

Group closure form (C4)

UK HQ keeps a record of changes to group, district and county registrations. Use this form to inform UK HQ of a group or district closure.

Before submitting this form, please ensure all sections are closed on Compass and all membership roles at the group are closed. Section changes can be made directly in Compass without notifying HQ by the Group Scout Leader or Group Administrator.

This form is used to collect personal data about you to enable us to process this change. Personal data submitted on this form will only be accessible to authorised individuals. All data you provide is handled securely following our Data Protection and Data Retention policies. For more information, visit scouts.org.uk/dppolicy.

Group to be closed	
County/Area/Region name	
District name	
Group name (if applicable)	
Registration number	

Date of closure	
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Reason for closure
If appropriate, briefly include any relevant background information. This may be stored in the Heritage Collection to help us understand and share the local history of groups. Please do not include any personal information.

Approval	
This form should be completed by the Commissioner, Secretary or Chair on behalf of the Executive. Groups require District approval, and Districts require County approval. We may contact you to verify this request.	
Name	
Role	
Membership number	
Date	

Once completed, please submit this form to the Support Centre at support@scouts.org.uk. These changes will then be made on Compass, and a permanent record stored in the Heritage Collection.