



King's Scout Award (KSA) Logbook checklist

(When young person is following the post 01/06/24 KSA criteria – i.e., anyone who is **24 or younger on or after 2 June 2024** may follow this KSA criteria.)

This checklist can be used by the relevant individual 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 KSA 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 and/or Network for at least 18 months.
- There are at least 24 nights listed in the Nights Away section (12 of which must be camping) and all must be dated after the young person 16th birthday, unless the nights away were completed as part of their Chief Scout's Platinum or Diamond award.
- There are six ICV activities listed - two International, two Community, and two Values – and they reference the wording in the ICV 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 presentation section has been signed by an appropriate individual:

Role Title (pre transformation change)	Role Title (post transformation change)
District Explorer Scout/Scout Network Commissioner	Adult volunteers in the District 14 – 24 Team
Youth Commissioner	Youth Lead
District, County, Region or Area Commissioner	District, County, Region or Area Lead Volunteer
King's Scout Award Coordinator	District, County, Region or Area Programme Team Member

- The KSA Logbook approval section has been signed by an appropriate individual.

Role Title (pre transformation change)	Role Title (post transformation change)
County Explorer Scout/Scout Network Commissioner	County level 14-24 Team Leaders
County, Region or Area Skills Instructor	County, Region or Area Programme Team Member
County, Region or Area Commissioner	County, Region or Area Lead Volunteer
King's Scout Award Coordinator	Volunteers with a 'King's Scout Award Parcel Recipient' accreditation

