



King's Scout Award

Logbook and Completion form

This logbook has been updated to include the new Explorer Challenge badges within the ICV list and to include the Gateway Award. This replaces all previous versions of the logbook.

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 for us is securely stored on our electronic servers used by staff at Scouts HQ. For further details 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 details please visit our [Data Retention Policy](#).

Acronyms used on this form

BSO = British Scout Overseas

BOT = British Overseas Territories

DofE = Duke of Edinburgh's Award

ICV = International, Community and Values

KSA = King's Scout Award

V1.2 – July 2026

scouts.org.uk/ksa

#PlaceToBelong



KSA Logbook

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

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.

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 (required for all network members) Click/tap here to enter membership number

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

County (England) / Area (Wales/BSO) / Region (Northern Ireland/Scotland) Select Location

District Select District

Email address Click/tap here to enter email address

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 for 18 months to 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 that 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 if completed within Scouts, as can nights away as a leader with another section. 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, or as KSA?	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 - two international, two community and two values – from the ICV lists. A minimum of two activities must be KSA level. Further guidance around the ICVs can be found on the [award guidance page](#). These boxes expand, so please put as much detail in as possible.

	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
	Enter your logbook entry here for your ICV. Cover what you did and when you did it, how you did it and anything you enjoyed or learnt.	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
	Enter your logbook entry here for your ICV. Cover what you did and when you did it, how you did it and anything you enjoyed or learnt.	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
	Enter your logbook entry here for your ICV. Cover what you did and when you did it, how you did it and anything you enjoyed or learnt.	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
	Enter your logbook entry here for your ICV. Cover what you did and when you did it, how you did it and anything you enjoyed or learnt.	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
	Enter your logbook entry here for your ICV. Cover what you did and when you did it, how you did it and anything you enjoyed or learnt.	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
	Enter your logbook entry here for your ICV. Cover what you did and when you did it, how you did it and anything you enjoyed or learnt.	End date Select or click/tap here to enter date	

Five challenges

You must complete the Gold DofE Award or Gold Gateway Award or complete the five KSA challenges

Gold DofE or Gateway Awards

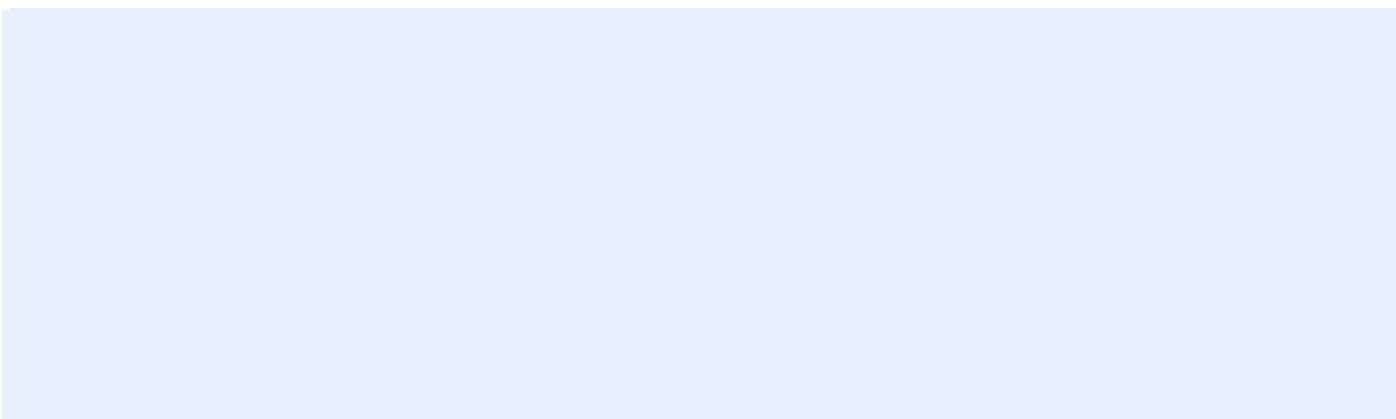
If you are completing this section with either the Gold DofE or Gold Gateway award, you must fill in the following information and provide evidence of completion. This may be a copy of your certificate or a screenshot of your account showing the award has been fully signed off.

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

Licenced organisation Click/tap here to enter licenced organisation

Date award completed Select or click/tap here to enter date

Click/tap the placeholder below to add an image (to provide evidence of completed award - please ensure the image provided is clear, contains the name of the person and resized so it's big enough to read by the Review Team)



KSA Challenges

If you have chosen to complete the five KSA Challenges, please provide a log of your KSA challenge activities. All five challenges must have been completed if you have not completed the Gold DofE, and each section must be signed off by an independent assessor. This section does not need to be completed if you have provided DofE or Gateway evidence.

1. 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

Aims, Objectives and Goals

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 objectives – Try to answer these questions:

Has the young person completed the appropriate timescale? Does each activity meet the aim and principles of the section? Does each activity meet the sectional requirements? Has the young person set themselves goals which are challenging and achievable?

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 (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

Aims, Objectives and Goals

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 objectives – Try to answer these questions:

Has the young person completed the appropriate timescale? Does each activity meet the aim and principles of the section? Does each activity meet the sectional requirements? Has the young person set themselves goals which are challenging and achievable?

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 (Physical)

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

Aims, Objectives and Goals

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 objectives – Try to answer these questions:

Has the young person completed the appropriate timescale? Does each activity meet the aim and principles of the section? Does each activity meet the sectional requirements? Has the young person set themselves goals which are challenging and achievable?

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

Aims, Objectives and Goals

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 objectives – Try to answer these questions:

Has the young person completed the appropriate timescale? Does each activity meet the aim and principles of the section? Does each activity meet the sectional requirements? Has the young person set themselves goals which are challenging and achievable?

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

Aims, Objectives and Goals

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 objectives – Try to answer these questions:

Has the young person completed the appropriate timescale? Does each activity meet the aim and principles of the section? Does each activity meet the sectional requirements? Has the young person set themselves goals which are challenging and achievable?

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 the elements of your KSA, with the aim of inspiring and motivating others to achieve the award. This section must be done once all the above sections are complete and **can only** be signed off by one of the following roles:

- District 14 – 24 Programme Team Lead
- District, County, Region or Area Lead Volunteer
- District, County, Region or Area Programme Team Member or 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

Ten-Digit Membership number of presentation approver Click/tap here to enter membership number

Role of Presentation approver Enter Role

Statement from Presentation approver:

Click/tap here to enter statement - It should explain who the audience was, why they were suitable, and the format or style of the presentation. It also needs to confirm that all required elements of the award were covered, whether that's the King's Scout Award challenges, DofE, or the Gateway Award, depending on the route taken.

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

Young People whose 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

☐ 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 local approval

Completed KSA Logbooks can only be signed off by one of the following roles before being submitted to the national teams for final approval. Please note, this should be someone different from the presentation sign off.

Branches/BOT:

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

Scotland:

- Region 14-24 Team Leader
- Region Programme Team Leader
- Region Lead Volunteer
- Chief Volunteer for Scotland

BSO:

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

Wales:

- Area 14-24 Team Leader
- Area Programme Team Leader
- Area Lead Volunteer
- Chief Volunteer for Wales

England:

- County 14-24 Team Leader
- County Programme Team Leader
- County Lead Volunteer
- Chief Volunteer for England

UK Scouts:

- UK Scout Network 14-24 Team Leader
- UK Explorer or Scout Network Programme Team Member
- UK Explorer or Scout Network Lead Volunteer
- UK Chief Volunteer or Deputy Chief Volunteer

Northern Ireland:

- Region 14-24 Team Leader
- Region Programme Team Leader
- Region Lead Volunteer
- Chief Volunteer for Northern Ireland

☐ 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, or an extension has been agreed and is in place.
- ☐ The candidate has been an active member of Explorers or Network for at least 18 months.
- ☐ There are 24 nights listed in the Nights Away section (12 of which must be camping) and all must be dated after the young person's 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 or Gold Gateway Award, evidence has been provided of completion, e.g. a copy of their certificate or a screenshot of approval
- ☐ 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 completed by someone with an appropriate role and is different from the person signing off the full award.

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

Role of KSA Logbook approver Enter role

Ten-Digit 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 the UK team for processing and final approval, please save it using the following title format for the young person: "Forenames Surname - KSA".

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
(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 **Wales**:

Email: 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](#))

For members in **Northern Ireland**:

Email: 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](#))

If you have any queries or issues concerning the KSA Logbook & Completion form email programme@scouts.org.uk