

# International Travel Guide





# International Travel Guide

## Welcome

Welcome to the exciting world of International Scouting!

Have you been looking for your next Scouting adventure and not sure what you want to do next... check out our guide as it contains lots of ideas!

Still have questions... at the back of the book you will find some Frequently Asked Questions. If you have other questions, call your local Branch Scout Headquarters, speak to your Section Leader or contact us!

We look forward to you joining one of our events soon!

The Australian International Team





**Scouts**  
AUSTRALIA

A Scouts Australia Publication

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# International Scouting Overview

Scouts Australia receives many invitations to events around the world. When sufficient expressions of interest are received, a Contingent is established.

Information about applications and deadlines can be found by contacting the nominated Contingent Leader or by contacting the International Office.

Other events that Scouts Australia has received an invitation to attend are listed as Upcoming Events. If you are interested in attending, you must contact the International Office who will collate expressions of interest from around Australia, and make provision for a Contingent to be established, or for an individual to attend on their own.

Don't forget that you can also plan your own overseas adventure – but where there is an international event hosted by another National Scout Organization, a Contingent must be coordinated through the International Office.

If the thought of heading overseas is still a little intimidating or the timing isn't right, there are still heaps of things you can do to have an international experience. Take a look at the Special Interest Areas chapter of this Guide.









# Plan>

## Australian Contingents



# Plan>

## Australian Contingents

Congratulations! You have made the first step towards starting your international Scouting adventure!!

A National Contingent is formed for all International Events where two or more participants attend from Australia and is managed in accordance with the International Contingent Leader Handbook.

An “International Event” is defined as any major activity recurring at various intervals and officially recognised by the host National Scout Organization (e.g. Jamborees, Ventures, Moots, Youth Forums and Conferences). These events will normally, but not always, be listed on the WOSM events list - [www.scout.org/worldevents](http://www.scout.org/worldevents)

A record of upcoming events is maintained on the Scouts Australia International website. Details of active Contingents are announced by the International Commissioner of Australia via email and through the Scouts Australia International Facebook page, National News and the Scouts Australia International website [www.international.scouts.com.au](http://www.international.scouts.com.au)

Once you have decided which Contingent you wish to join, make sure you know when applications open and start applying.

All Australian Contingents open their applications via the Scouts Australia On-Line Event Management System (OLEMS). You will need to create an account if you haven't done so already.

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

Once you have an account, log in and you will be able to see the events that are open for applications.

### Registrations

All members of Scouts Australia departing overseas on Scouting activities must be registered in the On-Line Event Management System (OLEMS).

It is normal when applying for an Australian Contingent, and especially a major event such as the World Scout Jamboree, for the approval and review process to take at least a couple of months.

When you have submitted your application and paid your deposit, you should assume acceptance into the Australian Contingent and continue to make payment of all subsequent instalments unless you receive alternative communication.

Each applicant will be individually reviewed, have their application form checked for errors, eligibility confirmed, their membership validated in the Branch databases, recommendations assessed, signed permissions recorded in the Contingent records, and then their online record will be updated to “BHQ approved”.

Be assured that the Australian Contingent team will be working very hard to complete this process as soon as possible, however, as volunteers themselves, you can expect several weeks to pass before this process is complete.





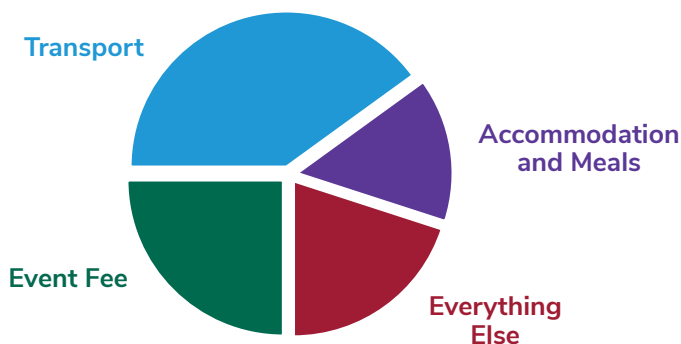
## Adult Ratios

Scouts Australia is committed to supporting all Youth Members to have a safe and enjoyable international Scouting experience. It is therefore imperative that the adults chosen to support our Youth Members are appropriate and not in excess. The maximum number of Adult Members in an Australian Contingent (excluding Rover Scout events) should be equal to one third of the total size of the Contingent. Many events receive more adult applications than can be accommodated in the Contingent. Each Contingent will complete a selection process in conjunction with the International Commissioner of Australia to review adult applications and identify those applicants that will best satisfy the needs of the Contingent.

## Contingent Fee

Scouts Australia is dedicated to having Contingent Fees that are great value for money and as affordable as possible. Furthermore, it is an expectation that no members are disadvantaged from attending any event because of their geographical location. Therefore, whenever flights are included in the Contingent Fee, travel is routinely provided from all state and territory capital cities at no additional cost.

On average, roughly a quarter of the cost to participants is the basic event fee charged by the host organization. Typically the largest expense for any Contingent is transport including flights, bus transfers and public transport. Accommodation and meals before and after the event are another significant cost, whilst the balance comprises everything else such as the hire or purchase of essential troop camping equipment, Contingent merchandise, welfare supplies, travel insurance, planning costs and bank charges.



# Plan>

## Australian Contingents

### Fundraising Ideas

International events cost many thousands of dollars to attend. There are however many ways to help reduce this amount through local fundraising.

Start with a simple plan and a fundraising target in mind. Then gather together as many friends from your local area as you can that are interested in attending. Organise a gathering to discuss ideas for fundraising using some of the ideas listed below. Don't forget to invite your parents and leaders along to help support you in your activities, and always ensure that your activities are organised safely and with appropriate supervision.

- Bunnings BBQs – register with your local Bunnings store for your Scout Group to be allocated a day to operate the BBQ.
- Garage sale – organise a community garage sale by inviting donations and collecting the proceeds from items sold.
- Meat raffles – approach your local club about hosting a meat raffle or something similar on a regular basis (e.g. fortnightly or monthly). Make a deal with a local butcher to prepare the meat tray for you and organise your group to sell the tickets at the local club.
- Major events service – find out about major events in your local area and have your group apply for paid roles such as parking, customer service or cleaning jobs.
- Auctions – invite local businesses to donate goods to your group and host an auction night in your local area.
- Fruit picking – during the school holidays, organise for a group of friends to work on a fruit farm for some part time work.
- Catalogue drives – distribute brochures of popular foods or household goods in your local area and receive a commission on items that are purchased.
- Supermarket packing – arrange with your local supermarket to pack bags for customers and advertise for donations.



## **Funding Assistance**

Funding assistance may be available to Youth Members from a variety of sources. To be eligible for assistance, a Youth Member will need to be a registered member of Scouts Australia.

Additionally, it should be noted that:

- financial assistance is provided only to those in genuine need;
- participants must have paid the deposit themselves;
- any funding grants will only be made to the Contingent account. (i.e. the individual will not receive the funding directly); and
- funding assistance to individuals is not publicised and is considered to be a confidential matter.

Demand often exceeds the money that is available with funding assistance, so you may need to investigate other funding opportunities outside Scouting. Organisations such as Rotary, Lions Clubs or Apex are often supportive of Youth Members travelling overseas in exchange for a presentation of their experience upon their return.

Some Branches have established specific funds to assist young people to attend International Scouting Events. You should speak with your Branch International Commissioner to learn of any funds that may be available.

## **Ambassadors of Australia**

It is not every day that a person has the opportunity to represent their country. Scouts Australia provides this opportunity to adults and Youth Members alike. It is therefore imperative that the manner with which individuals conduct themselves when overseas is nothing short of exemplary.

To this end, Contingent Leaders are empowered to ensure that the behaviour of individuals whilst on tour is of the highest standard.

# Plan>

## Australian Contingents

### Australian Scarf

Scouts Australia produces a special scarf for use by members representing the association when travelling overseas on approved activities.

Eligible members are entitled to be issued with two (2) Australian scarves, allowing one to be worn for the duration of their travel, and one to be available for swapping with other Scouting members overseas.

An eligible member is:

- An approved member of an Official Australian Contingent;
- An approved participant of a Branch Friendship Tour; or
- An applicant that has been approved for an International Letter of Introduction.

The Australian scarf is only to be worn when travelling for the purpose of the approved overseas activity. The Australian scarf should be tied with a friendship knot.



### Contingent Leaders

From time to time, Scouts Australia will advertise for Contingent Leaders or other Contingent Management Team roles. All Scouting members are invited to apply for these positions. More information can be found by accessing [www.international.scouts.com.au](http://www.international.scouts.com.au).







# Plan>

## Branch Friendship Tours



# Plan>

## Branch Friendship Tours

### What is a Branch Friendship Tour?

“Branch Friendship Tours” are any locally organised overseas activity where there is no established Australian Contingent and includes service projects, cultural exchanges, camping events and outdoor adventure activities.

All Branch Friendship Tours must be registered with the National Office and approved by the International Commissioner of Australia.

A Branch Friendship Tour would normally only include members from a single Branch. Members from other Branches who wish to join a specific Branch Friendship Tour organised by another Branch shall do so by registering with the Tour Leader. Such members shall have the approval of their home Branch to participate in the Branch Friendship Tour organised by another Branch.

### Approval

All Scout Groups, Districts or Regions planning their own international activity must apply for approval to complete a Branch Friendship Tour using the online form in the OLEMS database. Instructions on the approval process can be found in the OLEMS User Guide chapter of this Guide.

Any member can complete an application for a Branch Friendship Tour on behalf of their Group, District or Region.

Please liaise with your Branch International Commissioner prior to submitting an application so they can help you prepare for your trip.

[www.international.scouts.com.au/travel](http://www.international.scouts.com.au/travel)

### Purpose

Branch Friendship Tours provide an opportunity for Units to challenge themselves to plan their own international Scouting experience. The program could include tasks towards the Outdoor Adventure Skills or a cultural exchange with Scouts from another country. Your Unit should select a purpose for your Branch Friendship Tour.

### Planning

It is essential that all international travel is organised in detail to ensure the safety and protection of your members travelling overseas. Your Branch International Commissioner is available to support your Unit in preparing your plans for travel. A draft itinerary will need to be prepared early in your planning to ensure that the proposed activities are suitable for the intended participants.

### Communication

Good communication is essential to the efficient planning, support and conduct of an international visit. This includes good communication of arrangements, intentions and requirements between the Tour Leader and participants if you're organising a Branch Friendship Tour.



## Time Lines

If you want to apply for a Branch Friendship Tour, you should start planning early. Ideally, an application for a Branch Friendship Tour should be submitted at least 12 months before departure.

This not only gives you plenty of time to iron out any problems but to make sure the applications have ample time to get through the process.

## Budget

Your local Scout Group is responsible for managing the finances of your activity. The Branch International Commissioner will be able to provide advice to ensure that all expenses are considered in your budget.

It is possible to display your participant payment instalments in the OLEMS database. This provides the functionality to record payments made by each of the participants. No payments are accepted from the website for Branch Friendship Tours. All participants would need to make their payment directly to the Tour Leader.

## Travel Insurance

Your local Unit is responsible for obtaining travel insurance for your activity. All participants should be covered by the same Travel Insurance Policy for the duration of the activity.

## Emergency Contacts

At least one week prior to departure, the Tour Leader must remind all Contingent members to ensure that their emergency contact details (including valid telephone numbers) are updated in the OLEMS database.

## International Contingent Leader Handbook

This book provides an extensive range of additional guidance that may be of use in planning your journey and is available for download from [www.international.scouts.com.au/resources](http://www.international.scouts.com.au/resources).

This document is designed for use by large National Contingents travelling to official international events. Nonetheless, the procedures and policies contained within this document provide clear guidance on the expectations of all members travelling overseas and will be an important resource to ensure all considerations are appropriately made before departure.

Regardless of the size or category of your international travel, please make all Adult Members of your trip aware of the Child Protection, Risk Assessment and Incident Response Policies as detailed on the following pages.

# Plan>

## Branch Friendship Tours

### Child Protection

All Adult Members are required to submit a current Working with Children Clearance at the time of applying to attend any event.

All Contingent members should have knowledge of the content of the Scouts Australia Child Protection Policy and Prescribed Procedures.

All Adult Members are required to have completed the online eLearning BCORE child module.

The following variations to the above policy should be observed for all international travel.

### (9) REPORTING

Adult Members, Helpers, Supporters and Staff Members whilst overseas must immediately report to the International Commissioner of Australia or National General Manager, suspected, known or disclosed instances of Child Abuse (in particular those relating to Physical, Sexual and Grooming abuse).

In dealing with a report:

- When an alleged perpetrator is an Australian member, the International Commissioner of Australia or National General Manager:
  - » is to ensure all reports of a Child Abuse nature are forwarded to the relevant State or Territory Authority for investigation without delay,
  - » will contact the Australian Contingent Leader who is to immediately arrange for that person to be removed from the activity,
  - » will advise the Branch of the alleged perpetrator to allow suspension protocols to be implemented.
- When an alleged perpetrator is not an Australian member, the Australian Contingent Leader on the advice of the International Commissioner of Australia or National General Manager is to ensure all reports of a Child Abuse nature are forwarded to the Event Organisers in the Host Country without delay.



## **(10) PROCEDURES: CHILD PROTECTION**

### **PRACTICES IN SCOUTING**

- Whenever facilities or procedures at international venues are different to Australian expectations, informed advice is to be provided to participants and their parents/guardians before departure (e.g. whenever separate showers for Youth Members and Adults are not available, whenever communal saunas or bathhouses are planned to be used as part of the program, etc).
- Age of Consent varies considerably from country to country. The Australian Contingent Leader must inform participants and parents/guardians of these differences and ensure that an appropriate enforcement of the most responsible rules (Australia vs overseas) is applied for the purpose of the Contingent (e.g. communication may be required when homosexuality is prohibited in a specific country, when the legal age of consent is higher than in Australia, when the drinking age is higher than in Australia, etc).





# Plan>

## Branch Friendship Tours

### Incident Response

The priority will always be to ensure that the participant's health and well-being is attended to in the first instance. Where a case requires hospitalisation, the International Commissioner of Australia or National General Manager should be contacted immediately. The International Commissioner of Australia and/or National General Manager will be responsible for keeping the family of the Contingent Member up-to-date. In achieving this, the Branch Office and Branch Chief Commissioner or Branch International Commissioner will become involved.

Where a participant needs First Aid, a complete report should be kept by the Tour Leader or the designated member responsible for Health and Welfare.

In the event that a participant has required the assistance of a doctor or dentist, the Tour Leader should first contact the International Commissioner of Australia or the National General Manager as soon as practicable for briefing purposes. Parents/guardians may then be contacted by the Tour Leader, International Commissioner of Australia or the National General Manager. This will be determined in consultation with the Tour Leader at the time the report is made.

In the event of a serious accident, incident or hospitalisation occurring, it is imperative that the Tour Leader contact the International Commissioner of Australia or the National General Manager. The Tour Leader should not contact parents/guardians individually.

In the event of a death of a participant occurring, the Tour Leader must immediately contact the International Commissioner of Australia or the National General Manager. The Tour Leader must not contact parents/guardians individually.

The International Commissioner of Australia and/or National General Manager will liaise and contact the Tour Leader to receive regular status updates. The International Commissioner of Australia and/or the National General Manager will contact the relevant Branch Chief Commissioner or Branch International Commissioner to ensure that the family of the participant is notified in person and not via a telephone call as far as practicable. Further assistance and instruction will be given to the Tour Leader via telephone to resolve the situation without impacting too severely on the rest of the participants. The Tour Leader should follow the instructions as given by the International Commissioner of Australia and/or the National General Manager.

The International Commissioner of Australia will advise the Chief Commissioner of Australia of the incident, and its circumstances.





## Risk Management Policy

It is essential that each Branch Friendship Tour prepare a risk assessment plan of the event. The plan is to identify the major risks, the likelihood of that risk occurring, the consequences if it were to occur, and the mitigation strategies. A template is available from your Branch Headquarters on request. The risk assessment plan should be developed by the Tour Leader for review by the Branch International Commissioner. A preliminary risk assessment should be completed at least 12 months ahead of the event. The final document should be available for review at least 3 months ahead of your departure.

Note: A sample list of typical risks and controls is available on the following page.

Particularly for medium and large size groups, and for Branch Friendship Tours going to areas of risk, the International Commissioner of Australia is to make contact with Australia's Ambassador to that country at least 6 weeks prior to departure. The Tour Leader will provide the necessary details for the International Commissioner of Australia to provide advice of the pending visit.

Activities planned to be undertaken at the event by the group that are not permitted in Australia by specific Branches of Scouts Australia, or under State, Territory or Commonwealth Law, require particular attention with respect to the laws and customs of the host country. The Tour Leader will need to check your Travel Insurance Policy to identify any proposed activities that are specifically excluded. The Tour Leader shall also inform parents/guardians of the activities that participants may be completing as part of the event or pre/post tours.

In general, if the proposed activities at an event are not excluded by the Travel Insurance Policy, are permitted by the host National Scout Organization, and are legal within the jurisdiction, then subject to a normal risk assessment process, members of an Australian Contingent may participate in the activity.

# Plan>

## Branch Friendship Tours

Risks	Controls
Trip hazards	<ul style="list-style-type: none"> <li>• Alert participants to uneven surfaces</li> <li>• Clear obstacles from campsite access and major walkways</li> </ul>
Food allergies	<ul style="list-style-type: none"> <li>• Collect dietary requirements on application forms</li> <li>• Advise participants of allergy ingredients in available foods</li> <li>• Remind participants to carry essential medications at all times</li> </ul>
Burns	<ul style="list-style-type: none"> <li>• Check gas connections before using stoves</li> <li>• Ensure campfires have adequate clearance and water supplies available</li> </ul>
Injuries from heavy lifting	<ul style="list-style-type: none"> <li>• Ask for assistance when moving heavy objects</li> <li>• Ensure travel bags are within suitable weight limits for activity</li> </ul>
Falls from height	<ul style="list-style-type: none"> <li>• Follow instructions given by supervising staff at all activities</li> </ul>
Drowning	<ul style="list-style-type: none"> <li>• Ensure adequate supervision for all swimming and boating activities</li> </ul>
Sunburn	<ul style="list-style-type: none"> <li>• Remind participants of sun safety precautions</li> </ul>
Dehydration	<ul style="list-style-type: none"> <li>• Provide access to adequate water supplies during activities</li> <li>• Consider rescheduling activities during extreme heat conditions</li> </ul>
Bullying	<ul style="list-style-type: none"> <li>• Reinforce the Scout Code of Conduct</li> <li>• Identify members responsible for health and welfare support</li> </ul>
Fatigue	<ul style="list-style-type: none"> <li>• Structure the program to provide adequate time for rest</li> </ul>
Viral illness	<ul style="list-style-type: none"> <li>• Ensure adequate access to washing facilities and hand sanitisers</li> <li>• Ensure thorough washing of eating and cooking utensils and all food preparation areas</li> <li>• Isolate unwell participants where possible</li> </ul>



Risks	Controls
Child protection incident	<ul style="list-style-type: none"> <li>• Ensure participants are familiar with the Child Protection Policy</li> <li>• Implement the buddy system for Youth Members at all times</li> <li>• Encourage participants to report all incidents of physical or sexual abuse without delay</li> </ul>
Traffic accidents	<ul style="list-style-type: none"> <li>• Use professional drivers and licensed transport providers</li> <li>• Seat belts to be worn in all vehicles (including buses)</li> </ul>
Pedestrian accidents	<ul style="list-style-type: none"> <li>• Participants reminded of local traffic rules and use signposted crossings</li> </ul>
Commercial bookings cancelled	<ul style="list-style-type: none"> <li>• Confirm all contracts in advance</li> <li>• Have alternative activities available for adverse weather</li> </ul>
Natural disaster	<ul style="list-style-type: none"> <li>• Review emergency evacuation procedures at all locations</li> <li>• Ensure first aid supplies are available for all activities</li> <li>• Tour leader to keep informed of latest weather conditions</li> <li>• Have alternative communication available in remote areas</li> </ul>
Lost passports	<ul style="list-style-type: none"> <li>• Collect passports on arrival at destination for secure storage</li> </ul>
Lost cash	<ul style="list-style-type: none"> <li>• Arrange for expenses to be paid in advance where possible</li> <li>• Encourage participants to carry minimum spending money</li> </ul>
Unauthorised access to personal details	<ul style="list-style-type: none"> <li>• Only essential members are provided with access to sensitive personal information</li> </ul>



# Plan>

## International Letters of Introduction





# Plan>

## International Letters of Introduction

### International Letters of Introduction

Members of Scouts Australia travelling overseas and wanting to join with a local Scout Group overseas must apply for an International Letter of Introduction (ILoI). This document provides evidence that your National Scout Organization has approved your involvement in local Scouting activities. The International Commissioner of Australia will communicate with the host country to verify your membership of the association.

Any member can complete an application for an International Letter of Introduction by completing the online form available in the OLEMS database.

The cost of the International Letter of Introduction (including two Australian scarves and delivery) is \$50.

Note: An International Letter of Introduction is only issued to members whenever they have plans to participate in or visit a Scouting program or activity whilst overseas.

If your application does not provide detail of any planned Scouting involvement overseas, you are not eligible for an International Letter of Introduction.

If you want to apply for an ILoI you should start planning early. Ideally, ILoIs should be applied for at least six months out from travel.

[www.international.scouts.com.au/iloi](http://www.international.scouts.com.au/iloi)









A close-up photograph of two young men, likely Scouts, focused on a task. The man on the left wears a dark blue baseball cap and a red and white striped shirt. The man on the right wears a green t-shirt and a blue neckerchief with a pink stripe. They are both looking down at something in the man on the right's hands. The background is a blurred outdoor setting with green grass. A solid purple bar is at the bottom of the image.

# Plan>

## Hosting Overseas Scouting Members

# Plan>

## Hosting Overseas Scouting Members

### International Visitors

Scouts Australia regularly receives enquiries from overseas Scouts wanting to visit a local Scout Group during their personal travel in Australia. This is one method to introduce International Scouting to your Unit, however, there are several precautions which must be considered.

You should always notify your Branch International Commissioner before accepting any overseas Scouting member to visit your Unit.

You need to ask the overseas Scouting member for a copy of their International Letter of Introduction. They can obtain a copy by contacting the International Commissioner from their country.

### Visiting Youth Members

Whenever a visiting youth member from overseas is participating in your Unit program, it is recommended that the Unit collect a completed membership application form to be stored at the Scout Group with relevant health details and parent/guardian contact details.

Full membership of Scouts Australia is highly recommended for extended involvement in the Unit program or for any attendance at overnight or adventurous activities.

### Visiting Adult Members

Adults from overseas must not assist with the delivery of the program in any capacity and must always be supervised by an appointed Australian Adult Leader.

For overseas adults planning to visit your Unit program, the International Commissioner of Australia will contact their National Scout Organization for membership verification and confirmation of child protection status before commencement of their visit.

For overseas adults planning extended involvement or attendance at overnight or adventurous activities, membership of Scouts Australia is mandatory as an Adult Helper or Adult Leader in accordance with Branch policies. All relevant police checks and child protection validation will then be completed in accordance with the Scouts Australia Child Protection Policy.





## China

There is no National Scout Organization in mainland China.

There are however countless numbers of commercial businesses that have “Scouts” in their name or advertise that they deliver a “Scouting” program. These businesses typically charge large fees to family clients to deliver holiday programmes at overseas destinations for their children. They then approach youth organisations overseas (such as Scouts Australia) in an attempt to obtain discount (or free) accommodation and activity programs and then keep the profit. Furthermore, these businesses are not compliant with Child Protection or Safe from Harm requirements.

Any interaction with these Chinese “Scouts” should be managed with great caution. To avoid any potential legal liability of associating with these businesses, it is recommended to decline any invitation and refer any contacts to the International Commissioner of Australia.

Scout Groups should consider any tour participants as unregistered young people and take all necessary precautions. For example, Scouting campsites or other facilities should be hired as commercial bookings and managed on the assumption of zero Child Protection compliance.

You should always contact your Branch International Commissioner to check the validity of all international Scouting connections before planning any joint activities.

Note: Scouts of China (Taiwan), Scout Association of Hong Kong and Scout Association of Macau are recognised National Scout Organizations with WOSM.





# Do>

## Special Interest Areas



# Do>

## Special Interest Areas



### Adventure & Sport

#### Baden-Powell Scout Peak

On the 3rd of December 2018 two Rovers – Kurt Gomes from Victoria and Matt Tainsh from South Australia, stood on top of Baden-Powell Scout Peak in Nepal! Standing at over 5,800m, BP Peak is a technical climb, with large sections of vertical ice climbing and deep snow to wade through to reach the summit.

Over three weeks, Kurt, Matt and 14 other Rovers from all across Australia travelled to Nepal and trekked through the Langtang Valley to reach the base of Baden-Powell Scout Peak.

On the approach to the mountain, participants trekked for over a week and climbed three additional peaks to acclimatise adequately for the altitude. Most members of the Contingent had little to no mountaineering experience, but over a year they trained hard to gain the required fitness and learn the skills they'd ultimately rely on to travel in the Himalayas.

After the trek, the Contingent spent three days at a local village to help repaint the local school, clear rubble and level their playground which was destroyed in

the 2015 earthquake. The trip wasn't easy. Everyone was pushed both physically and mentally to their limits. Ultimately, participants learnt that standing on summits isn't everything.

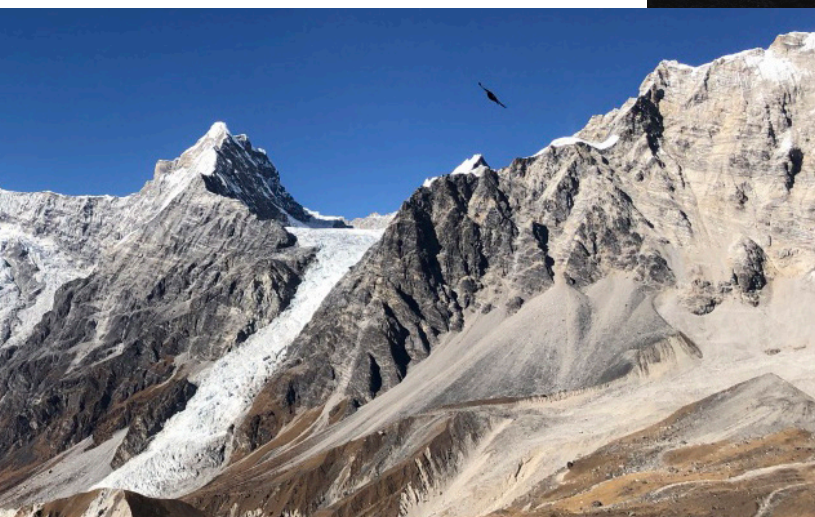
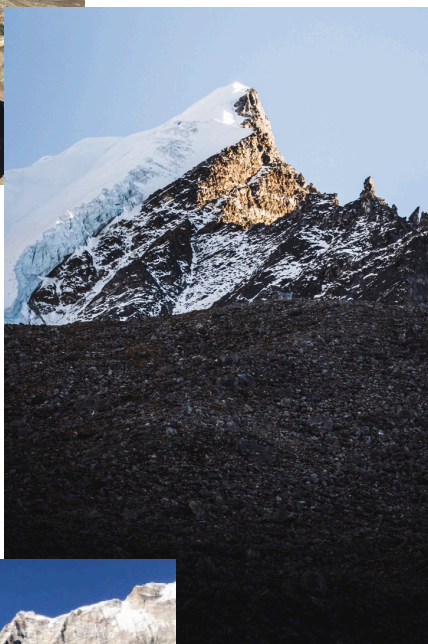






Photos: BPE 2018,  
Contingent Leader, Eleanor Hewitt

In a world where we are so often motivated by reaching summits, both physically and metaphorically, summits aren't everything. What really counts, what really makes a trip worthwhile is the journey you take, the obstacles and challenges you overcome together as a team and the long-lasting friendships created.



# Do>

## Special Interest Areas



### Creating A Better World

#### Scouts of the World Award

The Scouts of the World Award (SWA) provides the opportunity for Venturer Scouts and Rover Scouts to “Create a Better World” by facing the challenges of the future as identified by the Sustainable Development Goals. SWA focuses on three main challenges for the future:

- **Peace**, security and disarmament
- **Development** and poverty eradication
- Protecting our common **environment**

The Scouts of the World Award is granted to individuals who successfully complete:

- SWA Discovery: An adventure lasting four days focussed on a SoW theme, comprising three steps: 1) Exploring 2) Responding 3) Taking Action
- SWA Voluntary Service: A two-week voluntary service contributing to solving a problem related to the SDGs, ideally the issue focussed on during the discovery
- Report on their SWA experience

The SWA can be completed in partnership with a section of the Baden-Powell Scout Award or the World Scout Environment Badge as long as appropriate approvals for each of the awards have been received.

The expanded guidelines for the SWA Award and the SWA Passport are available on the Scouts Australia website [www.international.scouts.com.au/betterworld](http://www.international.scouts.com.au/betterworld).







## Messengers of Peace

Messengers of Peace is a global initiative, launched by the World Organization of the Scouting Movement (WOSM), based on the WOSM slogan of “Creating a Better World”. Envisioned in 2010 by His Majesty King Abdullah of Saudi Arabia and His Majesty King Carl XVI Gustaf of Sweden, its aim is to create a better world globally by acting locally.

Through the Messengers of Peace Online Platform, it aims to connect people from every National Scouting Organization (NSO) through the sharing of peace projects.

Scouts do good turns and help others because it is part of the Scout Promise and Law. It is also because it is nice to help others and to make a difference, even if it is only a small action.

Whenever we are kind to people, we send a message of love and peace, making a difference to the recipients and also ourselves. It just feels good.

The requirements:

- Learn about the Messengers of Peace initiative in a Scout meeting or online
- Participate in a community involvement action organised together with your Patrol
- Share your actions online with [www.scout.org](http://www.scout.org)

A scarf and uniform badge can be earned upon successful application.

[www.international.scouts.com.au/betterworld](http://www.international.scouts.com.au/betterworld)



# Do>

## Special Interest Areas



### Environment

If you are passionate about looking after our planet, then the World Scout Environment Programme is for you!

You will need to explore and reflect on at least one activity in each of the five areas listed in your record book. You can use references such as reports, discussions, projects, original lyrics, multimedia presentations or any other format agreed by the Unit Council. It should take about 10 hours.

You will also be required to design and lead an environmental project which relates to the learnings obtained from some of the five areas and relate this to your local environment.

This should take approximately 20 hours. Where possible activities should demonstrate how the five areas connect with each other.

Please refer to your Section Record Book for more details or download the World Scout Environment Programme guidelines from [www.scout.org/environment](http://www.scout.org/environment).





## Scout Centre of Excellence for Nature and Environment

A Scout Centre of Excellence for Nature and Environment (SCENES) is a very special place. It is a centre that has made a long-term commitment to protect the environment and promote environmental understanding. A SCENES centre is committed to protecting its natural environment, minimising its environmental impact and enabling all who are connected with the centre to engage with nature and become empowered to make their own personal commitment to the environment.

A SCENES centre leads by example and acts as a positive role model to other Scout and non-Scout centres, to its guests and to its local community. It can provide real hands-on educational activities for Scouts and training opportunities for leaders, equipping them with an enthusiasm for nature and a desire to do something positive for the environment in their home-life.

In Australia, there is currently one SCENES centre located in Queensland: Eprapah Scout Environment Education Centre.



# Do>

## Special Interest Areas



### Arts & Literature

#### APR Scout Photo Contest

If you love photography and you think you have a “flair” for taking the perfect shot, each year the Asia Pacific Region celebrates a special Scouting theme and all Scouts Australia members are invited to enter and submit a photo.

The aim is to engage 50 million Scouts to make the world’s largest coordinated youth contribution to the Sustainable Development Goals.

Past winners of this competition include:

#### 2016



Gold Prize: Elisha Pettit



Bronze Prize: Chris Ballard





## Growth & Development



**Joey  
Scouts**



**Cub  
Scouts**



**Scouts**

### Pen-Pals

If you are a Joey Scout, Cub Scout or Scout, have you thought about having an International Pen-Pal?

Our program encourages international friendship by offering a means of communicating with other Scouts abroad with the protection of knowing that the paired contacts are verified members of another National Scout Organization.

As well as exchanging emails, international Pen-Pals can talk to each other on Skype and share photos and videos using any number of online social networking tools.

If you see someone on Facebook requesting a Pen-Pal, please encourage them to register on the Scouts Australia website [www.international.scouts.com.au/penpals](http://www.international.scouts.com.au/penpals).





# Do>

## Special Interest Areas



**Venturer  
Scouts**

### **Scouts International Student Exchange Program**

The Scouts International Student Exchange Program (SISEP) is an educational and cultural exchange experience

operated by Scouts Australia. It encourages international goodwill and understanding between Australia and other Scouting countries through the facilitation of an exchange experience for Venturer Scouts.

The Program enables Venturer Scouts to experience life in another country through:

- Participating in local Scouting activities
- Living with a local Scout family
- Acting as an ambassador for their country
- Attending school

The exchange environment will most likely be very different to that at home. Participants will be challenged through exposure to the different cultural values, customs, attitudes and ideologies of the host country, family and school. This will facilitate self-development and global understanding.

Participants will be expected to act as ambassadors for their country by their attitudes and behaviours. They will share their knowledge and love of their own country and lifestyle by addressing Scout, school and family life in the host country. Similarly, they will also have opportunities to share their knowledge and experience of life in the host country on their return home.

[www.international.scouts.com.au/sisep](http://www.international.scouts.com.au/sisep)





The Scouts International Student Exchange Program will provide a wonderful opportunity for both Youth Members and hosts.

Eligibility:.....16 and 17 years  
Applications close:.....1 April each year  
Hosting:..... June-August  
Exchange:.....November-January  
Register:  
<https://registrations.international.scouts.com.au>

Scouts Australia is a SEO registered and quality assured in Victoria by the VRQA. Students can contact the VRQA at [vrqa.student.exchange@edumail.vic.gov.au](mailto:vrqa.student.exchange@edumail.vic.gov.au)

Scouts Australia is a SEO registered in Queensland by the Queensland Registration Authority. Students or their parents or legal guardians can contact the Queensland Registration Authority at [internationalregistration@qed.qld.gov.au](mailto:internationalregistration@qed.qld.gov.au)

Scouts Australia is a SEO registered in NSW by the NSW Department of Education. Students or their parents or legal guardians can contact the Department of Education at [studentexchange@det.nsw.edu.au](mailto:studentexchange@det.nsw.edu.au)



# Do>

## Special Interest Areas



### Volunteer Camp Staff

There are many opportunities for Rover Scouts to work overseas. Check out some of the destinations on offer:



#### KANDERSTEG INTERNATIONAL SCOUT CENTRE

**Summer:** June to September  
(Applications close 31 Dec each year)

**Autumn:** September to December  
(Applications close 31 Mar each year)

**Winter:** December to March  
(Applications close 30 Jun each year)

**Spring:** March to June  
(Applications close 30 Sep each year)

[www.kisc.ch/why-volunteer-kisc](http://www.kisc.ch/why-volunteer-kisc)

\*All applicants will need to contact their Branch International Commissioner for a letter verifying their membership to attach to their application.



#### SUNCHEON ASIA-PACIFIC SCOUT CENTRE, KOREA

**1st Term:** Mid-March to Mid-June  
(Applications close 31 Dec each year)

**2nd Term:** Mid-August to Mid-November  
(Applications close 31 May each year)

<https://www.facebook.com/SAPSC/>



#### SCOUTING IRELAND

**Short Term:** June to late August

**Long Term:** Early February to late August  
(Applications close 31 December)

<https://www.scouts.ie/News/2018/Long-Short-Term-staff-in-Ireland's-National-Scout-Centres.html>



#### BOY SCOUTS OF AMERICA

Six weeks beginning in June  
(Applications close 1 January each year)

[www.scouting.org/international/icamp](http://www.scouting.org/international/icamp)

\*All applications must be submitted to the International Commissioner of Australia for approval.



#### SCOUT ADVENTURES UK

**8 months:** February to October

**12 months:** August to August  
(Short-term options also available at selected centres)

[www.scoutadventures.org.uk/volunteer](http://www.scoutadventures.org.uk/volunteer)

For more information about any of the above opportunities, please contact your Branch International Commissioner, or contact the International Commissioner of Australia at [int.comm@scouts.com.au](mailto:int.comm@scouts.com.au).





# Do>

## Special Interest Areas



### STEM & Innovation

#### JOTA/JOTI

Jamboree On The Air (JOTA) and Jamboree On The Internet (JOTI) is an annual virtual global camp in which around 500,000 Scouts and Guides from all over the world make contact with each other by means of amateur radio and the internet.

Through JOTA/JOTI every member of Scouts Australia can make friends, exchange stories, experience different cultures and have fun as part of the largest activity in World Scouting. JOTA/JOTI also gives Scouting members an awareness that they belong to a worldwide Movement. These resources can also be used all year around as part of the youth program.

This event is held around the world on the third weekend in October each year.







### Summits On The Air (SOTA)

Summits On The Air (SOTA) is an amateur radio operating award program with the aim to encourage authorised amateur radio operators to operate temporarily from mountainous locations.

SOTA combines hiking and mountain climbing with operating an amateur radio station from the summits of hills and mountains.

Those who set up a station on a summit (usually for a few minutes to a few hours) are known as activators, and those who contact ("work") activators on summits are known as chasers.

Points are awarded to the activator for operating from ("activating") a summit, and to each of the chasers contacting ("working") the activator. The higher the mountain is, the more points the activator and each chaser receive.

The rules include that "the method of final access to the Summit must be non-motorised" and "all equipment must be operated from a portable power source (batteries, solar cells, etc)".

Operation is expressly forbidden using permanently installed power sources or fossil-fuel generators of any kind. This usually forces the activators to minimise the total weight of their equipment while still bringing adequate antennas and electrical power (usually batteries) to the summits.





# Do>

## International Scouting Destinations



# Do>

## International Scouting Destinations

### International Scouting Destinations

Looking for inspiration? Over the next few pages, we will show you some of the best and most significant locations across the globe for your own unique Scouting experience.

#### UK – Brownsea Island

Brownsea Island is where the very first Scout camp was held in 1907. Located in Poole Harbour, Dorset, England, the island is managed by the National Trust and is only accessible by ferry.

Please note, the island is only accessible from March to October and select dates in February. It is also possible to camp on the island in summer and arrangements can be made through the National Trust.

Poole Harbour is approximately 2.5 hours by train from London.

For more information: [www.nationaltrust.org.uk/brownsea-island](http://www.nationaltrust.org.uk/brownsea-island)

#### UK – Gilwell Park

Gilwell Park is Scouting's spiritual home. Purchased for Scouts in London's East End by William de Bois Maclaren, a Scout Commissioner in Scotland, it was opened in 1919 and became a beloved campsite and an important training facility for Scout Leaders.

Gilwell Park is now the headquarters of The Scout Association (UK). It also remains as a functioning campsite for Scouts, has indoor accommodation and conference facilities available for hire, and offers an international staff program.

Gilwell Park is approximately 1.5 hours by train from central London. The closest train station is Chingford. From Chingford station, it is a 30-minute walk or a 5-minute drive to Gilwell Park.

For more information:

[www.scoutadventures.org.uk/centre/gilwell-park](http://www.scoutadventures.org.uk/centre/gilwell-park)

For more info regarding the staff program:

[www.scoutadventures.org.uk/volunteer](http://www.scoutadventures.org.uk/volunteer)

Photo: Gerpsych







### UK – Baden-Powell House

You can stay in the heart of London in the old headquarters of The Scout Association. Baden-Powell House is owned by Scouts and run by Meininger City Hostels. There is a small Scouting display and a statue of BP out the front. It's in a great location, close to Hyde Park, The Natural History Museum and Harrods. Scouts can stay at a discounted rate.

For more information:

[www.meininger-hotels.com/en/hotels/london/hotel-london-hyde-park/](http://www.meininger-hotels.com/en/hotels/london/hotel-london-hyde-park/)



### UK Scout Activity Centres

There are many great locations in the United Kingdom including properties in and near London, The Lake District, the Peak District, Wales and Scotland.

For more information:

[www.scoutadventures.org.uk/all-centres](http://www.scoutadventures.org.uk/all-centres)



# Do>

## International Scouting Destinations

### Kandersteg International Scout Centre

Kandersteg International Scout Centre, or KISC for short, holds a special place in the hearts of the Scouts who visit or work there. KISC delivers on Baden-Powell's dream of a Permanent Mini-Jamboree for Scouts the world over. It is famous and with good reason. Whatever the season you visit, you will be greeted by friendly Pinkies who are Scouts from all over the world and there is always something to do.

If you are over the age of 18, you may also like to consider volunteering as a Short-Term staff member at KISC for three months. Just make sure you're a current member of your Branch, that your Child Safe and WHS online modules, and Working With Children Check are up to date and that your police check is current then get applying!

If you're interested in visiting, head over to [www.kisc.ch/tips-plan-your-stay](http://www.kisc.ch/tips-plan-your-stay) for more information.



### KISC Accommodation

There are five types of accommodation at KISC.

#### OLD CHALET

The Old Chalet has a range of dorm rooms available, from the smallest which sleeps three people through to the largest which sleeps 20. All rooms in the Old Chalet share bathroom facilities. Most rooms have bunk beds.

#### AUSTRALIA ROOM

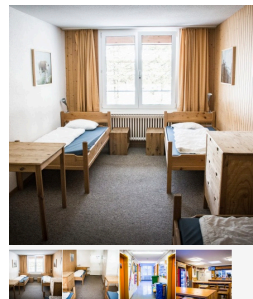
The Australia Room has a small table, 2 chairs and 3 single beds. The room is situated at the front side of the Old Chalet above the original entrance on the second floor. The room was established in 1957 and last renovated in Spring 2010.

#### KANDERLODGE

Kanderlodge is the premium accommodation option at KISC. It consists of one six single bed room with private bathroom, one twin room with private bathroom and 18 twin rooms – bathroom shared between two rooms only (e.g. two twin rooms share the same bathroom). Kanderlodge also includes a shared kitchen.

#### NEW CHALET

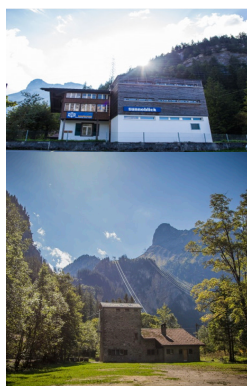
Each room in the New Chalet sleeps three. All beds are single beds. All rooms share bathroom facilities. New Chalet is not available from June – August.





### THE TOWER & SUNNEBLICK

The Tower & Sunneblick buildings are hired out to groups. They have kitchens, dining, lounge spaces and bathroom facilities



### THE CAMPSITE

The Campsite is where most groups stay during the summer and can have over 1000 guests during high season.

Split into two different locations, the Rovergelände and the Main Campsite; it is perfect for campers and groups of various sizes wanting to feel the Permanent Mini Jamboree feeling.



### KISC Catering

Depending on your trip, KISC can be partially (just breakfast or just breakfast and dinner) or fully catered, or you can book a Guest Kitchen and do your own thing. If you're in the Kanderlodge, there is already a kitchen there so no need to book a Guest Kitchen.

### KISC Activities

KISC is like Disneyland for Scouts so whenever you visit, there will be something for you to do! Summer bookings are taken from March so get organised early and be prepared to be flexible as activity spots are snapped up quickly!

### SUMMER AT KISC

- Hike on the multiple tracks and trails around Kandersteg or up to the two Mountain Huts KISC manages.
- Complete some Challenge Activities like crate stacking, zip line or low ropes.
- Head up to some of the best outdoor climbing spots with your Pinkie climbing guides.
- Go white water rafting, river tubing or canyoning in the surrounding areas.
- Join in on the evening activities including the famous KISC Campfire!
- Work your way through the KISC challenge badges by completing the Eco, High Adventure and International Friendship activities.



# Do>

## International Scouting Destinations

### WINTER AT KISC

- Go Skiing and/or Snowboarding with your group or with a Pinkie guide. You can test your skill at the local resort or head off exploring to some of the other must-see destinations around Switzerland.
- Try Snow Shoeing! If the slopes aren't really your thing, snow shoeing could be for you!
- Go Sledding! There is a village sled run and there is also a Pinkie guided activity called the Hike and Sled – it's a Winter activity must!
- Try Igloo Building – a bit of a novelty for us Aussies! Definitely worth an afternoon!
- Go Ice Skating or Curling at the village Ice Rink. The locals are pros, but it's great fun!

### KISC Travel

Travel to KISC is easy from any major Swiss city. Just use the brilliant rail network. It will take about three hours and involve at least one change. For groups larger than 16, coach hire can also be organised through KISC.

[www.kisc.ch/travelling-kisc](http://www.kisc.ch/travelling-kisc)

Switzerland Travel Centre (STC) offers special Scout Transfer Tickets to make train travel to and from Kandersteg more affordable for Scouts and Guides.

For more information:

[www.kisc.ch](http://www.kisc.ch)

Photo: KISC







## Portugal – Drave Scout Centre

Drave Scout Centre is a SCENES centre and campsite for Rover Scouts and Leaders only.

Drave is an uninhabited village that lies in a valley between three mountains, at the intersection of three streams. It's integrated in the Geopark of Arouca, in the centre of Portugal.

The village of Drave is around 700 years old. It is a typical village where the houses are made of shale stone, locally designated as lousinha stone, and slate roof.

The village is very isolated and without any modern traits: it is not accessible by car, and the nearest village, Regoufe, is four kilometres away by foot. There is no electricity, running water, sanitation, mail or telephone there and the mobile phone network is scarce. There are no local stores, so money has no usefulness.

There is no one permanently in Drave, but every weekend and during the summer there are always at least two members of the Staff Team present to welcome and help you.

### HIKES

The amazing landscapes of the mountains that surround Drave are perfect for hikes. There are several available tracks.

### CANYONING

The rivers that go by Drave are perfect for canyoning (depending on the time of the year and the weather).



### CLIMBING

Near Drave there are some great cliffs to climb. The Staff can provide you with more information and can put you in contact with a local adventure centre for equipment rental.

### VOLUNTEER SERVICE

Drave has been rebuilding this village since 2001. There's still a lot to do, so if you want to participate in this, you are very welcome. We guarantee you're going to have fun!

### FAUNA & FLORA PROGRAM

This program is kind of the Outdoor Wildlife Museum - a perfect opportunity to learn about plants, trees and animals that live in Drave.

### RIVER PROGRAM

Explore the rivers ecosystem.

### THE GOOSE GAME

This is a fun real size board game about the Centres in the Goose Network.

**SOL-A-SOL**

"Sol-a-Sol" means "from dawn till dusk" (literally "Sun to Sun") and is the annual Summer Camp in August. For one week all Rover Scouts come together to help rebuild the village, but also to join the yearly big village festival on August 15th, in celebration of Our Lady of Health.

**DRAVIM**

Dravim is our cultural weekend in October. Workshops, games, and our birthday party, all in two days with over 200 scouts.

For more information:

[www.dravescoutcentre.com/eng.html](http://www.dravescoutcentre.com/eng.html)

**Europe**

The Goose Network is a group of European Based Scout Centres where Scouts and their friends and families can also stay at. They include:

- Houens Odde, **Denmark**
- Burg Rieneck, **Germany**
- Neihaischen, **Luxembourg**
- Scout Centre Rotterdam, **Netherlands**
- Drave, **Portugal**
- Nocrich, **Romania**
- Vässarö, **Sweden**

For more information:

<https://goosenetwork.wordpress.com/members-of-the-goose-network/>

**Kenya – Paxtu – Nyeri**

Paxtu is the name of the cottage that BP lived in towards the end of his life. It is on the grounds of the Outspan Hotel which was owned by BP's friend, Sherbrooke Walker. Paxtu was named after BP's house in London, Pax Hill.

BP passed away at Paxtu on 8 January 1941 and was buried in the local cemetery in Nyeri in accordance with his wishes.

You can visit Paxtu (which is now a small museum) and BP's gravesite.

For more information:

[www.scout.org/node/24290](http://www.scout.org/node/24290) and <http://outspan.co.ke/paxtu/>



### **Hong Kong – Baden-Powell International House**

Situated in the Hong Kong Scout Centre, Baden-Powell International House is a hotel in Tsim Sha Tsui, Hong Kong. The Scout Association of Hong Kong is housed on floors 8 through to 11. Scouts can stay at the hotel at a discounted rate, but the hotel itself has no Scouting presence.

For more information:  
[www.bpih.com.hk](http://www.bpih.com.hk)

### **Hong Kong – Tai Tam Scout Centre**

Located on the south of Hong Kong Island, the Tai Tam Scout Centre is an easily accessible campsite with camping and indoor accommodation available. Boating activities are also available onsite. The Australia Room (201A) celebrates the strong connection between Scouts of Hong Kong and Australia over many years.

### **United States of America – Boy Scouts of America Summer Camps**

There are also multiple opportunities each year for those over the age of 18 to go and volunteer at Boy Scouts of America Summer Camps.

For more information,  
[www.scouting.org/international/icamp](http://www.scouting.org/international/icamp)

### **Guiding World Centres**

Our Guiding friends also have some great World Guide Centres in some wonderful locations including:

- Sangam, India
- Kusafiri, Africa
- Our Cabaña, Mexico
- Pax Lodge, United Kingdom
- Our Chalet, Switzerland

For more information:  
[www.waggs.org/en/our-world/world-centres](http://www.waggs.org/en/our-world/world-centres)







# Review>



# Review>

## Welcome Back!

We hope you have had a brilliant experience! Now we want to hear all about it!

In this section you will find some tips on how to review your trip and help you spread the word of International Scouting!

There are some debrief questions, a report template and some suggested opportunities for you to share your trip with others both in and outside Scouting.

We particularly encourage you to take the time to consider the debrief questions on your own or with the group of people you travelled with.

Now that you have returned, we strongly encourage you to continue the cycle and do a review of your time away, including the application process, the actual trip, communications and anything else you think is worth reviewing.

Below are some questions to get you started but feel free to expand on these!

- What did you like about the trip?
- What didn't you like about the trip?
- What would you do again?
- What wouldn't you do again?
- What was your favourite thing?
- What was your least favourite thing?
- What did you learn?
- What would you change for next time?
- What would make the process easier?
- Did you feel prepared? If you didn't, what could you have done to better prepare?

## Reporting

Whenever you return from overseas, it is important to share your experience with other Scouting members at home.

Perhaps you may want to put together a PowerPoint presentation or a video blog. This is a great way to show everyone the most memorable parts of your overseas adventure!

For all groups that travel overseas, a report of your journey should be submitted to the Branch International Commissioner for their reference.



## Scouts Australia International Trip Report Template

Name:	Group:
Name of Trip:	
Destinations:	
Date of departure:	Date of arrival home:
Trip Overview	
Three best experiences	
Three things to work on for next time	
Feedback about the application process	
Anything we need to be aware of?	
General Comments	
Thanks for your report and for giving us an insight into your trip! Hope to see you jetting off again soon!	

## Share The Adventure

So, you've come back, recovered, debriefed and sent in your report. But you can't stop talking about your experiences - so don't!

Below is a list of forums we would encourage you to talk about your international adventures to. Not only does it get your other Scouting friends and family excited, it shows the world just what modern Scouting is all about.

So, get out there, talk to people, write about your adventures, show them your photos and keep the adventure going!

Write to:

- The local paper
- Your local member of Parliament (Local, State and/or Federal)
- The local Rotary/Apex/Lions Club, particularly if they helped you fund the trip!
- Your school newsletter
- Your Group/District/Region newsletter
- ScoutMag

Present to:

- Your local Unit
- Your Group's annual report presentation
- District/Zone/Region/State Councils
- Your class/school assembly
- The local Rotary/Apex/Lions Club, particularly if they helped you fund the trip

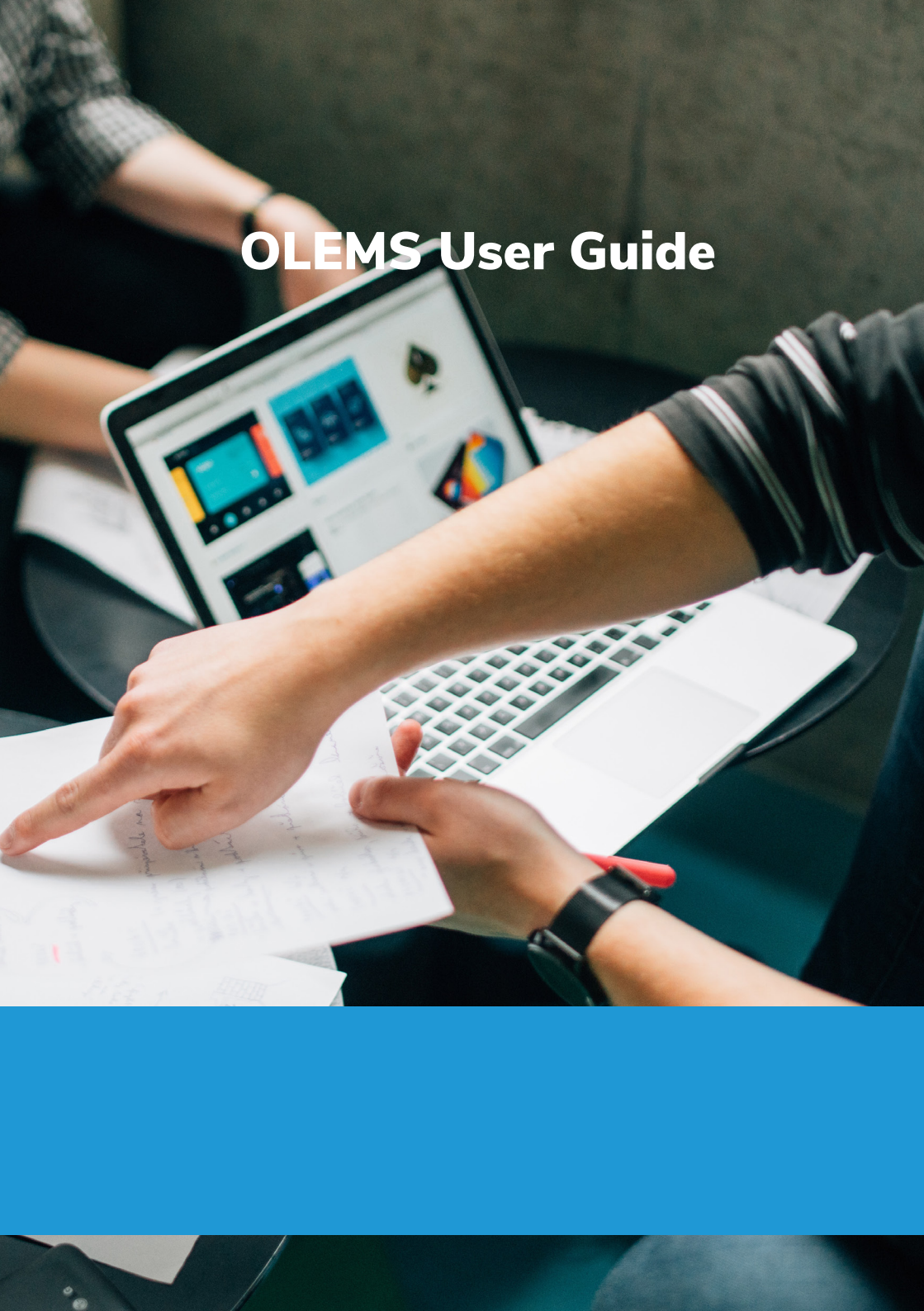








# OLEMS User Guide





# OLEMS User Guide

## On-Line Event Management System

Scouts Australia uses a single national database to record applications to all international events, including National Contingents, Branch Friendship Tours and International Letters of Introduction.

The OLEMS website can be accessed at <https://registrations.international.scouts.com.au> where the following login screen will appear.

### Login Information

Welcome to the Scouts Australia's International Events Online Activity Application System.

Before you can access the system you must create (and activate) an account. For each event you attend you will need a separate account, if you do not have an account for the event you wish to attend please go to the Register New User section (see below or [click here](#)) and create your account. Once you have created your account (and activated it) log in and complete your actual application form.

**Please note:** Each Applicant must have a separate account, though the same email address can be used for multiple accounts.

An **Online Application Process Guide** is available for download and can be accessed by clicking on the following link, [Online Application Process Guide](#).

If you are experiencing any issues or have questions regarding the registration process please email the System Administrator, [int.support@scouts.com.au](mailto:int.support@scouts.com.au).

Any field labelled with an **and** in bold is mandatory and you will not be able to proceed unless it is completed.

#### Login

User Name	<input type="text"/>	<a href="#">Change your password</a>
Password	<input type="password"/>	<a href="#">Forgotten your User Name or Password?</a>
<input type="button" value="Login &gt;&gt;"/>		

## To create a new account:

- Following this link: <https://registrations.international.scouts.com.au/login.asp>
- Complete the details at the bottom of the page
- Press "Register Applicant >>"
- Check email for registration confirmation
- You're all set up!





## Branch Friendship Tours

Once you have an account, log in, and 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 following page.

# OLEMS User Guide

## 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: 28-Dec-2017

### Tour Leader Details

\* Title  \* First Name  Other Names  \* Last Name   
 \* Residential Address   
 \* Suburb  \* State  \* Post Code   
 \* Phone - Primary  Phone - Secondary  Phone - Other (Work)   
 \* Email Address    
 \* Branch  \* Membership #  \* Formation (Group)

### Friendship Tour Details

\* Event name  \* Abbreviation   
 \* Location   
 \* Type  \* Formation   
 \* Event Start Date  \* Event End 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

Dates  to  Details

### Participants

\* Eligible Staff (Tier 1)  
☐ Scout  
☐ Venturer (Staff)  
☐ Rover  
☐ Guide (Olive)  
☐ Leader  
☐ Other Adult - Scouting  
☐ Non-Scouting Adult  
 Eligible Staff (Tier 2)  
☐ Scout  
☐ Venturer  
 \* Eligible Participants  
☐ Joey  
☐ Cub  
☐ Scout  
☐ Guide (10+)  
☐ Venturer  
☐ Guide (14+)  
☐ Rover  
☐ Guide (Olive)

### Payment Structure

[Payment Wizard](#)

Due Date	Description	Amount	Travel Inc	Applicant Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	C2+	Participant



### **FRIENDSHIP TOUR DETAILS**

For the application, you are required to supply the following details:

- Tour Leader contact and registration details (the person making the application and leading the trip)
- A name for your tour/project
- Where you are going
- Whether it is a Branch Friendship Tour or Service Project
- Whether you are travelling as a Group, Troop, Unit or Crew
- Event start and end date
- When you want registrations for your trip (for your travel party) to open
- A description or justification of your tour/project (please provide as much detail as possible here as this will determine whether your trip is approved)
- Itinerary (start and end date with some locations is fine at this point)
- Eligible participants (tick box sections)
- Payment structure

### **NAMING YOUR BRANCH FRIENDSHIP TOUR**

The event name that you include on your application should include the name of your Scout Group, the name of the activity or destination, and the year of the activity. For example, "1st Cataract Italy Cultural Camp 2018".

### **PARTICIPANT CATEGORIES**

- Eligible Participants = those Youth Members eligible to apply to join your Branch Friendship Tour.
- Eligible Staff (Tier 1) = those members eligible to accept a staff role on your Branch Friendship Tour (such as Section Leaders or activity staff).
- Eligible Staff (Tier 2) = those members eligible to accept a Junior Service Leader role on your Branch Friendship Tour (such as Venturer Scouts helping to run activities for the younger section).

### **PAYMENT STRUCTURE**

A summary of the payment instalments applicable for all members of the Branch Friendship Tour. This provides the functionality to record payments made by each of the participants. No payments are accepted via the website for Branch Friendship Tours. All participants would need to make their payment directly to the Tour Leader.

# OLEMS User Guide

## APPROVAL PROCESS

Once completed and submitted, the application will come to your Branch International Commissioner for approval. At this point, if the level of detail provided is not high enough or another issue is found, the Branch International Commissioner will reject the application but reset the application to the 'Initial' stage which will allow you to complete the additional information required. You will receive an email informing you of the rejection and what detail is required for an approval.

Once the application is approved, it will be given the status "BHQ Approved" and forwarded to the International Commissioner of Australia for approval, where they can approve or reject based on their assessment of the application. Once they have given their approval, you will receive an email informing you of the approval and that the event has been generated in the OLEMS database.

Once your event is created, registrations will open for participants on the date listed on your tour application. All Scouting members will be able to see the event under "My Available Events".

As Tour Leader, once you submit your own personal registration, your profile will be activated to view all participant registrations for this event. You will then have the ability to accept or reject registrations, and to generate reports using the information collected. You can change the opening and closing dates in your tour application as required.

## CONFIRMATION OF PARTICIPANTS

As Tour Leader, log in to OLEMS and verify that all participants have "Submitted" their application.

Any participants still at "Initial" status must be reminded to complete their application as soon as possible.

If a participant has not yet registered, and the event is not visible in "My Available Events", please return to your Branch Friendship Tour application and change the date that registrations close as shown on the following page.

Note: Since the registration system is open to all Scouting members around Australia, it is possible that other Scouts outside of your group may have entered a registration in error. If this has occurred, please select that participant in the database, go to the Status page of their registration, and change their status to "Not proceeding" as shown below.

Application Status

Status:

Not proceeding

▼

[History.](#)





Friendship Tour Details

\* Event name

\* Active:

☐

\* Location

\* Type

Branch Friendship Tour

\* Event Start Date

\* Registrations Open

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).*

\* Abbreviation

BFT-NSW-010

\* Archived:

☐

\* Formation

Group

\* Event End Date

\* Registrations Close

## Administration

Filter

Result List

Reports

Email Centre

Bulk Update

Report Manager

Quick Search

To view a complete list of applicants, select “Edit” next to your Branch Friendship Tour application under the heading “My Current Events” and then look for “Result List” in the Administration menu on the left of the page as shown.

Once all of your tour participants have the correct status, please return to your tour application, click to verify that the Participant List is final.

# OLEMS User Guide

## MEMBERSHIP VERIFICATION

Once your participant list is verified, your Branch International Commissioner will then arrange to verify the membership of all participants. For all Adult Members, this verification includes confirmation of a valid WWCC and completion of the mandatory e-Learning modules (BCORE CHILD and BCORE WHS).

The Branch International Commissioner will then update all participant status in the database to “BHQ Approved” and advise the International Commissioner of Australia.

Instructions will then be sent to return to your tour application and complete your payment using the online payment function. The National administration fee charged for participants attending a Branch Friendship Tour (including two Australian scarves and delivery) is \$50.

Once payment is received, your Letter of Approval will be available for download and two Australian scarves per participant will be delivered to your residential address.

## REQUIRED DOCUMENTATION

At least four weeks before departure from Australia, your Branch International Commissioner will require the following information:

- Final Itinerary / Operational Plan
  - » An updated record of your planned travel schedule
- Final Risk Assessment
  - » A risk management plan using your standard Branch template
- Travel Insurance Policy
  - » A copy of your Certificate of Insurance covering everyone in the group

Once reviewed by your Branch International Commissioner, a copy of the final documents should be uploaded to your Branch Friendship Tour Application for access during your travel should there be any emergency.



## International Letter of Introduction

Any member can complete an application for an International Letter of Introduction by completing the online form displayed below left using the OLEMS database.

Details of your Scouting visits must include:

- Name of Scout Group or Event
- Dates of Visit or Event
- Contact Details of your Scout Group Contact or Event Organiser

**Scouting Role**

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*To enable the printing of the International Letter of Introduction you are required to select your current role in Scouting. Please select from the following list.*

\* **Scouting Appointment/Role**

**Trip Details**

---

*The Trip Description is just a unique identifier for your information, eg USA2018, UK/Norway2017 or My First Trip Away. When entering the countries that you are visiting please enter one country per line.*

\* **Trip Description**

\* **Countries you will be visiting**

\* **Departure Date**

\* **Return Date**

**Scouting Visits**

---

*A requirement of an International Letter of Introduction is that you are planning to visit and participate in Scouting in another country, therefore please enter the details of your planned visit(s). Ensure that you enter the dates, places, Scout Activity, and if known the contact details of the Leader-in-Charge of the activity.*

\* **Details of your Scouting visit(s)**





# Frequently Asked Questions



# Frequently Asked Questions



## Frequently Asked Questions

**HOW CAN I FIND OUT WHAT NATIONAL OR INTERNATIONAL EVENTS ARE COMING UP?**  
Check out the Scouts Australia website [www.international.scouts.com.au](http://www.international.scouts.com.au) or contact your Branch International Commissioner.

### **CAN I REGISTER TO ATTEND AN INTERNATIONAL SCOUTING EVENT DIRECTLY ON THE EVENT WEBSITE?**

No. Members proposing to travel overseas as members of Scouts Australia must seek prior approval from the International Commissioner of Australia by registering their travel in the Scouts Australia On-Line Event Management System (OLEMS).

### **HOW DO I CONNECT WITH A SCOUT GROUP IN ANOTHER COUNTRY?**

Scouts Australia is only able to assist with arranging visits to local Scout Groups in other countries on approved Branch Friendship Tours. Applications must be submitted at least six months prior to departing Australia. Scouts Australia will ask their National Scout Organization to provide contact details for an available Unit.

### **MY UNIT WANTS TO TRAVEL OVERSEAS, WHAT DO I DO NEXT?**

It is important to register your planned travel in the Scouts Australia On-Line Event Management System (OLEMS) as soon as possible. Simply create an application for a Branch Friendship Tour. Your Branch International Commissioner will then work with you to complete the necessary planning.

### **WHEN DO I REQUIRE AN INTERNATIONAL LETTER OF INTRODUCTION?**

An International Letter of Introduction is only issued to individual members whenever they have specific plans to participate in or visit a local Scouting program or activity whilst overseas. Your application must provide detail of any specific planned Scouting involvement overseas including the contact details for the event or Scout Group that you are visiting. You do not require an International Letter of Introduction as a member of the Australian Contingent or Branch Friendship Tour to an existing event.

### **WHAT IS THE MINIMUM AGE FOR SCOUTS PARTICIPATING IN A CONTINGENT GOING OVERSEAS?**

You must be 12 years old at the date of departure. Some international events may have a higher age minimum age e.g. 14 year of age for World Scout Jamborees.

### **WHAT DOCUMENTATION MUST BE SUBMITTED WHEN TRAVELLING OVERSEAS?**

- Final Itinerary / Operational Plan
  - » An updated record of your planned travel schedule
- Final Risk Assessment
  - » A risk management plan using your standard Branch template
- Travel Insurance Policy
  - » A copy of your Certificate of Insurance covering everyone in the group



**IF I APPLY TO TRAVEL WITH A CONTINGENT AND SOMETHING COMES UP AND I CAN NO LONGER ATTEND, WILL I GET A REFUND?**

Each overseas event that is set up will include a withdrawal policy. Please ensure you read this carefully so you are aware of the notification date and the amount you will receive back if you withdraw from the Contingent within these dates. This information will be located on the cover sheet for the event which will be in OLEMS. It will also be in newsletters and on the event website.

**WHAT HAPPENS IF I NEED TO WITHDRAW FROM AN EVENT AND I HAVE MISSED THE LAST DATE TO BE ELIGIBLE TO RECEIVE A REFUND?**

Notify your Contingent Leader as soon as possible. Details of any refund will be included in the withdrawal policy for your event. If special consideration is appropriate, your Contingent Leader will discuss your situation with the International Commissioner of Australia for any refund or insurance coverage that may be applicable.

**DOES THE TRAVEL INSURANCE SCOUTS AUSTRALIA PROVIDE COVER MONEY LOST FROM LATE WITHDRAWALS?**

No. The Travel Insurance only covers you once you have left on the trip until you return to Australia.

**IF I'M TRAVELLING OVERSEAS, HOW DO I ARRANGE MY TRAVEL INSURANCE?**

When you join an Australian Contingent, Comprehensive Travel Insurance will be organised on your behalf and the policy will be available for you to download from OLEMS. For a Branch Friendship Tour, your Tour Leader will organise Comprehensive Travel Insurance for everyone in your group and will send a copy of the Certificate of Insurance to your Branch International Commissioner.

**CAN I PURCHASE ADDITIONAL INTERNATIONAL SCARVES?**

No. Eligible members are entitled to be issued with two (2) Australian scarves only. These will be issued when you travel with an Official Australian Contingent or Branch Friendship Tour, or if you have been approved for an International Letter of Introduction.

**IF I AM TRAVELLING WITH A CONTINGENT TO A COUNTRY THAT REQUIRES A VISA, DO I ORGANISE THIS MYSELF OR DOES THE CONTINGENT LEADER?**

Many countries for where there is an established Contingent do not require a Visa for Australian Passport Holders. The Australian Contingent will provide details of Visa requirements, as well as any arrangements to have these processed on your behalf. If a Visa is required, it remains the responsibility of the individual to ensure that a Visa is arranged prior to departing Australia. If you have any questions, always feel free to contact the Contingent Leader who will be happy to advise.

# Glossary

## ACRONYMS

### **WOSM**

World Organization of the Scout Movement

### **WSB**

World Scout Bureau

### **WSC**

World Scout Conference or World Scout Committee

### **WSYF**

World Scout Youth Forum

### **WSJ**

World Scout Jamboree

### **WSF**

World Scout Foundation

### **APR**

Asia-Pacific Region

### **NSO**

National Scout Organization

### **NST**

National Support Team

### **NRC**

National Rover Council

### **ICOA**

International Commissioner of Australia

### **BIC**

Branch International Commissioner

### **KISC**

Kandersteg International Scout Centre

### **OLEMS**

On-Line Event Management System

### **CL**

Contingent Leader

### **CMT**

Contingent Management Team

### **ICLH**

International Contingent Leader Handbook

### **ITG**

International Travel Guide

### **ILOI**

International Letter of Introduction

### **SISEP**

Scouts International Student Exchange Program

### **SEO**

Student Exchange Organisation

### **JOTA**

Jamboree On The Air

### **JOTI**

Jamboree On The Internet

### **LBPS**

Lord Baden-Powell Society

### **DFAT**

Department of Foreign Affairs and Trade

### **CSPSA**

Council of South Pacific Scout Associations



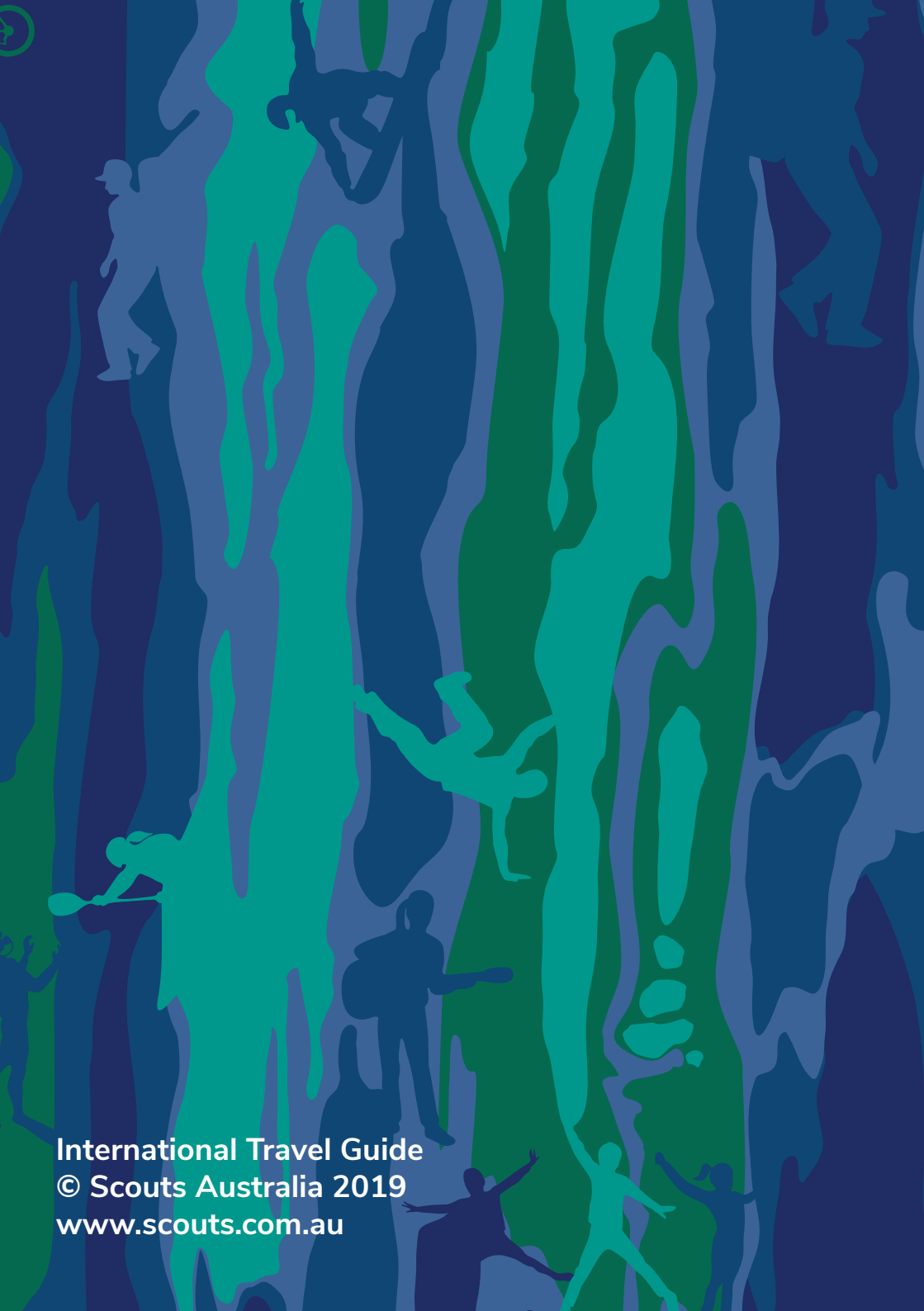
# Contacts

International Commissioner of Australia	<a href="mailto:int.comm@scouts.com.au">int.comm@scouts.com.au</a>
International Policy Support (NST)	<a href="mailto:int.support@scouts.com.au">int.support@scouts.com.au</a>
Deputy National Commissioner International	<a href="mailto:int.deputy@scouts.com.au">int.deputy@scouts.com.au</a>
National Coordinator Pen-Pals	<a href="mailto:int.penpals@scouts.com.au">int.penpals@scouts.com.au</a>
National Coordinator SISEP	<a href="mailto:int.sisep@scouts.com.au">int.sisep@scouts.com.au</a>
National Coordinator JOTA/JOTI	<a href="mailto:jota.joti@scouts.com.au">jota.joti@scouts.com.au</a>
National Coordinator Better World Scouting	<a href="mailto:betterworld@scouts.com.au">betterworld@scouts.com.au</a>
National Coordinator South Pacific Scouting	<a href="mailto:southpacific@scouts.com.au">southpacific@scouts.com.au</a>
National Advisor Contingents	<a href="mailto:contingent.advisor@scouts.com.au">contingent.advisor@scouts.com.au</a>
OLEMS Contingent Help	<a href="mailto:contingenthelp@scouts.com.au">contingenthelp@scouts.com.au</a>
Branch International Commissioner ACT	<a href="mailto:international@scoutsact.com.au">international@scoutsact.com.au</a>
Branch International Commissioner NSW	<a href="mailto:bc.international@nsw.scouts.com.au">bc.international@nsw.scouts.com.au</a>
Branch International Commissioner NT	<a href="mailto:bc.international@nthq.scouts.com.au">bc.international@nthq.scouts.com.au</a>
Branch International Commissioner QLD	<a href="mailto:bc.international@scoutsqld.com.au">bc.international@scoutsqld.com.au</a>
Branch International Commissioner SA	<a href="mailto:bc.international@sa.scouts.com.au">bc.international@sa.scouts.com.au</a>
Branch International Commissioner TAS	<a href="mailto:bc.international@scoutstas.org.au">bc.international@scoutstas.org.au</a>
Branch International Commissioner VIC	<a href="mailto:sc.international@scoutsvictoria.com.au">sc.international@scoutsvictoria.com.au</a>
Branch International Commissioner WA	<a href="mailto:bc.international@scoutswa.com.au">bc.international@scoutswa.com.au</a>

## Notes

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