THE BOYS' BRIGADE
>the adventure begins here

FORM **LREG9**

HQ Reference

Leader 'Administration Only' Conversion Form (Battalion/District)

All parts of this form MUST be completed - Please Use Black Ink

This category is for adult leaders who solely undertake a administrative role within the Battalion/District.

By converting to 'Administration Only' the individual MUST NOT be in a position where they have unsupervised contact with or responsibility for children and young people. This category will not be subject to a disclosure check. If the individuals responsibilities change and they do have unsupervised contact with or responsibility for children and young people then must inform the Membership Team so that the 'Administration Only' category can be removed and a disclosure check arranged.

1 About You

Leader Registration Number

Surname

First names

Address 1

Town

County

Postcode

Country

☐ England ☐ Scotland ☐ Republic of Ireland

☐ Wales ☐ Northern Ireland

Telephone *(daytime)*

Telephone *(evening)*

E-mail Address

Please return this form to:
Membership Team, The Boys' Brigade, Felden Lodge, Hemel Hempstead, Hertfordshire, HP3 0BL.

If you have any questions please contact the **Membership Team** at BB Headquarters on **01442 231 681 (option 4)**

2 Current Appointment

TO BE COMPLETED BY APPLICANT

This form should NOT be used for change of Appointment or Transfer.

Battalion / District:

Appointment (please tick box to indicate your current appointment):

☐ Reserve Officer ☐ Helper

☐ Chaplain ☐ Residential Activity Helper

☐ Official (President, Vice President, Secretary, Treasurer)

Current Position(s) in Battalion/District e.g. Battalion Secretary

3 Administration Only

TO BE COMPLETED BY APPLICANT

☐ **I would like to convert my appointment to 'Administration Only'**
(only for appointments as a Helper, Reserve Officer, Official)

If you have ticked the box above you MUST sign the declaration below.

Declaration for those registering as 'Administration Only':
I recognise that by registering in an "Administration Only" category my role will not involve unsupervised contact with or responsibility for children & young people, as determined by the definition of regulated activity laid down by legislation. Therefore this role will not be subject to a disclosure check.

I understand that if my role changes and is to involve unsupervised contact with children & young people I must change my category of leadership and undertake a disclosure check.

Signed (by Applicant)

Date

D D M M Y Y

4 Battalion/District

TO BE COMPLETED BY BATTALION / DISTRICT

Battalion/District Name

Signed (by Battalion/District Secretary)

Print Name:

Date

D D M M Y Y