



# King's Scout Award

## Logbook and Completion form

(When young person is following the **post 01/06/24 KSA criteria** – i.e., anyone who is **24 or younger on or after 02/06/24.**)

**Data Protection:** This form is used to collect information about a young person for the purpose of recording an award completion. This is to be used by us at the Scouts HQ. As part of this form we collect personal data about a young person, which is required so we can assess award eligibility, monitor completions as well as invite award holders to a day of celebration and achievement at Windsor Castle.

We take your personal data privacy seriously. The data you provide to us is securely stored on our electronic servers used by staff at the Scouts HQ. For further detail please visit our [Data Protection Policy](#). We will keep the basic data (award holder's name, location, award, membership number, award completion date and Windsor attendance status) permanently, so we have a historic record of award completions. The remaining data will be deleted three years after the award completion date. For further detail please visit our [Data Retention Policy](#).

### Acronyms used on this form

DofE = Duke of Edinburgh's Award

ICV = International, Community and Values

KSA = King's Scout Award

BSO = British Scouting Overseas

BOT = British Overseas Territories

Last updated 15/01/2025

[scouts.org.uk/ksa](https://scouts.org.uk/ksa)

**#SkillsForLife**



# KSA Logbook

Before this document is emailed to headquarters, if possible, please save it using the following title format for the young person: "KSA - Forenames Surname".

You must start the award after your 16th birthday and complete the award before your 25th birthday. No activities completed before your 16th birthday can be counted towards the KSA, except nights away and ICV activities that have been used towards the successful completion of a Chief Scout's Platinum/Diamond Award.

## Your details

The name detailed below is what will be printed on your KSA certificate. The contact details below will be used to inform you of your approved award and invite you to Windsor (if relevant).

**First name** Click/tap here to enter name forename(s)

**Last name** Click/tap here to enter surname

**Current membership type** Select membership type

**Membership number (for all network members and those 18+)** Click/tap here to enter membership number

**Date of Birth** Select or click/tap here to enter date

As of June 2024, there are now two versions of the KSA Logbook and Completion form so, you must make sure you're using the correct version.

- Only fill in this form if you're following the post 01/06/24 KSA criteria i.e., anyone who is 24 or younger on or after 02/06/24.
- For those who are 24 or turned 24 on or before 01/06/24, you must use the other version of KSA Logbook and Completion form (that follows the pre 31/05/24 KSA criteria).

**County/Area/Region (Scotland)** Select County/Area/Region (Scotland)

**District** Select District

**Email address**

**Mobile number** Click/tap here to enter phone number

**Postal address**

**House number and street** Click/tap here to enter house number and street

**Address line 2 (if required)** Click/tap here to enter address line 2 (if relevant)

**Town/City** Click/tap here to enter Town/City

**County** Click/tap here to enter County

**Postcode** Click/tap here to enter postcode

**Have you achieved your Chief Scout's Platinum Award?** Select option

**Have you achieved your Chief Scout's Diamond Award?** Select option

## Membership

You must be a member of Explorer Scouts or Scout Network (or both) for at least 18 months and at the time you complete the award.

### Explorer Scout membership details

**Start date** Select or click/tap here to enter date

**End date** Select or click/tap here to enter date

### Scout Network membership details

**Start date** Select or click/tap here to enter date

**End date** Select or click/tap here to enter date

## Nights away

You must complete 24 nights away, which must be dated after your 16th birthday and you participated in as an Explorer Scout or Scout Network member, unless the nights away were completed as part of your Chief Scout's Platinum or Diamond award. You should include at least 12 nights that were camping. DofE Expeditions/Residentials can also be included. This can be the same activity as the ICV list. Please list one date per row.

No.	Date of night away	Location/Event of night away	Completed as part of Chief Scout's Platinum or Diamond Award?	Camping?
1	Click/tap here to enter date	Click/tap here to enter description	Select option	Select option
2	Click/tap here to enter date	Click/tap here to enter description	Select option	Select option
3	Click/tap here to enter date	Click/tap here to enter description	Select option	Select option
4	Click/tap here to enter date	Click/tap here to enter description	Select option	Select option
5	Click/tap here to enter date	Click/tap here to enter description	Select option	Select option
6	Click/tap here to enter date	Click/tap here to enter description	Select option	Select option
7	Click/tap here to enter date	Click/tap here to enter description	Select option	Select option
8	Click/tap here to enter date	Click/tap here to enter description	Select option	Select option
9	Click/tap here to enter date	Click/tap here to enter description	Select option	Select option
10	Click/tap here to enter date	Click/tap here to enter description	Select option	Select option
11	Click/tap here to enter date	Click/tap here to enter description	Select option	Select option
12	Click/tap here to enter date	Click/tap here to enter description	Select option	Select option
13	Click/tap here to enter date	Click/tap here to enter description	Select option	Select option
14	Click/tap here to enter date	Click/tap here to enter description	Select option	Select option
15	Click/tap here to enter date	Click/tap here to enter description	Select option	Select option
16	Click/tap here to enter date	Click/tap here to enter description	Select option	Select option
17	Click/tap here to enter date	Click/tap here to enter description	Select option	Select option
18	Click/tap here to enter date	Click/tap here to enter description	Select option	Select option
19	Click/tap here to enter date	Click/tap here to enter description	Select option	Select option
20	Click/tap here to enter date	Click/tap here to enter description	Select option	Select option
21	Click/tap here to enter date	Click/tap here to enter description	Select option	Select option
22	Click/tap here to enter date	Click/tap here to enter description	Select option	Select option
23	Click/tap here to enter date	Click/tap here to enter description	Select option	Select option
24	Click/tap here to enter date	Click/tap here to enter description	Select option	Select option

## International, Community and Values

You must complete six activities from the ICV list (two international, two community and two values. A minimum of two activities must be from the [KSA ICV list](#) and the others from any of the [KSA](#), or Chief Scout's [Platinum](#) or [Diamond](#) ICV lists.

	Activity	Dates	Completed as part of Chief Scout's Platinum or Diamond Award or from the KSA list?
<b>International</b>			
(1)	Select international option (1)	Start date	Select option
	Click/tap here to enter description	End date	
(2)	Select international option (2)	Start date	Select option
	Click/tap here to enter description	End date	
<b>Community</b>			
(1)	Select community option (1)	Start date	Select option
	Click/tap here to enter description	End date	
(2)	Select community option (2)	Start date	Select option
	Click/tap here to enter description	End date	
<b>Values</b>			
(1)	Select values option (1)	Start date	Select option
	Click/tap here to enter description	End date	
(2)	Select values option (2)	Start date	Select option
	Click/tap here to enter description	End date	

## Five challenges

You must complete the five KSA challenges or have completed the Gold DofE.

### Gold DofE

You **must** provide evidence of your Gold DofE e.g. a copy of your certificate/screen shot showing its completion.

**eDofE ID number** Click/tap here to enter eDofE ID number

**Licenced organisation** Click/tap here to enter licenced organisation

**Date Gold DofE completed** Select or click/tap here to enter date

**Please attach to submission form an image of your certificate (to provide evidence of completed Gold DofE)**

### KSA Challenges

Provide a log of your KSA challenge activities. All five challenges must have been completed if you have not completed the Gold DofE. Each section must be signed off by an independent assessor.

#### 1. KSA Challenge (Skill)

**Start date** Select or click/tap here to enter date

**End date** Select or click/tap here to enter date

**Activity undertaken** Click/tap here to enter activity

**Objectives**

Click/tap here to enter objectives

**Assessor name** Click/tap here to enter first name/surname

**Assessor role** Click/tap here to enter assessor role

**Assessor statement**

Ensure your statement is factual and doesn't contain any personal data that's not required.

Click/tap here to enter assessor statement

**Assessor signature** Click/tap here to enter name (Forename Surname) as your signature

**Date of assessor signature** Select or click/tap here to enter date

#### 2. KSA Challenge (Physical Activity)

**Start date** Select or click/tap here to enter date

**End date** Select or click/tap here to enter date

**Activity undertaken** Click/tap here to enter activity

**Objectives**

Click/tap here to enter objectives

**Assessor name** Click/tap here to enter first name/surname

**Assessor role** Click/tap here to enter assessor role

**Assessor statement**

Ensure your statement is factual and doesn't contain any personal data that's not required.

Click/tap here to enter assessor statement

**Assessor signature** Click/tap here to enter name (Forename Surname) as your signature

**Date of assessor signature** Select or click/tap here to enter date

### 3. KSA Challenge (Service)

**Start date** Select or click/tap here to enter date

**End date** Select or click/tap here to enter date

**Activity undertaken** Click/tap here to enter activity

**Objectives**

Click/tap here to enter objectives

**Assessor name** Click/tap here to enter first name/surname

**Assessor role** Click/tap here to enter assessor role

**Assessor statement**

Ensure your statement is factual and doesn't contain any personal data that's not required.

Click/tap here to enter assessor statement

**Assessor signature** Click/tap here to enter name (Forename Surname) as your signature

**Date of assessor signature** Select or click/tap here to enter date

### 4. KSA Challenge (Expedition)

**Start date** Select or click/tap here to enter date

**End date** Select or click/tap here to enter date

**Activity undertaken** Click/tap here to enter activity

**Objectives**

Click/tap here to enter objectives

**Assessor name** Click/tap here to enter first name/surname

**Assessor role** Click/tap here to enter assessor role

**Assessor statement**

Ensure your statement is factual and doesn't contain any personal data that's not required.

Click/tap here to enter assessor statement

**Assessor signature** Click/tap here to enter name (Forename Surname) as your signature

**Date of assessor signature** Select or click/tap here to enter date

## 5. KSA Challenge (Residential Project)

**Start date** Select or click/tap here to enter date

**End date** Select or click/tap here to enter date

**Activity undertaken** Click/tap here to enter activity

**Objectives**

Click/tap here to enter objectives

**Assessor name** Click/tap here to enter first name/surname

**Assessor role** Click/tap here to enter assessor role

**Assessor statement**

Ensure your statement is factual and doesn't contain any personal data that's not required.

Click/tap here to enter assessor statement

**Assessor signature** Click/tap here to enter name (Forename Surname) as your signature

**Date of assessor signature** Select or click/tap here to enter date



## Presentation

You must make a presentation to a suitable audience, covering all elements of your KSA, with the aim of inspiring and motivating others to achieve the award. This section **can only** be signed off by one of the following roles:

Adult volunteers in the District 14-24 Team	
Youth Lead	
District, County, Region or Area Lead Volunteer	
District, County, Region or Area Programme Team Member	

**Date of presentation** Select or click/tap here to enter date

**Delivery method** Click/tap here to enter delivery method

**Name of Presentation approver** Click/tap here to enter name

**Membership number of Presentation approver** Click/tap here to enter membership number

**Role of Presentation approver** Select role

**Statement from Presentation approver:**

Ensure your statement is factual and doesn't contain any personal data that's not required.

Click/tap here to enter statement

**Signature of Presentation approver** Click/tap here to enter name (Forename Surname) as your signature

**Date of Presentation approval** Select or click/tap here to enter date

# KSA Completion form

## Personal declaration

☐ I confirm that I've successfully completed the requirements for the KSA

**Signature** Click/tap here to enter name (Forename Surname) as your signature

**Date** Select or click/tap here to enter date

**Attendance at a day of celebration and achievement at Windsor Castle:** Select option

Young People who's KSA is approved by UK Headquarters in one calendar year, will be invited to celebrate their award by attending an event held at Windsor Castle in the following calendar year.

This National Day of Celebration and Achievement is normally hosted on the Sunday nearest to St George's Day in April. KSA award holders and their invited guests, will join the Chief Scout and others to recognise their achievements in an informal parade around the Quadrangle in the castle grounds.

To find out more on the event, please visit [www.scouts.org.uk/Windsor](http://www.scouts.org.uk/Windsor)

## KSA Logbook approval

Completed KSA Logbooks **can only** be signed off by one of the following roles:

**Branches/BOT:** Branch 14-24 Team Leader, Branch Programme Team Member or Branch Lead Volunteer

**BSO:** Area 14-24 Team Leader, Area Programme Team Member or Area Lead Volunteer

**England:** County 14-24 Team Leader, County Programme Team Member or County Lead Volunteer

**Northern Ireland:** Region 14-24 Team Leader, Region Programme Team member or Region Lead Volunteer

**Scotland:** Regional 14-24 Team Leader, Region Programme Team Member or Region Lead Volunteer

**Wales:** Area 14-24 Team Leader, Area Programme Team Member or Area Lead Volunteer

**UK Scout Network:** 14-24 Team Leader, Programme Team Member or Lead Volunteer

☐ I confirm that all the following criteria have been met:

- ☐ The candidate is an active member at the time of sign off and is aged under 25.
- ☐ The candidate has been a member of Explorers or Network for at least 18 months.
- ☐ There are at least 24 nights listed in the Nights Away section (12 of which must be camping) and all must be dated after the young person 16th birthday unless the nights away were completed as part of their Chief Scout's Platinum or Diamond award.
- ☐ There are six ICV activities listed - two International, two Community, and two Values – and they reference the wording in the ICV lists.
- ☐ If using a Gold DofE Award, evidence has been provided of completion, e.g. a copy of their certificate, or a screenshot of approval on eDofE.
- ☐ If completing the KSA Challenges, each activity has been signed off by an independent assessor.
- ☐ Residentials are completed with groups of peers and involve living as well as working with people new to the candidate.
- ☐ The presentation section has been signed by an appropriate individual.
- ☐ The KSA Logbook approval section has been signed by an appropriate individual.

**Name of KSA Logbook approver** Click/tap here to enter first name/surname

**Role of KSA Logbook approver** Select role

**Membership number of KSA Logbook approver** Click/tap here to enter membership number

**Signature of KSA Logbook approver** Click/tap here to enter name (Forename Surname) as your signature

**Date of KSA Logbook approval** Select or click/tap here to enter date

## Next steps

Before this document is sent to UK Headquarters for processing and final approval, please save it using the following title format for the young person: "KSA - Forenames Surname".

Once the completed 'KSA Logbook approval' section has been completed locally by the relevant individual, a copy of this document should be sent onwards as noted below:

### For members in **England, British Scouting Overseas, Branch Associations** or those with **only membership within the UK Scout Network**:

Submit a copy of the KSA Logbook & Completion Form to UK Headquarters for processing and final approval via the [KSA Logbook Submission Form](#)

### For members in **Scotland**:

Email: [hello@scouts.scot](mailto:hello@scouts.scot)

(Then Scotland HQ should submit a copy of the KSA Logbook & Completion Form to UK Headquarters for processing and final approval via the [KSA Logbook Submission Form](#))

### For members in **Northern Ireland**:

Email: [info@scoutsni.org](mailto:info@scoutsni.org)

(Then Northern Ireland HQ should submit a copy of the KSA Logbook & Completion Form to UK Headquarters for processing and final approval via the [KSA Logbook Submission Form](#))

### For members in **Wales**:

Email: [admin@scoutscymru.org.uk](mailto:admin@scoutscymru.org.uk)

(Then Wales HQ should submit a copy of the KSA Logbook & Completion Form to UK Headquarters for processing and final approval via the [KSA Logbook Submission Form](#))

If you have any queries or issues concerning the KSA Logbook & Completion form email [awards@scouts.org.uk](mailto:awards@scouts.org.uk).