#### **Nights Away** Volunteer needs to **Process Flowchart** apply for Nights Away LINK: Digital Tool Guide LINK: Digital In My Tool Guide approved application Membership, Resubmit a declined Volunteer accesses application under application LINK: Digital "Programme Tool Guide: Support" Apply for Update or resubmit Apply LINK: Digital nights away Tool Guide Cancel an application Volunteer locates Volunteer opens existing new application application form form [1] Volunteer completes application: **Event Information section** Leadership Information section Planning and Approvals section [2] [3] Save or discard application Submit, save. or discard LINK: Digital [4] [5] Check my applications Volunteer can check application Volunteer submits progress status in application "My nights away applications' Notification is sent to Lead Volunteer/Nights Away Approver Lead Volunteer [6] LINK: Digital Approve or reject an Lead Volunteer application checks application Lead Volunteer Approve, Lead Volunteer saves or discards reject, save or rejects application application discard LINK: Digital Tool Guide -**Key** Lead Volunteer Task completed by Volunteer approved ead Volunteer can check requests Approved request Task completed by Lead Volunteer or application [7] application in My Nights Away Approver Membership Task completed by System/My Membership Start Point **End Point**

**Decision Point** 

# Nights Away

## **Process Flowchart**

## **Footnotes**

- [1] If The Volunteer updates an existing Nights Away application, it will go through the application process again.
- [2] Planning and Approvals section includes Risk Assessment, adding Supporting documents, Contingency Plan confirmation, and Lead Volunteers / 14-24 Team Leader confirmation
- [3] Volunteer can upload more than one supporting document. NOTE: currently, the application cannot be 'saved' if it has attached documents. It has to be 'submitted'.
- [4] 'Save' keeps all the changes made in the current session. 'Discard' undoes any changes from the current session and reverts to when it was last saved.
- [5] Saved applications are found in My nights away application
- [6] Lead Volunteer or Nights Away Approver
- [7] The Approver/Supporter Comments will be included in the notification to the Volunteer once the application is approved or rejected.

#### **Further Information**

Last reviewed: 29 April 2025

If you have been sent this process flow chart, please ensure you are viewing the most up-to-date version. You can download the latest version by going to: https://www.scouts.org.uk/volunteers/volunteer-experience/digital-tool-guides/nights-away/

or clicking the button below:

Digital Tool Guide - Nights Away