



## King's Scout Award (KSA) Logbook checklist

This checklist can be used by the relevant Commissioner when signing-off KSA's locally, and by KSA Coordinators, to help make checking through logbooks straightforward and easy.

By checking the following items before sending off the logbook, you can help ensure headquarters has all the information required to process the KSA quickly without any issues.

- ☐ The candidate is an active member at the time of sign off and is aged under 25.
- ☐ The candidate has been a member of Explorers or Network for at least 18 months.  
There are at least 18 nights listed in the Nights Away section (12 of which must be camping) with no DofE Expeditions/Residentials being used towards the Nights Away requirement.
- ☐ There are six ICV activities listed - two International, two Community, and two Values – and they reference the wording in the ICV lists.
- ☐ There is no duplication between the Nights Away and ICV lists, (i.e. items do not appear in both lists).
- ☐ If using a Gold DofE Award, evidence has been provided of completion, e.g. a copy of their certificate, or a screenshot of approval on eDofE.
- ☐ If completing the KSA Challenges, each activity has been signed off by an independent assessor.
- ☐ Residentials are completed with groups of peers, and involve living as well as working with people new to the candidate.
- ☐ The KSA logbook has been signed by an appropriate Commissioner.

