|  |  |
| --- | --- |
| Explorer-King's-Scout-Award-RGB  King’s Scout Award  Logbook and Completion form  (When young person is following the **pre 31/05/24 KSA criteria** - i.e., anyone who is **24 or turned 24 on or before 01/06/24**.) | |
| **Data Protection:** This form is used to collect information about a young person for the purpose of recording an award completion. This is to be used by us at the Scouts HQ. As part of this form we collect personal data about a young person, which is required so we can assess award eligibility, monitor completions as well as invite award holders to a day of celebration and achievement at Windsor Castle.  We take your personal data privacy seriously. The data you provide to us is securely stored on our electronic servers used by staff at the Scouts HQ. For further detail please visit our [**Data Protection Policy**](https://www.scouts.org.uk/about-us/policy/). We will keep the basic data (award holder's name, location, award, membership number. award completion date and Windsor attendance status) 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 please visit our [**Data Retention Policy**](https://www.scouts.org.uk/about-us/policy/).  **Acronyms used on this form**  DofE = Duke of Edinburgh’s Award  ICV = International, Community and Values  KSA = King’s Scout Award | |
| Last updated 31/10/2024  [**scouts.org.uk/ksa**](https://members.scouts.org.uk/awards)  [#SkillsForLife](https://twitter.com/hashtag/SkillsForLife?src=hashtag_click) |  |

KSA Logbook

Before this document is emailed to headquarters, if possible, please save it using the following title format for the young person: "KSA - Forenames Surname".

You must start the award after your 16th birthday and complete the award before your 25th birthday. No activities completed before your 16th birthday can be counted towards the KSA, except nights away and ICV activities that have been used towards the successful completion of a Chief Scout’s Platinum/Diamond Award.

Your details

The name detailed below is what will be printed on your KSA certificate. The contact details below will be used to inform you of your approved award and invite you to Windsor (if relevant).

**First name** Click/tap here to enter name f**orename(s)**

**Last name** Click/tap here to enter s**urname**

**Current membership type** Select membership type

**Membership number (for all network members and those 18+)** Click/tap here to enter membership number

**Date of Birth Select** or click/tap here to enter date

As of June 2024, there are now two versions of the KSA Logbook and Completion form so, you must make sure you’re using the correct version.

* Only fill in this form if you’re following the pre 31/05/24 KSA criteria anyone who is 24 or turned 24 on or before 01/06/24.
* For those who are 24 or younger on or after 02/06/24, you must use the other version of KSA Logbook and Completion form (that follows the post 01/06/24 KSA criteria).

**County/Area/Region (Scotland)** Select County/Area/Region (Scotland)

**District** Select District

**Email address** Click/tap here to enter email address

**Mobile number** Click/tap here to enter phone number

**Postal address**

**House number and street** Click/tap here to enter house number and street

**Address line 2 (if required)** Click/tap here to enter address line 2 (if relevant)

**Town/City** Click/tap here to enter Town/City

**County** Click/tap here to enter County

**Postcode** Click/tap here to enter postcode

**Have you achieved your Chief Scout’s Platinum Award?** Select option

**Have you achieved your Chief Scout’s Diamond Award?** Select option

Membership

You must be a member of Explorer Scouts or Scout Network (or both) for at least 18 months and at the time you complete the award.

**Explorer Scout membership details**

**Start date** **Select** or click/tap here to enter date **End date Select** or click/tap here to enter date

**Scout Network membership details**

**Start date** **Select** or click/tap here to enter date **End date Select** or click/tap here to enter date

Nights away

You must complete 18 nights away as an Explorer Scout or Scout Network member. 12 of which must be camping. Nights away cannot be duplicated in the ‘ICV’ or ‘Five Challenges’ section of the logbook. DofE Expeditions/Residentials can’t be used towards Nights Away.

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Date of night away** | **Location/Event of night away** | **Camping?** |
| **1** | **Select** or click/tap here to enter date | Click/tap here to enter description | Select option |
| **2** | **Select** or click/tap here to enter date | Click/tap here to enter description | Select option |
| **3** | **Select** or click/tap here to enter date | Click/tap here to enter description | Select option |
| **4** | **Select** or click/tap here to enter date | Click/tap here to enter description | Select option |
| **5** | **Select** or click/tap here to enter date | Click/tap here to enter description | Select option |
| **6** | **Select** or click/tap here to enter date | Click/tap here to enter description | Select option |
| **7** | **Select** or click/tap here to enter date | Click/tap here to enter description | Select option |
| **8** | **Select** or click/tap here to enter date | Click/tap here to enter description | Select option |
| **9** | **Select** or click/tap here to enter date | Click/tap here to enter description | Select option |
| **10** | **Select** or click/tap here to enter date | Click/tap here to enter description | Select option |
| **11** | **Select** or click/tap here to enter date | Click/tap here to enter description | Select option |
| **12** | **Select** or click/tap here to enter date | Click/tap here to enter description | Select option |
| **13** | **Select** or click/tap here to enter date | Click/tap here to enter description | Select option |
| **14** | **Select** or click/tap here to enter date | Click/tap here to enter description | Select option |
| **15** | **Select** or click/tap here to enter date | Click/tap here to enter description | Select option |
| **16** | **Select** or click/tap here to enter date | Click/tap here to enter description | Select option |
| **17** | **Select** or click/tap here to enter date | Click/tap here to enter description | Select option |
| **18** | **Select** or click/tap here to enter date | Click/tap here to enter description | Select option |

International, Community and Values

You must complete six activities from the ICV list (two international, two community and two values. A minimum of two activities must be from the [KSA ICV list](https://www.scouts.org.uk/explorers/queens-scouts-award-icv-list/) and the others from any of the [KSA](https://www.scouts.org.uk/explorers/queens-scouts-award-icv-list/), or Chief Scout’s [Platinum](https://www.scouts.org.uk/top-awards/chief-scout-s-platinum-award/) or [Diamond](https://www.scouts.org.uk/top-awards/chief-scout-s-diamond-award/) ICV lists. Nights away cannot be duplicated in the ‘ICV’ or ‘Five Challenges’ section of the logbook.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Activity** | **Dates** | **Completed as part of Chief Scout's Platinum or Diamond Award or from the KSA list?** |
| **International** | | | |
| (1) | Select international option (1) | **Start date** **Select** or click/tap here to enter date | Select option |
| Click/tap here to enter description | **End date** **Select** or click/tap here to enter date |
| (2) | Select international option (2) | **Start date** **Select** or click/tap here to enter date | Select option |
| Click/tap here to enter description | **End date** **Select** or click/tap here to enter date |
| **Community** | | | |
| (1) | Select community option (1) | **Start date** **Select** or click/tap here to enter date | Select option |
| Click/tap here to enter description | **End date** **Select** or click/tap here to enter date |
| (2) | Select community option (2) | **Start date** **Select** or click/tap here to enter date | Select option |
| Click/tap here to enter description | **End date** **Select** or click/tap here to enter date |
| **Values** | | | |
| (1) | Select values option (1) | **Start date** **Select** or click/tap here to enter date | Select option |
| Click/tap here to enter description | **End date** **Select** or click/tap here to enter date |
| (2) | Select values option (2) | **Start date** **Select** or click/tap here to enter date | Select option |
| Click/tap here to enter description | **End date** **Select** or click/tap here to enter date |

Five challenges

You must complete the five KSA challenges **or** have completed the Gold DofE. Nights away cannot be duplicated in the ‘ICV’ or ‘Five Challenges’ section of the logbook.

**Gold DofE**

You **must** provide evidence of your Gold DofE e.g. a copy of your certificate/screen shot showing its completion.

**eDofE ID number** Click/tap here to enter eDofE ID number

**Licenced organisation** Click/tap here to enter licenced organisation

**Date Gold DofE completed** **Select** or click/tap here to enter date

**Click/tap the placeholder below to add an image (to provide evidence of completed Gold DofE)**

(Please ensure the image provided is clear and resized so it’s big enough to read by the Review Team)



**KSA Challenges**

Provide a log of your KSA challenge activities. All five challenges must have been completed if you have not completed the Gold DofE. Each section must be signed off by an independent assessor.

**1. KSA Challenge (Skill)**

**Start date** **Select** or click/tap here to enter date **End date Select** or click/tap here to enter date

**Activity undertaken** Click/tap here to enter activity

**Objectives**

Click/tap here to enter objectives

**Assessor name** Click/tap here to enter first name/surname **Assessor role** Click/tap here to enter **assessor role**

**Assessor statement**

Ensure your statement is factual and doesn’t contain any personal data that’s not required.

Click/tap here to enter assesor statement

**Assessor signature** Click/tap here to enter name (Forename Surname) as your signature

**Date of assessor signature** **Select** or click/tap here to enter date

**2. KSA Challenge (Physical Activity)**

**Start date** **Select** or click/tap here to enter date **End date Select** or click/tap here to enter date

**Activity undertaken** Click/tap here to enter activity

**Objectives**

Click/tap here to enter objectives

**Assessor name** Click/tap here to enter first name/surname **Assessor role** Click/tap here to enter **assessor role**

**Assessor statement**

Ensure your statement is factual and doesn’t contain any personal data that’s not required.

Click/tap here to enter assesor statement

**Assessor signature** Click/tap here to enter name (Forename Surname) as your signature

**Date of assessor signature** **Select** or click/tap here to enter date

**3. KSA Challenge (Service)**

**Start date** **Select** or click/tap here to enter date **End date Select** or click/tap here to enter date

**Activity undertaken** Click/tap here to enter activity

**Objectives**

Click/tap here to enter objectives

**Assessor name** Click/tap here to enter first name/surname **Assessor role** Click/tap here to enter **assessor role**

**Assessor statement**

Ensure your statement is factual and doesn’t contain any personal data that’s not required.

Click/tap here to enter assesor statement

**Assessor signature** Click/tap here to enter name (Forename Surname) as your signature

**Date of assessor signature** **Select** or click/tap here to enter date

**4. KSA Challenge (Expedition)**

**Start date** **Select** or click/tap here to enter date **End date Select** or click/tap here to enter date

**Activity undertaken** Click/tap here to enter activity

**Objectives**

Click/tap here to enter objectives

**Assessor name** Click/tap here to enter first name/surname **Assessor role** Click/tap here to enter **assessor role**

**Assessor statement**

Ensure your statement is factual and doesn’t contain any personal data that’s not required.

Click/tap here to enter assesor statement

**Assessor signature** Click/tap here to enter name (Forename Surname) as your signature

**Date of assessor signature** **Select** or click/tap here to enter date

**5. KSA Challenge (Residential Project)**

**Start date** **Select** or click/tap here to enter date **End date Select** or click/tap here to enter date

**Activity undertaken** Click/tap here to enter activity

**Objectives**

Click/tap here to enter objectives

**Assessor name** Click/tap here to enter first name/surname **Assessor role** Click/tap here to enter **assessor role**

**Assessor statement**

Ensure your statement is factual and doesn’t contain any personal data that’s not required.

Click/tap here to enter assesor statement

**Assessor signature** Click/tap here to enter name (Forename Surname) as your signature

**Date of assessor signature** **Select** or click/tap here to enter date

Presentation

You must make a presentation to a suitable audience, covering all elements of your KSA, with the aim of inspiring and motivating others to achieve the award. This section must be signed off by a Commissioner/Lead Volunteer (this can be a Commissioner/Lead Volunteer of any level).

**Date of presentation Select** or click/tap here to enter date

**Delivery method** Click/tap here to enter delivery menthod

**Commissioner/Lead Volunteer name** Click/tap here to enter commissioner name

**Commissioner/Lead Volunteer membership number** Click/tap here to enter membership number

**Commissioner/Lead Volunteer statement:**

Ensure your statement is factual and doesn’t contain any personal data that’s not required.

Click/tap here to enter Commissioner/Lead Volunteer statement

**Commissioner/Lead Volunteer signature** Click/tap here to enter name (Forename Surname) as your signature

**Date of Commissioner/Lead Volunteer signature** **Select** or click/tap here to enter date

KSA Completion form

Personal declaration

**I confirm that I’ve successfully completed the requirements for the KSA**

**Signature** Click/tap here to enter name (Forename Surname) as your signature

**Date** Select or click/tap here to enter date

**Attendance at a day of celebration and achievement at Windsor Castle:** Select option

Young People who's KSA is approved by UK Headquarters in one calendar year, will be invited to celebrate their award by attending an event held at Windsor Castle in the following calendar year.

This National Day of Celebration and Achievement is normally hosted on the Sunday nearest to St George’s Day in April. KSA award holders and their invited guests, will join the Chief Scout and others to recognise their achievements in an informal parade around the Quadrangle in the castle grounds.

To find out more on the event, please visit [**www.scouts.org.uk/Windsor**](http://www.scouts.org.uk/Windsor)

Commissioner/Lead Volunteer approval

Completed forms must be signed off by a County/Regional Commissioner/Lead Volunteer (appropriate to the section you’re a member of), except in Scotland where a District Commissioner/Lead Volunteer may sign off the Completed forms) e.g.:

* If the young person is under the age of 18: Assistant County Commissioner/Lead Volunteer (Explorer Scouts)
* If the young person is over the age of 18: Assistant County Commissioner/Lead Volunteer (Scout Network)
* If no one holds an Assistant County Commissioner/Lead Volunteer (Explorer Scouts/Scout Network) role: County Commissioner/Lead Volunteer

**I confirm that all the following criteria have been met:**

|  |  |
| --- | --- |
|  | 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 presentation section has been signed by a Commissioner/Lead Volunteer (of any level). |
|  | The Commissioner/Lead Volunteer approval section has been signed by a County/Regional Commissioner/Lead Volunteer (appropriate to the section you’re a member of), except in Scotland where this can be a District Commissioner/Lead Volunteer. |

**Commissioner/Lead Volunteer name** Click/tap here to enter first name/surname

**Commissioner/Lead Volunteer role** Select role

**Commissioner/Lead Volunteer membership number** Click/tap here to enter membership number

**Commissioner/Lead Volunteer signature** Click/tap here to enter name (Forename Surname) as your signature

**Approval date Select** or click/tap here to enter date

Next steps

Before this document is send to UK Headquarters for processing and final approval, please save it using the following title format for the young person: "KSA - Forenames Surname".

Once the completed ‘Commissioner/Lead Volunteer approval’ section has been completed locally by the relevant individual, a copy of this document should be sent onwards as noted below:

For members in **England, British Scouting Overseas, Branch Associations** or those with **only membership within the UK Scout Network:**

Submit a copy of the KSA Logbook & Completion Form to UK Headquarters for processing and final approval via the [KSA Logbook Submission Form](https://app.smartsheet.com/b/form/ae89fafd531d432084602f2c2e7332c8)

For members in **Scotland:**

Email: hello@scouts.scot

(Then Scotland HQ should submit a copy of the KSA Logbook & Completion Form to UK Headquarters for processing and final approval via the [KSA Logbook Submission Form](https://app.smartsheet.com/b/form/ae89fafd531d432084602f2c2e7332c8))

For members in **Northern Ireland:**

Email: [info@scoutsni.org](mailto:info@scoutsni.org)

(Then Northern Ireland HQ should submit a copy of the KSA Logbook & Completion Form to UK Headquarters for processing and final approval via the [KSA Logbook Submission Form](https://app.smartsheet.com/b/form/ae89fafd531d432084602f2c2e7332c8))

For members in **Wales:**

Email: admin@scoutscymru.org.uk

(Then Wales HQ should submit a copy of the KSA Logbook & Completion Form to UK Headquarters for processing and final approval via the [KSA Logbook Submission Form](https://app.smartsheet.com/b/form/ae89fafd531d432084602f2c2e7332c8))

If you have any queries or issues concerning the KSA Logbook & Completion form email [awards@scouts.org.uk](mailto:awards@scouts.org.uk).