

# Manual for Handling Personal and Scouting Records

## **Section A:**

Each individual in Rabieh 1 must have two documents associated with them, the personal and scouting record documents. On both of these documents there is a unique identification sequence. This sequence is usually composed of a single letter from the English alphabet and two digits.

Possible values for the single letter value in the identification sequence are:

C for Cubs, T for Troop, G for Guides, R for Rovers, L for Leaders, and A for Alumni.

Example identification sequence: C02, the C indicates that this individual is currently in the Cubs unit and the 02 is simply a sequential numbering system.

If a member is to transfer from one unit to another the identification sequence is modified according to the following system. A “\” and the letter corresponding to the new unit is appended to the identification sequence before the digit portion of the identification sequence.

Example: If member T15 transfer from the Troop unit to the Rovers unit their new identification sequence becomes T\R15, if they then become a leader the identification sequence is modified again to become T\R\L15.

In addition a passport sized photograph and a copy of official identification must also be included, the member’s unique identification sequence must be written on both of these items as well, and updated accordingly.

## **Section B:**

Both personal and scouting records must be filled in a proper manner using either a black or blue pen; the information must remain within the borders of the tables or lines in both documents.

## **Section C:**

Upon the completion of both documents, on the backend of the first page of both documents the date of completion must be stated. The date must be of the following format dd/mm/yyyy. If future edits are done to any or both of these documents the dates of these edits must be added below the previous date in the date format stated previously, this is to keep track of when documents are edited and to facilitate the procedure of updating Rabieh 1’s copies of these records.