



# International Activity Application Form

## International Activity Application

Scouts Canada developed this online International Activity Application (IAA) to prepare its members to participate in international activities. The IAA is only required for international trips more than 500 km from the group's usual meeting place or more than three days in duration. Otherwise, fill out the Adventure Application Form (AAF) instead.

Within the context of this application, an international activity is a Scouting event outside of Canada where Scouts Canada members participate in a conference (in person or virtual), a joint activity with Scouts from another National Scouting Organization (NSO), an international project (e.g., help build a school), or a large event (e.g., jamborees). Other examples of international activities include Canadian Scouts visiting a local group in another NSO, volunteering in an international venue (e.g., Kandersteg International Scout Centre [KISC]), or participating in an adventure tour (e.g., visit national parks or join an organized tour).

### === What to expect ===

There are nine sections in this online application form. If you have all of the information ready, it can take you 30-60 minutes to enter all of the information.

We will confirm the receipt of your application within three business days. We'll try to get the Group Commissioner and CK3's approval within seven business days. In some cases, perhaps due to vacation or illness, it may take us up to two weeks or more to give you the approval.

### === Scouter-In-Charge ===

The Scouter-In-Charge will fill out this application form online. A member of the International Team will review the application, inform the Group Commissioner(s) and Council Key 3s (CK3s) accordingly via email, then the International Commissioner or a designate will issue a Letter of Introduction or an International Activity Application Approval.

If the international activity involves another group from another NSO, you will receive a Letter of Introduction (e.g., attend a jamboree in another country). Otherwise, you will receive an International Activity Application Approval (e.g., visit a museum in the US).



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=== Prepare all of the required information before you fill out the online form. ===

1. Introduction - this section
2. Activity - name, description, location, and dates
3. Attendance - number of youth per section
4. Scouters - Scouter names, MyScouts numbers, and first aid certification expiry dates (if applicable)
5. Program - adherence to BP&P, age-appropriate, dietary needs, medications, allergies, etc.
6. Travel - itinerary, passports, permissions, insurance, etc.\*
7. Communication - parents, group, contingent, etc.
8. Safety - emergency planning and risk management
9. Other - financial, activity updates, lessons learned, references, and supporting documents

=== Who, What, When, Where, and Why? ===

**Who** – An international activity must have a Scouter-In-Charge, typically the Contact Scouter, Patrol or Unit Leader, or the Head of Delegation (HOD).

**What** – The Scouter-In-Charge must complete this application.

**When** – Submit this application as soon as possible, no less than four weeks before the departure date.

**Where** – Submit this application online.

**Why** – To prepare the participants prior to departure so that they can enjoy the international activity and return safely back to Canada.



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## ===Note===

Supporting documents must be combined into one PDF file (10MB limit).

If you can enter all required information using text, uploading supporting documentation is unnecessary. For example, you can cut and paste the list of all Scouters attending. However, some groups have this list in PDF format and prefer to upload it that way. If so, then they'll need to upload it as supporting documentation.

Local Group Commissioners and CK3s vet each Scouter for suitability for international activities, so we need their names and MyScouts numbers.

For the checklist portions (for example, in the travel checklist section), we need confirmation that you have them, but we don't need to see each item, e.g., proof of travel insurance, copy of passport, etc.

A separate IAA is not required for pre- and/or post activities (Level 1 and 2 activities such as sightseeing, camping, bicycling, etc.) for up to one week in total for a subset of the contingent. They are still covered as part of the contingent's IAA. For example, if 1st Toronto Scouts wants to spend three days camping with local Scouts in London before the European Jamboree, then two days of sightseeing in Paris after the jamboree, a separate IAA is not required. However, a separate IAA is necessary if they plan to do Level 3 activities (e.g., white-water canoeing, kayaking, rafting, and caving).

For questions or assistance in completing this form, please send an email to [international@scouts.ca](mailto:international@scouts.ca).

Group/Contingent Name\*

Email\*



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## Activity\*

*Provide the activity details and complete the location checklist.*

### Activity Name\*

(For example, World Scout Jamboree, Canada-US Camporee, Buffalo NY Museum Visit, etc.)

### Activity Description\*

Provide an executive summary of the activity.

### Activity Start\*

### Activity End\*

### Activity Location\*

Indicate the activity location name and address.

### Location Checklist

Appropriate personal hygiene has been considered and addressed.\*

All equipment needed for the adventure and the site is in good repair.\*

Hazards and risks have been identified, and a risk management plan is in place.\*



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## Attendance

Indicate the number of youth participants per section. Enter "0" if none.

Beavers\*

Cubs\*

Scouts\*

Venturers\*

Rovers\*

Non-members\*

## Scouters

List all Scouters who will attend the activity.

### Scouter-In-Charge (Primary)\*

*Full name as registered in MyScouts*

### Scouter-In-Charge's (Primary) Group and Council\*

Leave this field blank if you want us to use the scouter-in-charge's primary group and council from MyScouts. Otherwise, if there are activity participants from different groups and councils, please indicate them here.



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Scouter-In-Charge (Secondary/Backup)\*

Full name as registered in MyScouts

Scouters Attending\*

List the full name and MyScouts number of all Scouters (including the Scouter-In-Charge) who will attend the activity. If a Scouter is trained in first aid, please indicate it along with the certification expiry date.

## Program

Describe the program and complete the program checklist.

Program Description\*

## Program Checklist

- Scouts Canada's Bylaw, Policies and Procedures are being followed.\*
- The adventure meets the needs of the youth involved and is age-appropriate.\*
- The menu takes into account food allergies and other dietary restrictions.\*
- At least one adult or youth has the necessary skills and training for the adventure.\*
- All participants attending have received safety training for knives and other required tools.\*
- All youth attending have received appropriate training for the adventure.\*
- Medication information and schedule for participants has been collected.\*



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## Travel

Provide the travel details and confirm the checklist.

### Transportation Plan\*

Provide a summary of the planned trip (e.g., detailed itinerary, carriers, stops, visas, permits, etc.).

### Travel Checklist

- Proof of travel insurance (medical, trip interruption, evacuation, and repatriation)\*
- Passports, birth certificates or Canadian Citizenship Cards (as appropriate)\*
- Complete travel itinerary (flights, trains, buses, ferries, and cars)\*
- Entry and exit vaccination, immunization, and other requirements (e.g., ArriveCan, Electronic Travel Authorization [ETA])\*
- Insurance coverage if renting a vehicle (e.g., a van or a trailer may require special coverage)\*
- Review the most recent advisory Government of Canada Travel Advice and Advisories\*
- Contact details of the nearest Canadian consulate or embassy\*

## Communication

Provide the primary and secondary contacts in Canada who will liaise with the participants while they are still abroad, their parents and guardians in Canada, and Scouts Canada. These contacts must remain in Canada so do not list anyone who will be traveling with the group. Confirm the checklist after providing the emergency contacts.

Primary Contact\*

Primary Contact Phone\*



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Primary Contact Email\*

Secondary Contact\*

Secondary Contact Phone\*

Secondary Contact Email\*

## Communication Checklist

Briefed the parents/guardians appropriately regarding the location and nature of the activities, the preparation required and potential risks associated with the adventure\*

Collected and available in hand the Scouts Canada's Parent/Guardian Consent Form for each youth attending (for Category 3 activities)\*

Prepared a list of who to contact, when to contact them, how to contact them, how often, prepared messages (e.g., accident, illness, death), and who will do the contacting – individual parents, all parents, Scouts Canada PR Team, and local emergency numbers and emails for each site or venue\*

Established backup communication channels, methods, and equipment if there is no access to phone and email\*

Provided training on cultural sensitivity, local laws, social media updates, and parent-child communication (e.g., set proper expectations for helicopter parents) to all participants\*

Registered with the Government of Canada's "Registration of Canadians Abroad" service at <https://travel.gc.ca/travelling/registration> and follow the instructions for group registrations\*

Installed the ScoutSafe app from the App Store or Google Play (report all incidents immediately via the app or The Safe Scouting Department / [safety@scouts.ca](mailto:safety@scouts.ca) or 1-800-339-6643, 24 hours)\*

Provided a list of Scouters who need to use their @scouts.ca email outside of Canada (if applicable)\*

## Safety

Complete the emergency checklist and prepare a risk management plan.



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## Emergency Checklist

Participants have appropriate first aid certification and equipment/kit appropriate for the adventure. Where Scouts or Venturers are camping or participating in adventures without adults present, at least two members present have the necessary skills, appropriate first aid certification and training appropriate for the adventure (including lifesaving for swimming and other water activities).\*

The level of risk associated with the adventure has been assessed and deemed appropriate. An emergency plan has been developed.\*

Directions to nearest doctor or medical facility have been established.\*

Appropriate emergency forms and emergency contact list are available and on site if needed.\*

Contingency plan (e.g., emergency, travel delay, evacuation, etc.)\*

## Risk Management Plan

Having confirmed the location, program, travel, communication, and emergency checklists, think of specific risks for each of those categories and any other general risks.

For example, the activity location might flood when it rains or there is a risk of a forest fire. For program risks, someone may not know how to swim. For travel risks, a ferry may only sail 2-3 times per week. For communication risks, phone signal or Internet access may not be available. For emergency situations, there might be a contagious diseases outbreak or a need for an urgent evacuation or a civil unrest. General risks include dietary restrictions, allergy medications, physical injury, and so on.

List each risk in the Risk Register below. For each risk, comment on what can be done now to reduce the probability of the risk occurring AND if it were to occur, what can be planned now to minimize the potential impact.

## Examples

Risk 1 - Two participants require gluten-free diet. Confirm with the event host that gluten-free diet will be provided for the entire duration of the activity. Backup plan - bring gluten-free food just in case.

Risk 2 - Portions of the trail will not have cell coverage. Share the itinerary with local authorities and confirm our safe return. Bring a satellite phone in case of emergency. Second backup is emergency flares.

Risk 3 - Lost passport. Keep a photocopy of the passport. Collect all passports upon arrival at the destination and store them in a secured location. Know the nearest local Canadian passport office.



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## Risk Register\*

List each potential risk along with plans on how to reduce the probability and impact.

## Other

### Financial Checklist

- Funds are received and disbursed using a Scouts Canada account (e.g., group bank account)\*
- Access to funds (cash or credit card) to pay for replacement airline tickets and/or hotel\*

### Additional Information:

### During the Trip

Exception reporting to the International Team – no news is good news but provide an update to the International Team for incidents that occurred outside of what has already been addressed in the Risk Management Plan, Emergency Response Plan, and Communication Plan.

Safe Scouting - report incidents using the ScoutSafe app or contact the Safe Scouting Department ([safety@scouts.ca](mailto:safety@scouts.ca) or 1-800-339-6643, 24 hours). In some cases, you may need to contact the nearest Canadian consulate or embassy as well.

Lessons learned – take note of what's going well, what could be better, and what could have been avoided



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## Upon Return

Send the Lessons Learned Report to the International Team at [intl@scouts.ca](mailto:intl@scouts.ca).

## Supporting Documents

Combine all supporting documents into one PDF file (10MB limit). Follow the file naming convention instruction below.

## File Naming Convention

Use the following naming convention for supporting documents.

IAA [Event/Country] [YYYY-MM-DD Start Date] [Contact Name]

## Examples

IAA Hawaii 2022-07-02 Kathy Sulymka  
IAA Poacher 2022-07-29 Sean Howard  
IAA Turkey 2022-08-01 Rasheed Hourani

## Additional Comments

Add any other comments or notes that you would like to share:

## References

Adventure Standards - <https://www.scouts.ca/resources/bpp/policies/adventure-standards.html>

Camping Tools Standards - <https://www.scouts.ca/resources/bpp/policies/knives-axes-saws-stoves-lanterns-and-other-camping-tools-standards.html>

Canada Travel Advise and Advisories - <https://travel.gc.ca/travelling/advisories>

International Travel Standards - <https://www.scouts.ca/resources/bpp/policies/international-travel-standards.html>

Parent/Guardian Consent Form - <https://scoutsca.s3.amazonaws.com/2019/01/parent-guardian-consent-form.pdf>

Physical Fitness Certificate for Non-Members - [https://scoutsca.s3.amazonaws.com/2019/01/physical-fitness-form\\_non-members.pdf](https://scoutsca.s3.amazonaws.com/2019/01/physical-fitness-form_non-members.pdf) Use this form for Scouts Canada members also to capture important emergency medical information.



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Policies, Standards, and Procedures - <https://www.scouts.ca/resources/bpp/get-started.html>

Registration of Canadians Abroad - <https://travel.gc.ca/travelling/registration>

Transportation Standards - <https://www.scouts.ca/resources/bpp/policies/transportation-standards.html>

Two-Scouter Rule and Section Ratios - <https://scoutsca.s3.amazonaws.com/2019/05/two-scouter-rule.pdf>

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Submitted on:

Signature of International Commissioner

Approved on: