

Appendix 6



Checklist for Appointments Secretaries

This form is to be used by Appointments Secretaries to assist them in the award of a Warrant or appointment to an adult in Scouting.

Name of adult _____

Role applied for _____

Group/District _____

Action to be completed	Date	Outcome	Completed
AA Form received			
CRB Form received (if necessary)			
CRB Form sent to HQ			
Initial response and clearance from HQ received			
Provisional Appointment issued			
References requested			
References received			
CRB Clearance received from HQ			
Adult meets with the Appointments sub-Committee			
Getting Started completed			
Notify HQ			
Appointment issued			

Signed by _____

Position _____ Date _____

This form may be photocopied.