



King's Scout Award (KSA) Logbook & Completion form checklist

(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** may follow this KSA criteria.)

This checklist can be used by the relevant individual when signing-off the award locally, and by those helping young people to achieve Top Awards. By checking the following items before sending off the KSA Logbook & Completion form, you can help ensure headquarters has all the information required to process the KSA quickly without any issues.

- ☐ 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 and/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:
 - o Adult volunteers in the District 14 – 24 Team
 - o Youth Lead
 - o District, County, Region or Area Lead Volunteer
 - o District, County, Region or Area Programme Team Member
- ☐ The KSA Logbook approval section has been signed by an appropriate individual.

Branches/BOT:

- o Branch 14-24 Team Leader
- o Branch Programme Team Member
- o Branch Lead Volunteer

BSO:

- o Area 14-24 Team Leader
- o Area Programme Team Member
- o Area Lead Volunteer

England:

- o County 14-24 Team Leader
- o County Programme Team Member
- o County Lead Volunteer

Northern Ireland:

- o Region 14-24 Team Leader
- o Region Programme Team Member
- o Region Lead Volunteer

Scotland:

- o Region 14-24 Team Leader
- o Region Programme Team Member
- o Region Lead Volunteer

Wales:

- o Area 14-24 Team Leader
- o Area Programme Team Member
- o Area Lead Volunteer

UK Scout Network:

- o UK Scout Network 14-24 Team Leader
- o UK Scout Network Programme Team Member
- o UK Scout Network Lead Volunteer

