



INTERNATIONAL LETTER OF INTRODUCTION

BACKGROUND

Members of Scouts Australia travelling overseas independently are eligible to apply for an International Letter of Introduction (ILOI) whenever they have plans to participate in or visit a Scouting program or activity whilst overseas. The purpose of the Letter of Introduction is so that the bearer can identify themselves to fellow Scouts in countries they are visiting and demonstrate that they hold a valid Scouting membership. It does not convey any special privileges (such as entitlement to hospitality).

This will be an electronic letter in PDF format for you to print off and carry, forward copy to your overseas contact, or keep on your phone or tablet.

This registration process is to assist us in ensuring that we are undertaking our obligations of child protection and to ensure the safety of all members while representing Scouts Australia overseas. All members travelling for Scouts (whether official or personal) are now required to register their trip so that we know of your travel arrangements should an incident occur while you are travelling.

Having set plans prior to departure is now key to your application of an ILOI. Scouts Australia will not issue an ILOI on the simple premise of the *possibility* of you turning up to a local scout group while you are undertaking personal travel. As Scouts Australia has an obligation as a member of the World Organization of the Scout Movement (WOSM) to establish contact with other National Scout Organisations to advise whenever Australian members are travelling in their country for Scouting activities, we now require a lot more information to issue you with an ILOI.

This information includes dates, places, Scout Activity, contact details of Leader-in-Charge of the activity and the reason of your visit (eg. Persona holiday, educational exchange, etc).

You will also be eligible to purchase the Australian International Scarf on Online Activity Application System once IOLI has been approved. Payment is on the system with credit or debit cards marked with Visa or MasterCard (no American Express, Diners Club or EFTPOS cards) and scarf is dispatched from the Inspire Apparel in Melbourne to your postal address.



APPLICATION PROCESS

SEPARATE APPLICATION REQUIRED FOR EVERY OVERSEAS TRIP THAT INVOLVES MEETING SCOUTS.

1. Visit <https://registrations.international.scouts.com.au>
2. Sign-up as a new user or use your existing username and password. You require the Scouts Queensland Membership Number and adult members require to their Blue Card number and expiry
3. Once logged in, on the main page, scroll down to International Letter of Introduction and Click **Apply**
4. Enter your personal details, contact details, your Scouts Queensland Membership Number, age group and select the name of your Scout Group, click **Save**
5. On left hand side of screen, select Travel Details.
6. Input details as requested, click **Save**
7. You are now ready to **Submit** your application
8. Once your application has been approved, you will receive an email inviting you back to your application to purchase 2 x Australian Scout Scarf (\$50)

Should members have questions or issues to raise regarding the International Letter of Introduction, please contact Ross Tutin (Branch International Commissioner) via email bc.international@scoutsqld.com.au