



2017 SA Joey Scout Hoporee

Woodhouse Activity Centre

11 – 12 November 2017

I have now printed the application, what do I do next?

By applying online and printing the application form details, you have completed the first two stages of the process. You are nearly there!

If another family member or friend is also applying at the same time, each person must register separately with their own user name. **Be careful not to overwrite an existing application. You must use the *Register New User* section for each applicant.**

PLEASE NOTE: Each Joey, Parent or other attendee must register separately in the application system. This requires two separate usernames to be created and unique registration numbers will be generated. If creating more than one application, check in the top right-hand corner of each application printout that they have a unique Registration Number.

Signatures

You now need to obtain some signatures on the application.

1. The *Medical Statement* page needs to be signed by both Parents/Caregivers (where applicable) for any Youth Members. Applicants over the age 18 must sign this page themselves.
2. The *Agreement, Activities and Authority* page at the end of the paper application, needs the following completed:
 - ★ At the top of the page, write the **applicant's** name in the space.
 - ★ Further down the page, write in the names of the Parents/Guardians as applicable, or the applicant's name if over the age of 18.



- ✦ At the bottom of this page, there is a signature block for five possible signatures. The applicant (if over 18 years) should sign and date in the place provided and then **both parents/caregivers** (where applicable) should also sign and date, as per below.

3. Obtain the signatures of your leaders. Submit your form as soon as practicable after printing and signing, to your Joey Scout Leader with payment. (Note: if the applicant is a Scout or Venturer then the relevant Scout or Venturer Leader will sign in the place of the Joey Scout Leader.)

Your application will now be handled by your Group who will send in all the applications to HQ for final processing.

You can edit your online application at any time after the initial application. Retain your username and password for future access.

If any key information such as medication or new allergies becomes apparent, edit the online application and also inform hoporee@sa.scouts.com.au.

Summary of Signatures Required

Applicant	Medical Statement Page	Agreement, Activities and Authority page
Joey	Both Parents/Caregivers	Both Parents/Caregivers Joey Scout Leader Group Leader
Parent/Parent Helper/Section Leader	Applicant	Applicant Joey Scout Leader Group Leader
Adult not Associated with a Group	Applicant	Applicant Relevant Commissioner
Scout	Both Parents/Caregivers	Both Parents/Caregivers Scout Leader Group Leader
Venturer	Both Parents/Caregivers	Both Parents/Caregivers Venturer Scout Leader Group Leader

If you are not associated with a Scout Group, then forward your application printout with payment to:

Scouts Australia, SA Branch – 2017 SA Hoporee
PO Box 25
FULLARTON SA 5063



All applications must be received by your Group in September and payment must be made to your home Scout Group. Your group will then be invoiced by the Hoporee Finance Director for the number of participants.

Payment must be made by your group upon receipt of an invoice and a checklist of participants. Please note that payment must be made by the Group for all participants listed before the event starts - failure to do so will mean that you will not be allowed to attend the event.

Application signature pages for all participants must then be passed by your Group leader on to the Administration Director, Hoporee Management Team by **22 September 2017**. Any late applications will only be processed on a case-by-case basis and will incur an additional late payment fee.

Cost

Joey Scout \$70
Parents \$60
Line Leaders \$50
Activity Leaders \$20

Activity Leaders will be assigned in the application system only after they have been approved by their relevant Activity Manager.

Withdrawal Policy

All applications must be received and full payment made prior to the closing date as specified by your Joey Scout Leader/Group. **Applications close on 22 September 2017.**

Withdrawals before the closing date will qualify for a full refund. Withdrawals after 22 September 2017 will incur a 50% penalty. **No refunds will be given after 15 October 2017.** You may substitute a Joey participant for another joey participant within your home group, however the substitute application must be received by Scouts SA HQ no later than 15 October 2017. Please note that in the case of a substitute, there is no guarantee that the correct t-shirt size will be available.

All notifications of withdrawals must be in writing to the Hoporee Director via email to hoporee@sa.scouts.com.au. The Hoporee administration reserves the right to refuse any application, in which case a full refund will be made.

