

Name:

Surname:

Position in Scouting:

Region:

District:

If in Group – Group name:

Current email address:

Telephone number:

Do you require:

An alias:

(e.g. sgl.groupname@scouts.org.za)

A Shared Mailbox:

(e.g. sgl.groupname@scouts.org.za)

I accept the below Terms and Conditions:

- I accept that the domain scouts.org.za is the property of SCOUTS South Africa (SSA).
- Email addresses are issued with the following format: name.surname@scouts.org.za.
- You will be able to use the functionality of Office365.
- When communicating using the @scouts.org.za email address you accept that you are representing SSA. As such, all communication must be in line with the policies and procedures as published by SSA on their website www.scouts.org.za.
- You may use the scouts.org.za email address when communicating within Scouting.
- In line with your position within SCOUTS SA, you may only use the scouts.org.za email address to communicate outside of the organisation with the intent of achieving the aims and objectives of Scouting. Your position needs to be clearly stated at the bottom of all emails.

Request for email address

- The tone, content and language in emails need to comply with the Scout Promise and Law and Code of Conduct.
- Agree to work within all the policies and rules of SCOUTS South Africa and its Member Code of Conduct.
- The font to be used in scouts.org.za emails is Verdana.
- SSA reserves the right to access your email account, should SSA have evidence or suspect that the email account is being used for fraudulent or illegal activities.
- SSA reserves the right to delete your email account, should you be in breach of any Scouting policy.
- I shall not share access to, or the login details with any third party.

Signature:

Date:

Please send the request to emailsupport@scouts.org.za

Sign off – Regional team:

Name:

Date:

Sign off – National team:

Individual is registered on Scouts.Digital?

Individual has warrant for role indicated?

If in Group, the Group has a signed SPA?

Name:

Date: