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

SECTION 1: About the individual

Please use CAPITAL LETTERS

Membership number (if known)

Surname

Forename

Date of birth

D D M M Y Y Y Y

Address

Postcode
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 from 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

D D M M Y Y

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 cancellation

D D M M Y Y

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

Report of service

Relevant information about the reason for the cancellation or suspension **must** be outlined here:

Signature and dates

District Commissioner

County/Area/Regional Commissioner

Date D D M M Y Y

Date D D M M Y Y

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

Copyright © December 2009 The Scout Association Registered Charity Numbers 306101 (England and Wales) and SC038437 (Scotland)