



New process for applying to travel overseas on a Branch Friendship Tour/Service Project

This is where there is a group of more than two registered members wanting to travel as Scouts for adventure, friendship, exploring or service. These groups can be Scout Groups, Units, Crews, service trips or small group travel. This type of trip requires a few more things to be organised as you are travelling as Scouts and we have a duty of care to make sure you are organised, prepared and covered for anything.

Any member can complete an application for a Branch Friendship Tour/Service Project.

Start your planning early - preferably 12 months from departure. Branch Friendship Tour/Service Projects require the approval of both the SC-I (State Commissioner – International) and International Commissioner of Australia (ICoA). It is assumed you have the support of your Group Leader if you are submitting an application.

There are two stages of approval in this approval process.

Stage one

The first stage is to submit an application and obtain initial approval (see below for instructions) by the SC-I and then by the ICoA. It doesn't matter if plans change a little in between getting initial sign off and the actual trip, you just need to let us know.

You will need:

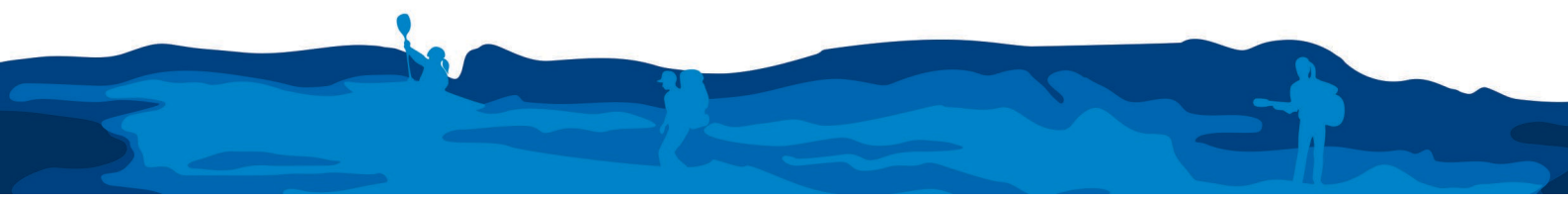
- an approximate itinerary including travel dates and time, modes of transport, locations you plan on visiting,
- if you are planning on visiting Scouts overseas (we will need to know, who the Scouts are, where the meeting or event will be and any planned activities).

A notification will come to the SC-I who will check your application and either approve it, request more information or decline. If your application is declined, the SC-I will be in contact with around the reasons for declining your application. Once approved at a State level, the application will be reviewed by ICoA who will either approve it, request more information or decline it. You will receive notification regarding these responses.

Once your trip is approved by SC-I and ICoA, all traveling members of your group will need to log into the Scouts Australia International Event System and complete an application for your trip. Make sure they press 'Submit' when they have completed the requested details. They will need to create an account if they haven't already via this link

<https://registrations.international.scouts.com.au/login.asp#NewRegistration>.

If they have already attended an event with a National Contingent, they will already





have an account on the system.

Anyone travelling on the trip, including you, will need to complete an application.

Stage two

The second stage comes when all travelling members have registered with the trip, been verified and the final supporting documentation has been provided to and approved by the SC-I. Once everyone is registered, let the SC-I know and they will complete their stage of the process.

Final documentation should include:

- an exact itinerary including travel dates, flight times, modes of transport, accommodation etc.
- details of the Scouts you are visiting (if applicable),
- comprehensive risk assessment document – SC-I has an example you can use
- evidence of appropriate travel insurance coverage.

This stage should be completed at least three months out from travelling.

When both the SC-I and ICoA approve the participants and documents, you are free to travel.

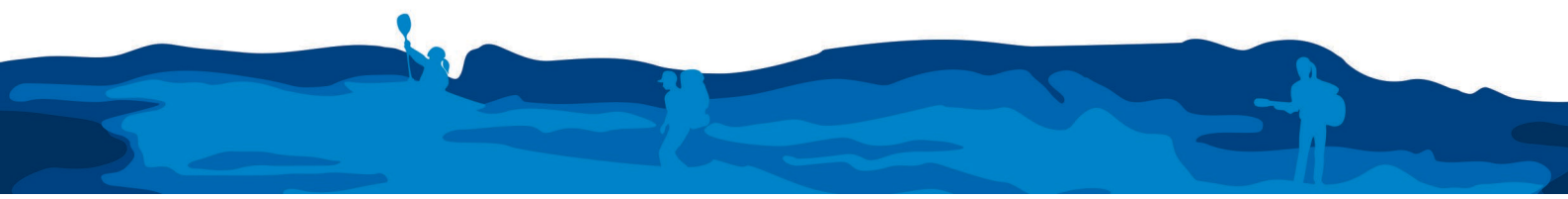
Things to remember

- All those travelling over the age of 18 will need to hold WWCC, current police checks and have completed their WHS and Child safe online learning modules.
- Please remember to budget \$50.00 per person in your travel party to cover the costs of the two new Australian scarves each and postage. The Australian scarves are non-negotiable at this time as they are a new design and Groups should travel on the current design.
- It is expected you check any advice or alerts issued on the [Smart Traveller](#) website for where you intend to visit in the lead up to and during your trip. Stay informed.

Please note: Registering your trip on Smart Traveller is not applicable as you can no longer register trips/holidays with the Smart Traveller site. For more information, please see their FAQ section here:

<https://www.smartraveller.gov.au/FAQs>

- Ages of travelling members will also be taken into consideration. The minimum age for youth members travelling overseas on Branch Friendship Tour/Service Projects is 12 years of age.
- If you book through a travel agent, make sure you book through a reputable agent. If you are concerned, you can book through Scouts Victoria's preferred supplier, Corporate Traveller - [contact SC-I](#) for details.





Instructions

- Log in to the Scouts Australia International Event System with your new or existing account via <https://registrations.international.scouts.com.au>
- Scroll to the bottom where you will see this:

Branch Friendship Tour Application

Adult members of Scouts Australia can apply to run a Branch Friendship Tour for either their Group, District, Region or Branch. Each application will be assessed and approved by the Branch Commissioner (International) and the International Commissioner of Australia. A Branch Friendship Tour must be approved prior to participants being able to register for the tour.

A Branch Friendship Tour includes any activity outside Australia that is not a major event officially recognised by the host National Scout Organisation (e.g. Jamborees, Ventures, Moots, etc). Scouts Australia has an obligation as a member of the World Organization of the Scout Movement (WOSM) to establish contact with other National Scout Organisations to advise whenever Australian members are travelling in their country on organised activities. Furthermore, the International Commissioner must be satisfied of the safety and protection of our members travelling overseas.

My Applications to run a Branch Friendship Tour

Create Application

- Click on the **'Create Application'** button, at the bottom right of the page (circled above).

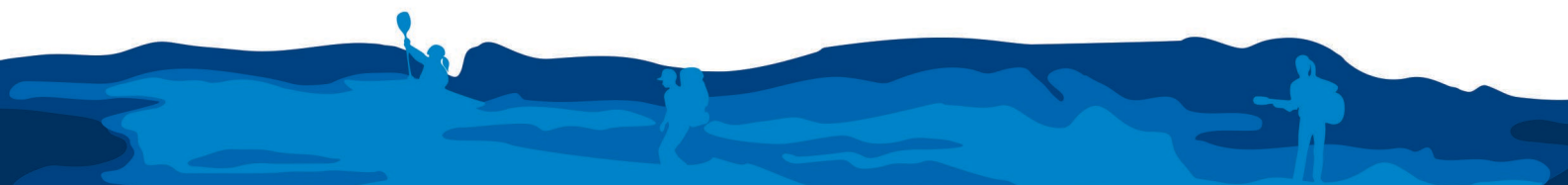
You will be taken to the page titled 'Branch Friendship Tour Application'. There is an example of it on the next page.

The subheadings are:

- Application Status
- Tour Leader Details
- Friendship Tour Details
- Itinerary
- Participants
- Payment Structure*
- Contingent Documents Upload
- Workflow History

*Please note: the Payment Structure section is just for participants of your trip and is not linked to any bank accounts. It is recommended that payments made for the Trip are made through the Group accounts.

The only thing you will need to pay to National is the \$50.00 per person for the Australian scarves once all participants are approved and accepted.



Branch Friendship Tour Application

To apply to run a Branch Friendship Tour please complete form below. Should you have any questions about how to complete this form please contact your Branch Commissioner (International).

Application Status

Status: Initial Status Date: 18-Dec-2019

Tour Leader Details

* Title: Mr * First Name: Other Names: * Last Name:

* Residential Address:

* Suburb: * State: * Post Code:

* Phone - Primary: Phone - Secondary: Phone - Other (Work):

* Email Address: Validated

* Branch: * Membership #: * Formation (Group):

Friendship Tour Details

* Event name: * Abbreviation: BFT-Vic-028

* Location:

* Type: Branch Friendship Tour * Formation: Group

* Contingent Departure Date: * Contingent Return Date:

* Registrations Open: * Registrations Close:

Event Website:

* Tour Description/Justification
All Branch Friendship Tours must be relevant to the Scouting program and suitable for the intended participants. Please provide a description of your planned activity, explain the motivation of this activity (e.g. Expedition Badge), and outline who will be invited to attend (e.g. Venturer Scouts from the Unit).

Itinerary

_____ to _____

Participants Re-validate Participants

<p>* Eligible Staff (Tier 1)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Scout <input type="checkbox"/> Venturer (Staff) <input type="checkbox"/> Rover <input type="checkbox"/> Guide (Clave) <input type="checkbox"/> Leader <input type="checkbox"/> Other Adult - Scouting <input type="checkbox"/> Non-Scouting Adult 	<p>Eligible Staff (Tier 2)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Scout <input type="checkbox"/> Venturer 	<p>* Eligible Participants</p> <ul style="list-style-type: none"> <input type="checkbox"/> Joey <input type="checkbox"/> Cub <input type="checkbox"/> Scout <input type="checkbox"/> Guide (10+) <input type="checkbox"/> Venturer <input type="checkbox"/> Guide (14+) <input type="checkbox"/> Rover <input type="checkbox"/> Guide (Clave) <input type="checkbox"/> Leader (Participant)
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Number by Application Status		
Initial 0	Initial 0	Initial 0
Submitted 0	Submitted 0	Submitted 0
SHQ Approved 0	SHQ Approved 0	SHQ Approved 0
NHQ Accepted 0	NHQ Accepted 0	NHQ Accepted 0
Total 0	Total 0	Total 0
Total Participants: 0		
Number by Membership Status		
Membership OK 0	Membership OK 0	Membership OK 0
Inactive Membership 0	Inactive Membership 0	Inactive Membership 0
Member Not Found 0	Member Not Found 0	Member Not Found 0
Other 0	Other 0	Other 0
Total 0	Total 0	Total 0
Total Participants: 0		

Payment Structure Payment Wizard

Due Date	Description	Amount	Travel Ind	Applicant Type
_____	_____	_____	C2+	Participant

Contingent Documents Upload

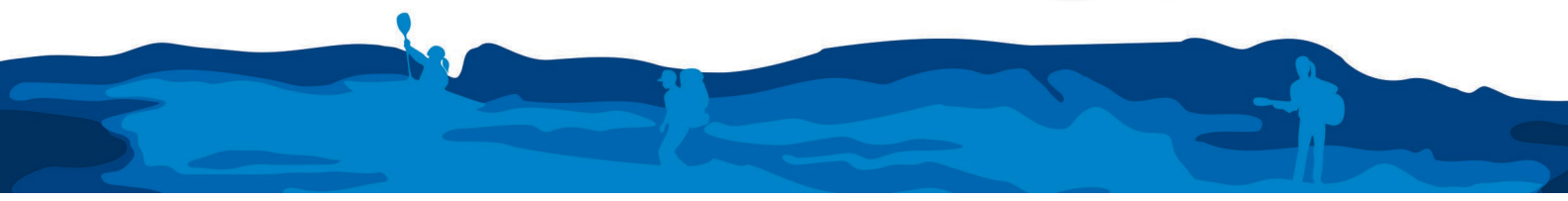
All mandatory documentation must be uploaded, please select the type documentation being uploaded. NB: multiple documents of the same type can be uploaded.

Plan	Date received	Status	Rejection Reason (if applicable)

Workflow History

Date/Time	Status	Reason (if applicable)
18-Dec-2019 11:42	Initial	

Submit
Save





- Complete all the fields as best you can.
- If you cannot complete them all in the first sitting, press 'Save' (circled in red above) to return to the incomplete application later
- If you have completed all the details, press 'Submit' (circled in green above) to send the application on to the SC-I.

Once submitted, the application will come to the SC-I for approval.

- If the level of detail provided is not enough or another issue is found, the SC-I will reject the application or get in contact with you seeking more information.
- If the application is rejected, you will receive an email informing you.

Once the application is approved, it will be given the status 'SHQ Approved' and forwarded to the ICoA for approval, where they can approve or reject based on their assessment of the application.

- A request for additional information/an explanation will be sent to you if the ICoA rejects your application.
- If the ICoA approves the application, you will receive an email informing you of the approval.
 - Your event will be generated in the International Events System.

From here, your travel party will be able to apply for the trip during the registration dates you nominated and supply their details through the International Events System. This gives the SC-I and ICoA up to date and accurate detail about who is travelling and where the Tour/Project will be at any given point.

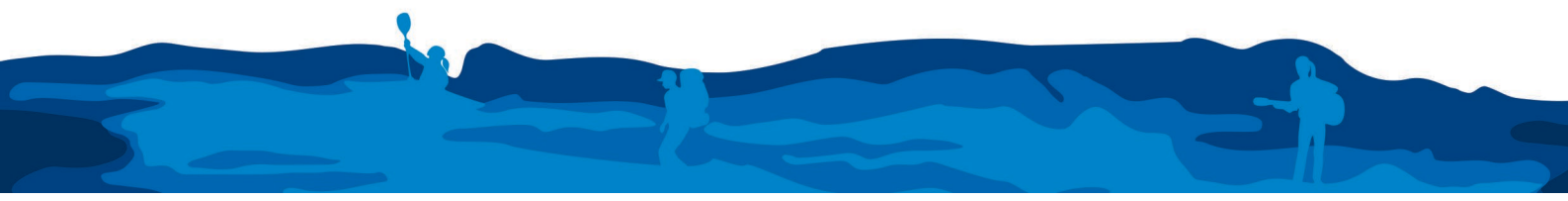
Once all you participants have registered and submitted their applications

- Inform the SC-I so they can verify the participants
- Upload the following documents by returning to your application in the system:
 - Detailed itinerary
 - Risk assessment
 - Evidence of comprehensive travel insurance coverage

Once satisfied with the documentation and the participants, the SC-I will mark the participants as 'SHQ Approved' and inform the ICoA that the application is complete.

The ICoA will then approve or reject the application.

- If approved, the ICoA will advise relevant countries of your intentions and you are free to travel.
- If rejected, additional information will be sought, or an explanation will be provided.





In short:

1. Create account via
<https://registrations.international.scouts.com.au/Login.asp#NewRegistration>
2. Log in via
<https://registrations.international.scouts.com.au/Login.asp>
3. Scroll to 'Branch Friendship Tour Application' section and click 'Create Application' on the right hand side.
4. Complete all details and click 'submit'
5. Await email from SC-I and IC confirming approval or rejection
6. If approved at both State and National levels, encourage travel party to apply through the system too and go about planning your visit/project.
If rejected, at either State or National level, complete step 4 with more detail and continue steps for approval.
7. All participants register for the event.
8. Participants verified by SC-I and final documentation uploaded.
9. SC-I approves/rejects participants and advises ICoA if the trip is ready for final approval.
10. ICoA approves or rejects
If approved, the ICoA will advise relevant countries of your intentions and you are free to travel.
If rejected, additional information will be sought, or an explanation will be provided.

