



# Boy Scouts of the Philippines

## National Office

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### NATIONAL OFFICE MEMORANDUM

No. 46, Series of 2016

**TO :** Regional Scout Directors  
Council Scout Executives  
Officers-in-Charge

**SUBJECT :** Standard Guidelines for Participation in International Scouting Events and Activities




1. The World Organization of the Scout Movement (WOSM) is the largest international Scouting organization with over one hundred sixty three (163) member-countries. Its mission is to contribute to the education of young people, through a value system based on the Scout Promise and Scout Law, to help build a better world where people are self-fulfilled as individuals and play a constructive role in society. It is a movement that encourages meetings across cultural and geographical borders.
2. Year on year, WOSM, specifically the World Scout Bureau – Asia-Pacific Regional Support Centre (WSB-APRSC) conducts several international Scout events and activities which are participated by member-NSOs (national scout organization). Such activities are arranged on a regular basis, on locations decided by the WOSM and the host-NSO.
3. The Boy Scouts of the Philippines, an active member of the WOSM, is a regular participant in international Scouting events and activities. Circulars and invitations from the World Scout Bureau (WSB) Offices in Kuala Lumpur and Manila, including other invitations from other NSOs are regularly being circulated by the National Office in order to organize delegates.
4. Over the years, it has been noticed that there are several Local Councils, District Scouting Committees, including individual Scouts and Unit Leaders which directly submits their application forms for participation, notice of attendance and/or reply slips directly to the WSB or to the host NSO without prior clearance and endorsement of the National Office. This has created confusion and myriad issues from the BSP, the WSB and the host NSO. In order to avoid such bypass and misrepresentation, all Local Councils, are sternly reminded to monitor the participation of the Scouts and Unit Leaders, including Lay and Volunteer Leaders in international Scouting events and activities.
5. In view of this, a Standard Guidelines for Participation in International Scouting Events and Activities is hereby established, a copy is herein attached to this Memorandum. All Regional Offices and Local Councils are to refer to the said guidelines for the standard procedures and process in application for participation in international Scouting events and activities.

6. Any breach and/or violation to the said guidelines will be dealt with accordingly. Particularly, the corresponding administrative sanctions shall be enforced, viz:

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|---------------------|--|
| 6.1. First Offense  | Stern Warning. Violators will be required to submit a written explanation  |
| 6.2. Second Offense | No Endorsement. The violator shall not be endorsed for participation in the particular event or activity.                                      |
| 6.3. Third Offense  | One (1) year Ban. The violator will be banned from Participating in any international Scouting event or Activity for a period of one (1) year. |

7. Should there be any question and/or query, you may refer them directly to the Field Operations Division thru Mr. Manuel G. Isidoro III, Field Services Executive (International Affairs) at (02) 527 5112 local 509 or via mail at [butch.isidoro@scouts.org.ph](mailto:butch.isidoro@scouts.org.ph).

8. For information, guidance and strict compliance.

  
**ROGELIO S. VILLA, JR.**  
Officer-in-Charge  
Office of the Secretary General

Encl: Standard Guidelines for Participation in International Scouting Events and Activities

FOD.RSV/mgi  
OSG.RSV/krsf

### **Standard Guidelines for Participation in International Scouting Events and Activities**

Hereunder are the standard guidelines and procedures for participation in international Scouting events and activities, viz:

1. **General Qualifications.** The following standards must be met in order to participate in any international Scouting events and activities:

1.1. Scouts

- Must be duly registered
- Holder of at least the Venturer Scout Rank or its equivalent at the time of participation
- Must be physically fit and in good health, as certified by a Physician
- Must have attended Regional and/or National Scout Jamborees prior to participation

1.2. Adult Leaders

- Must be duly registered
- Must have served as a Unit Leader or Assistant Unit Leader for at least five (5) years
- Preferably a Wood Badge Holder
- Must be physically fit and in good health, as certified by a Physician
- Must have attended Regional and/or National Scout Jamborees prior to participation

Separate and/or additional qualifications may be required by the BSP National Office depending on the nature of the Scouting event or activity.

2. **Application Procedures.** The following steps must carefully be complied with by interested applicants:

2.1. The applicant [Scout or Adult Leader] must fill out the Standard Application Form for International Scouting Events and Activities [please see attached copy], duly signed by the parents and/or guardian.

2.2. The application form, together with the photocopy of the applicant's passport, must be transmitted to the Local Council. The transmittal must be signed by the Unit Leader and the Institutional Head / Representative, certifying among others, that the applicant has met all the requirements for participation.

2.3. The Local Council will then evaluate the application. If the applicant has met all the requirements, the same shall be signed by the Council Chairman and the Council Scout Executive or Officer-in-Charge prior to its endorsement to the Regional Office.

- 2.4. The Regional Scout Director will then recommend for the approval of the application and affix his signature in the application form. The application will then be transmitted to the National Office thru the Field Operations Division for appropriate action.
- 2.5. The Field Operations Division, thru the Field Services Unit (International Affairs) shall then re-evaluate the application form based on the requirements for the event or activity, prior to its endorsement to the Office of the Secretary General for appropriate action.
- 2.6. The Field Services Unit (International Affairs) of the Field Operations Division will then inform the applicant, through an official transmittal, the result of the application. If approved, the BSP shall endorse all approved applications to the World Scout Bureau (WSB) and/or the host country / national scout organization (NSO).

### **3. Application Requirements**

- 3.1. All applicants must be a holder of a valid Philippine Passport, which can be obtained from any of the Consular Offices of Department of Foreign Affairs (DFA) located at San Fernando City in La Union, Lucena City, Legazpi City, Iloilo City, Cebu City, Cagayan de Oro City, Zamboanga City, Davao City and Manila.
- 3.2. In cases of countries which require a visa prior to entry, the following requirements must be submitted:
  - 3.2.1. Visa Application Form, duly filled out
  - 3.2.2. Valid Philippine Passports (old and new), undamaged
  - 3.2.3. Three (3) passport-sized, colored photos taken over a white background
  - 3.2.4. Other supporting documents needed during the interview, all of which must be original:
    - 3.2.4.1. For Adults
      - Bank certification/s with bankbook
      - Certificate of Employment – including applicant's position, working record and monthly/annual income and approved leave of absence
      - If self-employed, business name/permit or SEC Registration
      - Birth certificate and marriage certificate (if married) printed in NSO security paper
      - Latest individual income tax return (ITR)
      - National Bureau of Investigation (NBI) clearance, duly authenticated by the Department of Foreign Affairs
      - For government employees, Travel Authority is required

3.2.4.2. For Scouts

- DSWD Certificate to Travel for Minor
- Affidavit of Support and Consent of Parents
- Parent's bank certification/s with bankbook
- Parent's income tax return (ITR)
- School ID and Certification of Enrolment/Registration
- Birth certificate with NSO security paper
- Parent's marriage contract with NSO security paper

**4. Other Details**

- 4.1. The National Office reserves the right to select the members of the delegation based, firstly, on qualification and secondly, on a first reservation acceptance basis.
- 4.2. Based on international standards, the jamboree composition is one (1) adult leader for every nine (9) Scouts, the approval of adult application will be dependent on the total number of participating Scouts
- 4.3. All prospective participants attending international jamborees MUST attend the pre-jamboree training to be conducted by the National Office.