



Applying for International Camps on the MMS

This is an updated version of a pre-existing document that is under review by the International Team. Any additional questions can be sent to the International Commissioner international@scouts.ie or to the International Camps administrator at kmacredmond@scouts.ie.

International Camp Applications must be made using the online Membership Management System (MMS) my.scouts.ie. The online application can be made by the following roles;

- Group Leader
- Deputy Group Leader
- Group Secretary
- Section Leader

Please Read - Before You Apply - During the application process you will be asked for your group's **travel insurance details**. Travel Insurance must be in place for the group to cover your travel arrangements and any additional activities that are not covered by the regular Scouting Ireland Insurance. Travel Insurance can be obtained through the Scouting Ireland Insurer (Marsh Ireland by contacting insurance@scouts.ie) or through an alternative Travel Insurance provider. If you do not have the finalised details of your group's cover when making your application, you can click save and return to your application at a later stage when you have the final information.



International Camp Application Checklist

In addition to the above please see below a checklist which will assist you prior to making the application.

International Camp Application Checklist		
#	Item	R
1	Paid & Confirmed Travel Insurance for the Group.	
2	All Youth Members are registered on the Membership Management System my.scouts.ie.	
3	All Adult Members are registered on the Membership Management System my.scouts.ie.	
4	At least one Scouter has Youth Led Programme Training & Overnights, Adventures and International Camp Module or the equivalent from previous training schemes.	
5	All Scouters have completed Being A Scouter Training or the equivalent from previous training schemes.	
6	All Scouters have completed Vetting within the last three years.	
7	All Scouters have completed Safeguarding training within the last three years or equivalent through Being A Scouter.	
8	First Aider holds valid First Aid Qualification.	
9	The Ratio of Adults to Youth Members is correct.	
10	Read Policy number - SID-YP05.	
11	Read Policy number - SID-YP06.	



Making the Application

Applicable to Group Leader, Deputy Group Leader, Group Secretary and Section Leader.

- Log onto my.scouts.ie.
- Click “Manage Group”.
- Click the “Events” Tab and select “Camps”.
- Click “+New Camp Application”
- Fill out the information as required on the screen

- ‘Section’,
- ‘Camp type –International’
- ‘Start and end date’
- Number of Scouts attending
- Number of Scouters attending
- Enter the name of the Camp Leader, (once you have selected the name of the Camp Leader, this name is automatically added to the list of adult members)
- Enter the name of the First Aider, (once you have selected the name of the First Aider this name is automatically added to the list of adult members)
- Enter the names of all youth members, only members of the Cub Section may be entered into a Cub section Camp Application; only Scout section members in a Scout Section Camp application etc.
- Enter the names of the Adult members (the list will already show the names of the Camp Leader and the First Aider)
- Enter the name and address of the Camp Venue.
- Enter the name, contact phone number and email address of the person who will be acting as Home Contact Person for the duration of the Camp. Home Contact must be in Ireland for the duration of your camp.
- Enter details of the ‘Shared Scouting Experience’ or the ‘Service/Partnership Project’
 - that will be part of the camp programme
- If you do not have the finalised correct information, click “Save Application” and you can return to the application later.



- When your application information is finalised and correct click “Submit for Approval”
- It is not possible to edit a Camp Application once it has been submitted for approval.

Further Points about International Camp Applications

- International Camp applications must be submitted using the online MMS (Membership Management System). **Paper forms are no longer valid.**
- Each section must submit its own camp application i.e. a Cub Camp application, a Scout camp application, a Venture camp application, a Rover camp application etc.
- Adult members must be vetted with Scouting Ireland in order to participate in overnight activities.
- The training requirements can be split amongst the adults going on camp. i.e. one member can have Youth Led Programme, one member can have Overnights Adventures and International Camps or the same member can have both.
- The camp leader box will show anyone who has Being A Scouter providing the above training requirements have been met.
- Other Scouter Requirements - For the rest of the adults they need to have a Being a Scouter or Stage 2 Child Protection Awareness on their record to be selected to attend.
- Equivalent training courses from previous training schemes are also taken into account (e.g. Stage 2 Child Protection Awareness - Stage 5 Event planning or Stage 2 Child Protection Awareness and a Woodbadge Award etc.)
- Members will not appear in the camp leader box unless a combination of the training requirements as per the above has been met by the adults going on the camps.
- If the member has completed the required training and it is not on their training record then, please send a copy of the certs or record card to trainingbookings@scouts.ie and this will be updated.
- Requirements for First Aiders works the same way as the Camp Leader box due to an error, so select the camp leader again and you can write the first aider in the camp information box.
- Only Youth Members who are listed in the section will be eligible to participate in an International Camp for the section.
- Only adult members with the membership type of “Scouter” or “Scouter + Rover” can be entered as the Camp Leader or First Aider.



- If a Member is marked as 'Transferring to Adult Membership' they will not appear to be added into any section until they are moved into an official section by the Group Leader. If a Group Leader is unsure as to how they complete the transfer they can contact the Database Officer Gillian Keogh at gkeogh@scouts.ie.
- At least one Scouter partaking in the activity must hold an appropriate First Aid certificate (i.e. REC/Wilderness First Aid).
- See the following documents for further information with regard to International Camp requirements:

SID-YP03 Youth Programme Abroad Policy

SID-YP04 Youth Programme Abroad Guidelines

SID-YP05 Scouting Ireland – Camping and Adventures in the Out of Doors Policy

SID-YP06 Scouting Ireland – Camping and Adventures in the Out of
Doors Guidelines.

Equivalent training courses

Equivalent training courses from previous training schemes are taken into account on camp application (example Stage 2 Child Protection Awareness - Stage 5 Event planning or Stage 2 Child Protection Awareness and a Woodbadge Award etc.)

Members will not appear in the camp leader box unless a combination of the training requirements (as per below) have been met by the adults going on the camps.

Camp Leader Training Requirements :

- Camp Application – The camp leader box will show anyone who has Being A Scouter providing the above training requirements have been met.
- They may have to select their adults from the list before this kicks in.
- Other Scouter Requirements - For the rest of the adults they need to have a Being a Scouter or an equivalent Stage 2 Child Protection Awareness on their record to be selected to attend.

If the member has completed the required training and it is not on their training record then, please send a copy of the certs or record card to trainingbookings@scouts.ie. Requirements for First Aiders works the same way as the Camp Leader box due to an error, so select the camp leader again and you can write the first aider in the camp information box.