Explorer Belt Certificate Request Form

Updated 25/06/24

**One form should be completed for each team.** This form is used to collect information about young people for the purpose of recording award completion, for use by us at the Scouts Headquarters. As part of this form, we collect personal data about a young person, to monitor completions.

We take personal data privacy seriously. The data you provide to us is securely stored on our electronic servers used by staff at the Scouts Headquarters. For further detail please visit our [Data Protection Policy](https://www.scouts.org.uk/about-us/policy/).

We will keep the basic data (award holders names, membership number, award holder’s district and county and award completion date) we capture from this form permanently, so we have a historic record of award completions. The remaining data will be deleted three years after the award completion date. For further detail on our retention periods please visit our [Data Protection Policy](https://www.scouts.org.uk/about-us/policy/).

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| **Names of participants** |  |
| **Unit or Scout Network** |  |
| **District** |  |
| **County/Area/Region (Scotland)** |  |
| **Competencies met** |  |
| **Dates of expedition** |  |
| **Country/Countries visited** |  |
| **Title of major project** |  |
| **Date of presentation** |  |
| **Name and address that certificates should be sent to** |  |

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| **Commissioner/Lead Volunteer name** |  |
| **Commissioner/Lead Volunteer signature** |  |
| **Commissioner/Lead Volunteer membership number** |  |
| **Date (Award Completion Date)** |  |

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| Once the Explorer Belt Certificate Request Form has been completed and approved, the Commissioner/Lead Volunteer should email it to: | **UK Headquarters Scout Awards Team**: [awards@scouts.org.uk](mailto:awards@scouts.org.uk) |
| Or, if you’re in Scotland/Wales/Northern Ireland, the Commissioner/Lead Volunteer should email it to: | **Scouts Scotland:** [hello@scouts.scot](mailto:hello@scouts.scot)  **Scouts Cymru:** [admin@scoutscymru.org.uk](mailto:admin@scoutscymru.org.uk)  **Scouts NI:** [enquiries@scoutsni.org](mailto:enquiries@scoutsni.org) |