccessful applicants will be informed. Please note that an interview needs to take place for all roles, whether advertised or not, and details recorded on the Role and Warrant Application form.

Interview panel conducts interviews and information recorded on the Role and Warrant Application form. The panel chair and next in line Scouter sign the results and recommendations. The applicant is informed of the successful/ unsuccessful outcome. The Role and Warrants Application form is submitted to the Warrants Committee for approval. Once approved, the process will proceed as follows for New or Existing members.

**New Members**

The Warrant is applied for by completing the Warrant section on the same Role and Warrants Application form. The Warrants Committee vets it, and either the Warrant Committee Chair or DC sign off. The role is added to the member’s profile on SSA’s MMS by the DC/SGL, where the document is then uploaded.

The paperwork is sent to the Regional Warrants mailbox for verification, after which it will be forwarded to the National Office for processing. The National Warrant’s Admin records and signs the issuing of the Warrant.

**Existing members**

For a change of role, the SGL/DC/Regional representative will apply for a Warrant with a Role and Warrants Application form, that will be co-signed with the next in line Scouter. The role is added to the member’s profile on SSA’s MMS by the DC/SGL, where the document is then uploaded.

The paperwork is sent to the Regional Warrants mailbox for verification, after which it will be forwarded to the National Office for processing.

Warrants are only issued if the member has a valid Criminal / Police Clearance on SSA’s MMS.

The Warrant is processed and signed. A full colour copy as well as text copy is uploaded onto the member’s profile on SSA’s MMS. Should the member also wish to receive a printed certificate, this needs to be ticked on the Role and Warrants Application form. This will then be printed by or sent to the Region. Members are free to save / print their own copy from the MMS.

## renewal or cancellation of warrants

When a member's Warrant is coming up for renewal, a "Moments that Matter" conversation is held with the member and their next in line Scouter. Together, they plan the member's way forward in the Scout Movement.

Should the member wish to stay in the same Role, the Renewal / Cancellation / Suspension form is completed for a renewal of the Warrant for 3 years, and then a further 2 years (max, 5 years). The form is to be signed by both the member and the next in line Scouter and sent to the Regional Warrants mailbox for verification, after which it will be forwarded to the National Office for processing. Warrants will only be renewed if the member has a Criminal / Police Clearance on the MMS. Please note that it is imperative that a copy goes to the DC.

Should the member no longer wish to continue in the Movement, the Warrant is to be cancelled and made inactive on the MMS system. The Renewal / Cancellation / Suspension form is completed by the member's next in line Scouter and sent to the Regional Warrants mailbox for record keeping.

The National Warrant Administrator is notified. Please note that it is imperative that a copy goes to the DC.

Should SSA need to suspend a Warrant, the Renewal / Cancellation / Suspension form will be used. The form would need to be completed by the member's next in line Scouter and sent to the Regional Warrants mailbox for record keeping,

The National Warrant Administrator is notified. Please note that it is imperative that a copy goes to the DC.

**RENEWAL, CANCELLATION OR SUSPENSION**

When a member's Warrant is coming up for renewal, a "Moments that Matter" conversation is held with the member and their next in line Scouter. Together, they plan the member's way forward in the Scout Movement.

For all District Commissioner and Regional Roles, a discussion between the Regional Commissioner and the Chief Commissioner needs to take place, prior to any Moments that Matter Discussions or Commitment to renew a Warrant.

Should the member wish to stay in the same Role, the Renewal / Cancellation / Suspension form is completed for a renewal of the Warrant for 3 years, and then a further 2 years (max, 5 years). The form is to be signed by both the member and the next – in-line Scouter and sent to the Regional Warrants mailbox for verification, after which it will be forwarded to the National Office for processing. Warrants will only be renewed if the member has a Criminal / Police Clearance on the MMS. Please note that it is imperative that a copy goes to the DC.

Should the member no longer wish to continue in the Movement, the Warrant is to be cancelled and made inactive on the MMS system. The Renewal / Cancellation / Suspension form is completed by the member's next in line Scouter and sent to the Regional Warrants mailbox for record keeping. The National Warrant Administrator is notified. Please note that it is imperative that a copy goes to the DC.

Should SSA need to suspend a Warrant, the Renewal / Cancellation / Suspension form will be used. The form would need to be completed by the member's next in line Scouter and sent to the Regional Warrants mailbox for record keeping, (should we not rather say OR / AND say here that the SGL needs to note this on the MMS? If this is kept by the regional warrants and DC how will people in other regions see this?) The National Warrant Administrator is notified. Please note that it is imperative that a copy goes to the DC.

<b>ADULT SUPPORT – FORMS REQUIRED OR TO COMPLETE</b>						
<b>A NEW MEMBER</b>	<b>APPLY FOR A LIMITED OR FULL WARRANT</b>	<b>RENEWAL OF A WARRANT or APPOINTMENT</b>	<b>CHANGE OF A ROLE or TAKE ON A NEW ROLE</b>	<b>RETIREMENT RESIGNATION CANCELLATION OF A WARRANT</b>	<b>AFFILIATE MEMBERSHIP</b>	<b>PERSONAL REVIEW</b>
<ul style="list-style-type: none"> <li>• AAM Form.</li> <li>• Certified ID</li> <li>• Scout CV</li> <li>• Clear Criminal/Police Clearance Certificate.</li> </ul>	<ul style="list-style-type: none"> <li>• Role and Warrant Applicant Form  (Need to have a clear Criminal Clearance on file)</li> </ul>	<ul style="list-style-type: none"> <li>• Renewal, Cancellation, Suspension of a Warrant Form and page 2 needs to be signed acknowledging policies of SSA.</li> <li>* Criminal Clearance must be already on file – if not, warrant will not be renewed until one is completed.</li> </ul>	<ul style="list-style-type: none"> <li>• Role and Warrant Application Form and sign page 2 acknowledging all policies of SSA  Need a Criminal Clearance on file</li> </ul>	<ul style="list-style-type: none"> <li>• Renewal, Cancellation, Suspension of a Warrant Form completed with reasons for resignation or cancellation.</li> <li>• The Exit Interview form is also to be completed.</li> </ul>	<ul style="list-style-type: none"> <li>• Affiliate Membership filled in for volunteers who are willing to offer their skills during events for short duration of time.</li> </ul>	<ul style="list-style-type: none"> <li>• A coffee chat time is set up between yourself and your next in line scouter and the Moments that Matter form discussed.</li> </ul>