

Scouts WA

INFORMATION ON UPDATED MEMBERSHIP FORMS (January 2011)

The Membership Forms (M Forms) have been reviewed and updated for better usability for new and current Members. The new forms are designed to better interact with Scoutrak (Scout WA's database) so that information is easily entered and the new forms are more streamlined so that only information Scouts WA need is requested.

There are six M forms. The forms can all be filled in electronically and if using Adobe Acrobat Standard, saved on your computer. If using Adobe Reader, then the form can be filled in electronically and printed but not saved. It is planned that over the next few years these forms will be migrated over to the Scoutrak database for complete online electronic use, however in the meantime these new forms should help reduce leaders' paperwork compared to the previous forms.

Below details what each form is for and how it is to be used, as well as explaining some of the reason why particular questions are asked.

Any questions or feedback, please contact PJ Axford at: bc.policy@scoutswa.com.au.

M1 FORM – APPLICATION FOR YOUTH MEMBERSHIP

This Membership form is to be completed by the parent or guardian of the new Youth Member and the Group or Section Leader once a young person consents to join Scouts WA. It is to be completed before investiture but after a person has attended as a *Visitor* (as defined in the Youth Membership Policy).

Please note that once a Rover reaches 18 years, they need to complete a M3 form even if they are a current Youth Member. This is in order to comply with the requirements of the *Working with Children (Criminal Record Checking) Act 2004* (WWCC Card).

Once the form is completed, details of the Member should be entered on Scoutrak by the Group Leader and the original form send to Branch as part of the Member's permanent record. Group Leaders can keep a copy of this form for their records if they wish.

The last two tick boxes under the *Particulars of Applicant* box are requested so that Scouts WA can report to the Department of Communities on diversity within Scouts WA.

M1A FORM – YOUTH MEMBERSHIP APPLICATION ADDITIONAL INFORMATION

This form has been amalgamated into the new M1 form and is now superseded.



M2 FORM – CHANGE OF YOUTH MEMBERS DETAILS

This form covers a change in a Youth Members name or address, a group transfer and when a Youth Member leaves the organisation. Please note that all of these details can be changed by the Group Leader on Scoutrak. **If details are changed by the Group Leader on Scoutrak, do not send this form to Branch. Once details are entered on Scoutrak, the form can be destroyed.**

M3 FORM – APPLICATION FOR ADULT MEMBERSHIP

The new M3 form replaces the old M3A form. The new M3 form is for applications for a new Adult Leader, Rover, Supporter, Fellowship or Office Bearer. The new form has been substantially reduced in size from the previous version.

A Volunteer National Police Check is conducted as part of the requirements for membership. A negative notice does not mean that an application will be refused, however should this happen, a National Police Certificate will be requested from Branch before the application will be considered.

Please note that now, only referees' contact details are required (for an Adult Leader or Adult Supporter position). The Personnel Committee or District Leader will contact the referees as part of the new M3B form. Referees must not be related to the applicant, however they can be current or previous Members of Scouts WA.

The Group or District Leader must check and endorse the potential Member's application.

M3B FORM – RECOMMENDATION FOR ADULT MEMBERSHIP

The M3B form is held at Branch and only used once the M3 Form is received by Branch. It will not be available on Scouts WA's website (think of it as an internal form). It is only to be completed for the membership type *Adult Leader* and *Adult Supporter*. The form is to be completed by the Group Leader and the District Personnel Committee (or District Commissioner). Completed forms are sent to the Branch Office for processing along with a completed T1 (training) form.

M4 FORM – CHANGE OF ADULT MEMBER CONTACT DETAILS

This form covers the change of an Adult Member's name, address or next of kin details only. A Change of role or relinquishment has now been moved to the M5 form. The applicant and Group Leader sign the M4 form and send to Branch for processing for change of name or contact details. **If only changing next of kin details, this information can be changed directly on Scoutrak by the Group Leader and there is no need to send the form into Branch. Once details are entered in on Scoutrak, the form can be destroyed.**

M5 FORM – CHANGE OF ADULT ROLE OR RELINQUISHMENT

The old M5 form has been combined into the new M6 form. This form is now for an Adult Member to change role within a group or move to a new group, as well as relinquishing a position. Please note that the form only needs to be signed by two people, not necessarily the Adult Member concerned.

M6 FORM – RECOMMENDATION FOR A BRANCH OR DISTRICT APPOINTMENT

This form covers a recommendation for a Branch or District appointment. Completed forms are sent to the Branch office for processing.