



King's Scout Award Logbook and Completion form

(When young person is following the post 01/06/24 KSA criteria)

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

Last updated 06/06/2024

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

Only fill in this form if you are following the post 01/06/24 KSA criteria. Anyone who is 24 or turns 24 on 1 June 2024 may follow the old KSA criteria. Anyone who is 24 or younger on or after 2 June 2024 must follow the new KSA criteria.

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

District Select District

Email address Click/tap here to enter email address

Phone 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?
International			
(1)	Select international option (1)	Start date Select or click/tap here to enter date	Select option
	Click/tap here to enter description	End date Select or click/tap here to enter date	
(2)	Select international option (2)	Start date Select or click/tap here to enter date	Select option
	Click/tap here to enter description	End date Select or click/tap here to enter date	
Community			
(1)	Select community option (1)	Start date Select or click/tap here to enter date	Select option
	Click/tap here to enter description	End date Select or click/tap here to enter date	
(2)	Select community option (2)	Start date Select or click/tap here to enter date	Select option
	Click/tap here to enter description	End date Select or click/tap here to enter date	
Values			
(1)	Select values option (1)	Start date Select or click/tap here to enter date	Select option
	Click/tap here to enter description	End date Select or click/tap here to enter date	
(2)	Select values option (2)	Start date Select or click/tap here to enter date	Select option
	Click/tap here to enter description	End date Select or click/tap here to enter 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

Click/tap the placeholder below to add an image (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 must be signed off by a Commissioner (this can be any Commissioner of any level), Lead Volunteer, Adult Volunteer in the 14-25 Team or Youth Lead.

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

KSA logbook approval

Completed forms **must** be signed off by a County/Regional Commissioner (or District Commissioner in Scotland) or Lead Volunteer e.g. County/Region/Area Programme Team Member, County/Region/Area Lead Volunteer or Volunteers with a 'King's Scout Award Parcel Recipient accreditation

☐ I confirm that all of 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 KSA logbook 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 emailed to headquarters, if possible, please save it using the following title format for the young person: "KSA - Forenames Surname".

Once the completed logbook has been approved by the relevant individual, a copy should be emailed to one of the following email addresses:

For members in England, British Scouting Overseas, Branch Associations or those with only membership within the UK Scout Network : Email: awards@scouts.org.uk	For members in Northern Ireland : Email: info@scoutsni.org
For members in Scotland : Email: hello@scouts.scot	For members in Wales : Email: admin@scoutscymru.org.uk

Please contact awards@scouts.org.uk if you have any queries or issues concerning the KSA logbook.