

INTERNATIONAL LETTERS OF INTRODUCTION & EVENT VERIFICATION



What is an *International Letter of Introduction*?

The International Letter of Introduction is recognized by Member Organizations as the standard form of introduction of a Scout or leader when travelling internationally. The letter's sole purpose is to establish the identity of the bearer, and to entitle him or her to be welcomed as a member of the World Organization of the Scout Movement (WOSM). It conveys no special privileges, including any entitlement to hospitality.

What is an *Event Verification* and How is That Different?

When Scouts or Scout Units travel internationally specifically to participate in a Scouting event, the Host of the event may require that participants verify their membership in a National Scout Organization (NSO). NSO's are Scouting organizations recognized by WOSM and by verifying membership in an NSO, it ensures to the event Host that all participants are legitimate and adhere to their respective governing policies.



What's the Process to Obtain an ILI or Submit a Verification Request?

The first step to obtaining an ILI or Submitting a Verification Request is to determine which option is right for your situation.

**International Letters of Introduction are issued annually - ILI requests should be submitted during year of intended travel.*

[OPTION A]

International Letter of Introduction



As the description above states, an *ILI* is a recognized way of introducing yourself to other Scouts around the world.

Think of it as a way to say, "Hello, I'm a Scout!"

An *ILI* is a great resource to have if you are planning to travel internationally unrelated to Scouting, but have an interest in connecting with Scouts from other countries during your travels.

Remember that the description above also states:

[An ILI] conveys no special privileges, including any entitlement to hospitality. While all Scouts are generally Friendly, Courteous and Kind, it's important not to imply any particular privileges or entitlement.

To request an International Letter of Introduction, proceed to the next page and fill out the information in the top box.

[OPTION A]

Note that a signature is required from your local council Scout Executive or designee. To ensure promptness, make sure that all information provided is correct and that the form is signed prior to submitting it.

[OPTION B]

Event Verification Request (+ILI)



While an *ILI* is a way of introducing yourself, an *Event Verification Request* is a mechanism to provide your proof of membership and good standing in the Scouting America to the Host of an International Scouting event.

When you submit an *Event Verification Request*, the BSA International Department will reach out to the NSO that is hosting the event and make sure that we're able to help provide any and all information required from Scouting America.

When the Scouting America International Department reaches out to the Event Host to provide verification, it conveys that your involvement in the event has been reviewed and approved by the Scouting America. *Additionally, the Unit Leader for the event will receive an ILI as a means of introduction to use while your group is traveling internationally.*

To submit an Event Verification Request proceed to the next page and fill out the information in the lower box.

[OPTION B]

Make sure to include all Scouts and Leaders who will participate in your request to expedite processing time.

- In addition, you will need to provide a head and shoulders photograph of yourself to include in the WOSM passport.
- You will also need to provide evidence of completing all three parts of WOSM's *Safe from Harm* training with your application materials. Link: <https://www.scout.org/what-we-do/member-organizations/child-and-youth-safety>
- Depending on the nature of your travel and event, other documents may be required.

[OPTION A]



International Letter of Introduction



Date Processed

IL#

To obtain an official *International Letter of Introduction*, please fill out the application below and forward it through your local council service center to the Scouting America International Department at the National Service Center. **See bottom of page*

Reminder: If you are traveling specifically to attend an international Scouting event, please use OPTION B.

Name: _____ Date: _____

Registered as: _____ Council: _____ # _____
Title/Position AND Unit Type + Number Council Name Council Number

Address: _____ City _____ State _____ Zip _____

Phone _____ Email: _____

To visit the following countries: _____

Reason for Visit: _____

of ADULTS traveling: _____ # of YOUTH (<18) traveling: _____ Date (ILI) Needed: _____

Arrival Date(s): _____ Departure Date(s): _____

Council Approval: _____ Date: _____

Scout Executive OR Designee with Title/Position

[OPTION B]



Event Verification Request (+ILI)



Date Processed

IL#

To submit an *Event Verification Request*, please fill out the application below and forward it through your local council service center to the Scouting America International Department at the National Service Center. **See bottom of page*

Event Name: _____ Event Country/NSO: _____

Date(s) of Event: _____ Event Website: _____
Include Begin/End Dates [mm/dd/yy] Website and/or Event Contact Email [if known]

Name of Primary Unit Leader for Event: _____

Unit Type + Number: _____ Council: _____ # _____

Phone _____ Email: _____

of ADULT LEADERS traveling: _____ # of YOUTH (<18) traveling: _____ Current Adult SYT? ☐ Yes ☐ No

Must attach an official roster from Scoutbook or My.Scouting with event participant names noted for verification

Arrival Date(s): _____ Departure Date(s): _____ Date (ILI) Needed: _____

Additional countries to visit: _____

Council Approval*: _____ Date: _____

Scout Executive OR Designee with Title/Position

**By Signing, I recognize that the individual(s) included in this request: 1) will be participating in an international Scouting event on behalf of the local council. 2) are approved by the council for participation.*

For faster turnaround, please send completed and signed request to international@scouting.org and a digital ILI can be emailed to you.

ILI request may also be mailed to: Scouting America International Department, S340 PO Box 152079; Irving, TX 75015. **Please plan ahead-average of 3 weeks total.*

Incomplete information or missing Scout Executive/designee signature will increase processing time. Allow additional time for mailed forms.

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