



Scouts Australia ACT Branch  
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**APPLICATION FOR APPROVAL TO  
CAMP OR TRAVEL INTERSTATE**

Formation \_\_\_\_\_ Region \_\_\_\_\_

State to be visited \_\_\_\_\_

**LEADER IN CHARGE OF PARTY**

Name \_\_\_\_\_ Appointment \_\_\_\_\_  
 Postal Address \_\_\_\_\_ Town/Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_  
 Phone: home ( ) \_\_\_\_\_ business ( ) \_\_\_\_\_ mobile ( ) \_\_\_\_\_

**OTHER ADULT LEADERS ACCOMPANYING PARTY**

Name \_\_\_\_\_ Appointment \_\_\_\_\_  
 Name \_\_\_\_\_ Appointment \_\_\_\_\_

**NUMBER IN PARTY**

Joey Scouts \_\_\_\_\_ Cub Scouts \_\_\_\_\_ Scouts \_\_\_\_\_  
 Venturer Scouts \_\_\_\_\_ Rovers \_\_\_\_\_ Leaders \_\_\_\_\_ Other \_\_\_\_\_ TOTAL \_\_\_\_\_

**CITY OR PORT OF ARRIVAL OR DEPARTURE** (detailed itinerary to be completed over page)

Arrival \_\_\_\_\_ Date \_\_\_\_\_ Method of Travel \_\_\_\_\_  
 Departure \_\_\_\_\_ Date \_\_\_\_\_ Method of Travel \_\_\_\_\_

**METHOD OF TRAVEL DURING VISIT**

\_\_\_\_\_  
 \_\_\_\_\_

**DETAILS OF ANY ASSISTANCE REQUIRED BY HOST BRANCH / COUNTRY**

\_\_\_\_\_  
 \_\_\_\_\_

**Signed** \_\_\_\_\_ **Print Name** \_\_\_\_\_ **Date** \_\_\_\_\_  
 Leader in charge of party

**APPLICATION SUPPORTED BY:**

Group \_\_\_\_\_ Appointment \_\_\_\_\_ Date \_\_\_\_\_  
 Print Name \_\_\_\_\_  
 Region Commissioner \_\_\_\_\_ Date \_\_\_\_\_  
 Print Name \_\_\_\_\_  
 BRC (for Rovers) \_\_\_\_\_ Appointment \_\_\_\_\_ Date \_\_\_\_\_  
 Print Name \_\_\_\_\_  
 BC \_\_\_\_\_ Appointment \_\_\_\_\_ Date \_\_\_\_\_  
 Print Name \_\_\_\_\_

**PROPOSED ITINERARY**

<b>DAY/DATE</b>	<b>DETAILS</b>	<b>ACCOMMODATION ARRANGEMENTS</b>

Are you making the arrangements for ALL of the accommodations specified? YES  NO

If NO – please highlight lines in the above table where assistance is required from the Host State Office to organise accommodation.

**APPROVAL GIVEN BY STATE OFFICE**

\_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_  
Authorising Officer

Remarks \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICATION NOTED BY STATE TO BE VISITED**

\_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_  
Authorising Officer

Remarks \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICATION PROCEDURE**

1. THREE copies of this form are to be filled in for each state to be visited. They must be sent to: ACT Branch Office and must be suitably supported by higher formations.
2. For visits interstate, where arrangements for accommodation etc are sought from the host Branch, at least TWO MONTHS notice is required. Where no accommodation arrangements are required of the host Branch, ONE MONTH'S notice is required. Late applications are liable to be rejected.
3. On approval, the Branch Office will:
  - forward one copy of the form to the State(s) to be visited
  - return one copy to the leader in charge of the party;
  - retain one copy for file.
4. The host Branch, on receipt of its copy of the form, is asked to:
  - note the intended visit;
  - arrange for the provision of any facilities or assistance desired and advise the leader in charge of the party direct.
5. The visiting party is to carry this form, duly approved by the ACT Branch Office.

**RESTRICTIONS**

1. Applications from JOEY SCOUT Mobs or CUB SCOUT Packs for interstate visits will be referred to the respective State Commissioner for comment.

**SPECIAL NOTE**

Leaders in charge of parties where road transport by motor vehicle (whether private or commercial type) is involved, have an obligation to make sure that the vehicles are suitable for the purpose, and that the insurance on the vehicles is adequate and covers full liability for passengers. This application is only approved on the understanding that these precautions have been taken, that the necessary approvals have been obtained, and that recognised safety precautions will be adhered to.

**ACT BRANCH ACTIVITY NOTIFICATION PROCEDURES**

The ACT Branch Activity Notification Procedures are applicable in the ACT Branch only.