



# Membership Processes

## Rover Crew Checklist

### A1 - Adult Member Applications

To be used to register a new Rover (new member or Venturer moving into your Rover Crew).

Please ensure all details are completed before form is sent to Scout HQ.

Please ensure all fields are completed - especially appointment, formation, dates of birth, any other key details and all signatures required have been obtained.

Signatures required:

- **The individual needs to sign**
- **The Crew Leader needs to sign**
- **BC Rovers needs to sign**

### National Police Check Applications

All A1 Adult Member Applications must be accompanied by an NPC application so that they can be processed once they are submitted to Scout HQ.

NPC's can be applied for on the SAPOL website - <https://www.police.sa.gov.au/services-and-events/apply-for-a-police-record-check>

### A3 – Change of Status Forms

To be used to add a Rover appointment (if a new member to your Crew is already an Adult Member elsewhere), or to move a Rover from one Crew to another **OR** to Remove a Rover from your Crew.

When submitting an A3 please make sure all details are completed correctly – name, appointment, formation, the change required, dates and all signatures have been obtained.

Signatures required:

- **The individual needs to sign the form**
- **The Crew Leader needs to sign**
- **The BC Rovers needs to sign the form**

### Fees

The current HQ membership fee for a Rover is \$58.00. It is the responsibility of the Crew to collect fees from their members.

Crews will be invoiced from HQ each month for membership fees.

If at any stage Crews are having trouble paying fees please contact Scout HQ.

### Payments to HQ

Payments to HQ can be made a number of ways – cash, cheque or by direct deposit. Direct deposit is the preferred method.

Bank Account Details

Bank Name: Commonwealth Bank

BSB: 065 000

Account No: 012033492

Account Name: Scouts Australia SA Branch (HQ)

Please make sure when paying by direct deposit you are aware of the following:

- The reference to be used when making a payment is MSHIP-GroupName
- When payment is made please email a copy of transactions you wish to pay for to [membership@sahq.scouts.com.au](mailto:membership@sahq.scouts.com.au)

Failure to provide appropriate advice on transactions being paid will mean your transfer can not be processed.

### Queries

If at any time you have any questions please contact the HQ Membership Team and we only be too happy to assist you with any query you may have.