



# CANCELLATION/SUSPENSION (CS) FORM

This form should be used if you are cancelling an appointment for an unsatisfactory reason or if you are suspending an adult from Scouting. If an appointment is being cancelled for a satisfactory reason (i.e. the person has moved area or wishes to leave Scouting), please cancel their appointment using the online tools at [www.scouts.org.uk](http://www.scouts.org.uk).

## SECTION 1: About the individual

Membership number (if known)

Surname

Forename

Date of birth

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Address

Post Code	
Telephone (daytime)	
Telephone (home)	
Mobile	
Email Address	

Role held:

Group:

District:

County/Area/Region (Scotland):

## SECTION 2: Reason for cancellation

Please tick **only one** option either 'Suspension' or 'Cancellation'

### Suspension

Allegation of criminal offence

Dispute between adults

Serious breach of Association rules

Reputation of the Association

Date of commencement of suspension

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### Cancellation

Failed to perform duties

No longer accepts principles

Dispute between adults

Serious breach of Association rules

Serious criminal allegation/conviction

Inappropriate behaviour

Training obligations not met

Date of commencement of suspension

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Relevant information about the reason for the cancellation or suspension **must** be outlined on the reverse side of this form.

## Report of service

## Signature and dates

District Commissioner

County/Area/Regional Commissioner

Date

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Date

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The completed and signed form should be marked 'Private and Confidential' and sent to:

**The Scout Association**

Records Department

FREEPOST

SW205

London, E4 7BR

Tel: 0845 300 1818