International Team
The Scout Association | United Kingdom

# Flowchart for Going Abroad

***Thinking of Going Abroad?***

***Decide where you are going…*** Read Factsheet FS260018

***Make contact…***
Contact Assistant County/Area Commissioner (International) ACC/AAC(I) or County/Area International Adviser (CIA)

***Obtain a Visits Abroad Folder…***

***Consider and Arrange…***

- ✓ Site Visit or Reconnoitre Trip (if possible)
- ✓ Site/accommodation booking
- ✓ Risk assessment
- ✓ Forms
- ✓ Insurance
- ✓ Communications
- ✓ Finances
- ✓ Health
- ✓ Travel and administration
- ✓ Programme
- ✓ Links with Scouting in host country
- ✓ Participant preparation
- ✓ Media Publicity/Public Relations

***Arrange an Emergency Home Contact…*** Read Factsheet FS120078

***Return to ACC/AAC(I)/CIA…***

- Completed Travel Abroad Form → Keeps for reference
- Completed Emergency Contact → Sends to HQ
- Completed Host Association Card → Sends to NSO

***Receive from ACC/AAC(I)/CIA…***
ILI (International Letter of Introduction) and letter from International Commissioner

***On your return…***

- ✓ Saying Thank you
- ✓ Complete Report Back Form
- ✓ Evaluation & Next Time!
- ✓ Media/publicity follow up
- ✓ Links
- ✓ Recognition of Balanced Programme participation

**International Office**
**The Scout Association Gilwell Park Chingford London E4 7QW United Kingdom**
**Tel** + 44 (0)20 8433 7100 **Fax** + 44 (0)20 8433 7103 **email** international@scout.org.uk www.scoutbase.org.uk