

# WANT TO HELP OUT?

Occasional Helper (OH) Form  
(England, Wales and Northern Ireland)



[scouts.org.uk/appointment](https://scouts.org.uk/appointment)

*Thank you - we value your support*

Thank you for offering your support to The Scout Association and making it possible for 400,000 young people in the UK to experience Scouting.

There are over 100,000 adult volunteers in Scouting in the UK. We are committed to providing high quality experiences for young people between the ages of six to 25, but equally as important to us is that Scouting is fulfilling and rewarding for adult volunteers.

For more information about Scouting, visit [www.scouts.org.uk](http://www.scouts.org.uk) or contact the Scout Information Centre on 0845 300 1818. We look forward to welcoming you to the adventure of Scouting.

**IMPORTANT: READ GUIDELINES ON PAGE 4 BEFORE COMPLETING THE FORM**

Name of Scout Group/District/County/Other

**IMPORTANT:** Please note, that by signing this form you are agreeing for the Scout Association to:

1. retain your personal data (see the Data Protection Section on page 3).

Please contact the Scout Information Centre for more information.

Date of registration

D	D	M	M	Y	Y
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Address

Postcode
Telephone (daytime)
Telephone (home)
Mobile
Email address

**About you**

Membership Number (if known)

Title (Mr/Mrs/Miss/Ms/Doctor/Professor)

Forename 1

Forename 2

Forename 3

Known as

Surname

Previous surname (s)

Honours (MBE etc)

Gender M/F

National Insurance number

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Date of birth

D	D	M	M	Y	Y
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Occupation type (eg Professional, Retired, Student, Other)

Occupation detail (eg Manager)

Special needs/disability (attach additional information if appropriate)


Current/previous Scouting roles/involvement

Cancellation dates


## Marketing and Data Protection

The Association, at all levels or through carefully selected third parties, may use your personal details to keep in touch with you about Scouting in general, to provide you access to additional opportunities and services and to contact you with information relevant to your involvement in Scouting.

Additionally, from time to time we would like to contact you with details of new products and services promoted either directly by The Scout Association or its own subsidiary companies.

I am content to receive details about new products and services being promoted directly by The Scout Association or its own subsidiary companies.

I would prefer to be contacted by:

Post  Telephone  Email

### THIRD PARTIES

The Scout Association may pass your details onto carefully selected third parties who provide products or services which may be of interest to you.

Please note, by giving such permission you will be assisting in promoting Scouting activities, the funding of such activities and the Association in general.

I am content for The Scout Association to pass my details onto carefully selected third parties.

## Formal acceptance, confirmations and declarations

Please note, by signing this form you will, as appropriate, accept, confirm and declare all the matters under this section. If you do not agree with any one of the items below, please do not sign this form.

By signing this application, I confirm that I:

- a) understand that because my volunteering for the Association may involve substantial contact with persons under the age of 18, any conviction, which would be regarded as 'spent' for other purposes, must be disclosed and I hereby declare that I have not at any time, within the United Kingdom and its dependencies, or in any other Country or Territory, been found guilty by a court of any offence concerning children or young people under 18 years of age nor bound over, placed on probation, cautioned, or discharged conditionally or absolutely in relation to such offences;
- b) have not been convicted of any other offence(s) relevant to the role I am undertaking in Scouting (please check the Guidelines on page 4);
- c) accept that my continued involvement with Scouting is subject to the agreement and consent of the relevant Group Scout Leader, relevant Commissioner and/or Section Leader;
- d) undertake to report to the Section Leader, Group Scout Leader or relevant Commissioner, as appropriate, any changes in circumstances that could affect my involvement with The Scout Association.

## Data Protection

*The Data Protection Act 1998 ("the Act") governs collection, recording, storage, use and disclosure of personal data whether held electronically or in manual form. As a registered Data Controller, the Association is committed to the Data Principles of the Act and, therefore, in order to become a Member you must agree to the Association holding your personal data during and beyond your membership to ensure the effective running of the organisation.*

By signing this application, I agree to the Association:

- a) retaining my personal data during my membership and also beyond my membership to facilitate any present or potential future involvement with Scouting;
- b) carrying out checks into my suitability to have involvement in Scouting, including obtaining references and criminal records checks

Name

Signature

Date

D	D	M	M	Y	Y
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## **GUIDELINES FOR COMPLETING THIS FORM:**

### **1. Who should fill in this form?**

You need to fill in this form if you are an adult helper in Scouting and are involved on a semi-regular basis: ie more than once a month. If you are involved significantly more often than this, you should consider becoming a Section Assistant and filling in an *Adult Application (AA)* form. This form is designed for adult helpers who are involved through a parent rota or on an informal basis. We ask for this information to make sure we have a record of all those involved in Scouting and to ensure the safety of our young people.

### **2. When do I need to fill in this form?**

You will need to fill in this form each time you register as an adult helper with any Scout Group/District/County/Other you intend to be involved with. Return the completed form to your Section Leader, Group Scout Leader or relevant Commissioner and they will send this form to the Headquarters of The Scout Association.

### **3. Do I need to fill in a Criminal Records Check (Criminal Records Bureau (CRB) in England and Wales, Access Northern Ireland (ANI) in Northern Ireland) form as well as this form?**

Yes. All adults that come into contact with our young people are required by law to complete a Criminal Records Disclosure check and this should be renewed at five yearly intervals. Some criminal convictions may disqualify you from being involved in Scouting; however, each disclosure will be assessed on its individual merits. For more information, please contact the Records department at Gilwell Park.

### **4. Who should I ask for help when filling in this form?**

Your Section Leader, Group Scout Leader or relevant Commissioner can provide you with help on filling in this form. If you need any more help, the Scout Information Centre (based at Gilwell Park, Chingford, call 0845 300 1818) can be contacted to answer any questions on any part of this form. Alternatively, the website [www.scouts.org.uk](http://www.scouts.org.uk) provides information about volunteering in Scouting.

**Please return this form to the Section Leader or Group Scout Leader, with a completed CRB check (England and Wales), or an ANI check (Northern Ireland)**