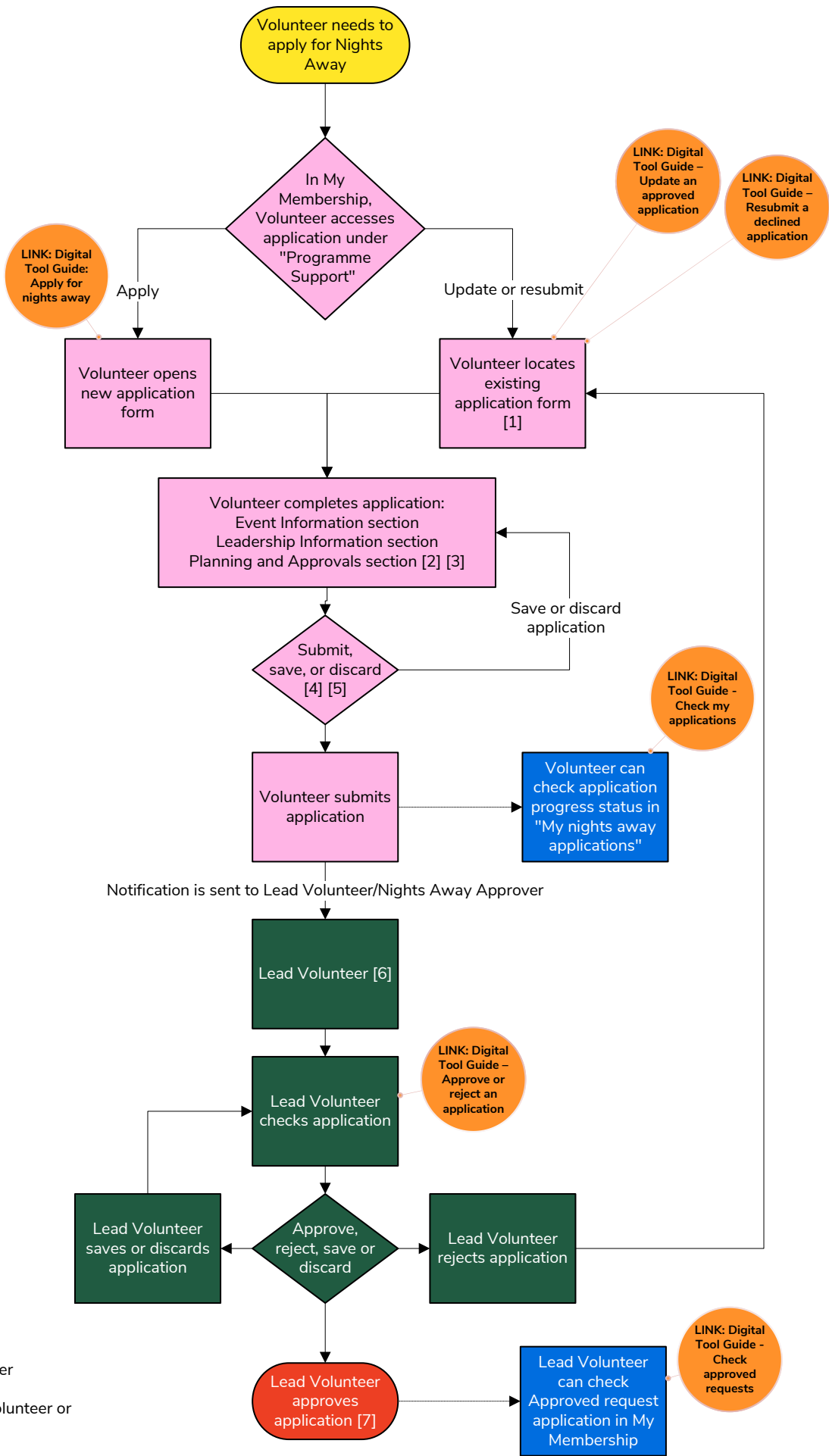


Nights Away

Process Flowchart



Key

- Task completed by Volunteer
- Task completed by Lead Volunteer or Nights Away Approver
- Task completed by System/My Membership
- Start Point
- End Point
- Decision Point

Nights Away

Process Flowchart

Footnotes

[1] If The Volunteer updates an existing Nights Away application, it will go through the application process again.

[2] Planning and Approvals section includes Risk Assessment, adding Supporting documents, Contingency Plan confirmation, and Lead Volunteers / 14-24 Team Leader confirmation

[3] Volunteer can upload more than one supporting document. NOTE: currently, the application cannot be 'saved' if it has attached documents. It has to be 'submitted'.

[4] 'Save' keeps all the changes made in the current session. 'Discard' undoes any changes from the current session and reverts to when it was last saved.

[5] Saved applications are found in My nights away application

[6] Lead Volunteer or Nights Away Approver

[7] The Approver/Supporter Comments will be included in the notification to the Volunteer once the application is approved or rejected.

Further Information

Last reviewed: 21 July 2026

If you have been sent this process flow chart, please ensure you are viewing the most up-to-date version. You can download the latest version by going to: <https://www.scouts.org.uk/volunteers/volunteer-experience/digital-tool-guides/nights-away/>

or clicking the button below:

Digital Tool Guide – Nights Away