



King's Scout Award Logbook and Completion form

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 holders name, county and award completion date) we capture from this form 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 05/05/2023

scouts.org.uk/ksa

[#SkillsForLife](#)



KSA Logbook

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

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

Full address Click/tap here to enter full address

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 18 nights away as an Explorer Scout or Scout Network member. 12 of which must be camping. Nights away cannot be duplicated in the 'ICV' or 'Five Challenges' section of the logbook. DoFE Expeditions/Residentials can't be used towards Nights Away.

No.	Date of night away	Location/Event of night away	Camping?
1	Select or click/tap here to enter date	Click/tap here to enter description	Select option
2	Select or click/tap here to enter date	Click/tap here to enter description	Select option
3	Select or click/tap here to enter date	Click/tap here to enter description	Select option
4	Select or click/tap here to enter date	Click/tap here to enter description	Select option
5	Select or click/tap here to enter date	Click/tap here to enter description	Select option
6	Select or click/tap here to enter date	Click/tap here to enter description	Select option
7	Select or click/tap here to enter date	Click/tap here to enter description	Select option
8	Select or click/tap here to enter date	Click/tap here to enter description	Select option
9	Select or click/tap here to enter date	Click/tap here to enter description	Select option
10	Select or click/tap here to enter date	Click/tap here to enter description	Select option
11	Select or click/tap here to enter date	Click/tap here to enter description	Select option
12	Select or click/tap here to enter date	Click/tap here to enter description	Select option
13	Select or click/tap here to enter date	Click/tap here to enter description	Select option
14	Select or click/tap here to enter date	Click/tap here to enter description	Select option
15	Select or click/tap here to enter date	Click/tap here to enter description	Select option
16	Select or click/tap here to enter date	Click/tap here to enter description	Select option
17	Select or click/tap here to enter date	Click/tap here to enter description	Select option
18	Select or click/tap here to enter date	Click/tap here to enter description	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. Nights away cannot be duplicated in the 'ICV' or 'Five Challenges' section of the logbook.

	Activity	Dates	Completed as part of Chief Scout's Platinum/Diamond Award?
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. Nights away cannot be duplicated in the 'ICV' or 'Five Challenges' section of the logbook.

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

Licensed 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).

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

Delivery method Click/tap here to enter delivery method

Commissioner name Click/tap here to enter commissioner name

Commissioner membership number Click/tap here to enter membership number

Commissioner statement:

Ensure your statement is factual and doesn't contain any personal data that's not required.

Click/tap here to enter commissioner statement

Commissioner signature Click/tap here to enter name (Forename Surname) as your signature

Date of commissioner signature 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

Commissioner approval

Completed forms **must** be signed off by a County/Regional Commissioner (or District Commissioner in Scotland) e.g.:

- ACC ES (If the young person is under the age of 18)
- ACC SN (If the young person is over the age 18)
- ACC Top Awards
- CC (If no one holds an ACC ES or ACC SN role)

I confirm that all of the following criteria have been met:

- The candidate is registered on Compass as a Scout Network member (over 18s only).
- The candidate has been a member of Explorers or Network for at least 18 months.
- There are at least 18 nights listed in the Nights Away section (12 of which must be camping) with no DofE Expeditions/Residentials being used towards the Nights Away requirement.
- There are six ICV activities listed - two International, two Community, and two Values – and they reference the wording in the ICV lists.
- There is no duplication between the Nights Away and ICV lists, (i.e. items do not appear in both 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 Commissioner.

Commissioner name Click/tap here to enter first name/surname

Commissioner role Select role

Commissioner membership number Click/tap here to enter membership number

Commissioner signature Click/tap here to enter name (Forename Surname) as your signature

Approval date Select or click/tap here to enter date

Next steps

Once the completed logbook has been approved by the relevant Commissioner, a copy of this document should be sent to one of the following locations:

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 : Northern Ireland Scout Headquarters, 109 Old Milltown Road, Belfast, BT8 7SP, Northern Ireland Email: info@scoutsni.org
For members in Scotland : Scouts Scotland, Scottish Scout HQ, Fordell Firs, Hillend, Dunfermline, Fife, KY11 7HQ Email: hello@scouts.scot	For members in Wales : ScoutsCymru HQ, Castle House, Southern Street, Caerphilly, CF83 1LH Email: admin@scoutscymru.org.uk

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