

HQ Reference

Leader Resignation Notification

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

In order to enable Headquarters to comply with the **Protection of Children** regulations on your behalf, it is necessary for the Captain, Chaplain or Battalion/District Secretary to advise Headquarters in the event of **any leader leaving, or being asked to leave for whatever reason**.

Any opinions expressed on or as a result of this form will be treated in confidence, and will only be shared with the authorities concerned in order to comply with our responsibilities under the above regulations.

About Individual Resigning

Leader Registration Number

Surname

First names

Address 1

Town

County

Postcode

Country

- England
 Scotland
 Republic of Ireland
 Wales
 Northern Ireland

Details of Resignation

Date of Resignation

D	D	M	M	Y	Y
---	---	---	---	---	---

Appointment at time of resignation:

- | | |
|---|--|
| <input type="checkbox"/> Helper | <input type="checkbox"/> Residential Activity Helper |
| <input type="checkbox"/> Lieutenant | <input type="checkbox"/> Warrant Officer |
| <input type="checkbox"/> Captain | <input type="checkbox"/> Chaplain |
| <input type="checkbox"/> Staff Sergeant | <input type="checkbox"/> Battalion / District Official
or Reserve Officer |

Company/Battalion/District from which the individual has resigned:

Reason(s) for leaving:

- Moved Away
 Resigned
 Other (*give details*)
 Asked to Leave by Church/Company/Battalion/District

Please give details (*if other ticked*):

If resigning as a Company Captain or Battalion Secretary please advise name of person taking over this role (to ensure that BB Headquarters can effectively communicate with the Company/Battalion):

Company/Battalion/Dist Notifying

TO BE SIGNED BY THE COMPANY CAPTAIN/CHAPLAIN OR BATTALION/DISTRICT SECRETARY COMPLETING THE FORM

Name

Telephone Number

Signed (by Captain/Chaplain or Battalion/District Secretary)

Date

D	D	M	M	Y	Y
---	---	---	---	---	---

Please return this form to:

The Boys' Brigade,
 Felden Lodge,
 Hemel Hempstead,
 Hertfordshire,
 HP3 0BL.