

Name:

Surname:

Role on Scouts Digital:

Region:

District:

Current personal email address:

Mobile number:

By Applying for this email address, I accepted to the following Terms and Conditions:

- The domain [scouts.org.za](https://scouts.org.za) is the property of SCOUTS South Africa (SSA).
- There is an Application for Adult Membership loaded on to my SD Profile and I hold a valid Warrant.
- Email addresses are issued with the following format: [name.surname@scouts.org.za](mailto:name.surname@scouts.org.za)
- You will be able to use the functionality of Office365 Online.
- 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](https://www.scouts.org.za).
- You may use the scouts.org.za email address when communicating within Scouting.
- In line with your position within SSA, 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.
- The tone, content and language in emails need to comply with the Scout Promise and Law and "Members Code of Conduct and Disciplinary Policy".
- Use the correct Signature at the foot of the email and use the Verdana font in emails.
- 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.
- You shall not share access to, or the login details with any other party, within or outside of SSA.
- Email License will be removed when you leave the authorised role.
- Email address will be terminated when you leave the organisation.
- When your details change, log a call on the help desk to update your details in the online address book.

**PLEASE SUBMIT THE FORM TO: [support@scouts.org.za](mailto:support@scouts.org.za)**