

Active support

A complete guide to the Scout Fellowship

Active support

A complete guide to the Scout Fellowship



Contents



Introduction

- 0.2 Contents
- 0.3 How to get the most from this file
- 0.4 Glossary



1. What is the Scout Fellowship?

- 1.0 Frequently Asked Questions
- 1.1 What is the Scout Fellowship?
- 1.2 History of the Scout Fellowship
- 1.3 Connections



2. Running a Scout Fellowship

- 2.0 Introduction
- 2.1 Frequently Asked Questions
- Starting a Scout Fellowship**
- 2.2 Why start a Scout Fellowship?
- 2.3 How to start a Scout Fellowship
- Running a Scout Fellowship**
- 2.4 Overview - running a Scout Fellowship
- 2.5 The Executive Committee
- 2.6 The Chairman (or 'Leader') of the Scout Fellowship
- 2.7 Running a business meeting
- 2.8 Annual General meetings
- 2.9 Finances
- 2.10 Acting as liaison
- 2.11 Agreeing a remit
- 2.12 Building a Skills Directory
- 2.13 Developing personal skills
- 2.14 Healthcheck - Running a Scout Fellowship
- Job Descriptions**
- 2.15 Chairman (or 'Leader') of the Scout Fellowship
- 2.16 Secretary
- 2.17 Treasurer
- 2.18 Other Committee members job descriptions
- Support for the Scout Fellowship**
- 2.19 Support for the Scout Fellowship
- 2.20 The role of Group Scout Leader or responsible Commissioner
- 2.21 The role of the ADC (SF)
- 2.22 The role of the AAC/ACC (SF)
- 2.23 Healthcheck - the Responsible Commissioner



3. Developing your scout fellowship

- 3.1 Introduction
- 3.2 Frequently Asked Questions
- 3.3 Promotion
- 3.4 Recruiting Scout Fellowship members
- 3.5 Induction and retention
- 3.6 Building on success
- 3.7 Healthcheck - developing your Scout Fellowship



4. Programme ideas

- 4.1 Where does the Scout Fellowship fit?
- 4.2 Frequently Asked Questions
- 4.3 Putting programmes into action
- 4.4 Programme ideas
- 4.5 Event guides
- 4.6 Healthcheck - Programmes
- 4.7 International



5. Resources

- 5.1 Introduction
- 5.2 Local contacts
- 5.3 National organisations
- 5.4 Promotional and recruitment example material
- 5.5 Buyer's guide

Acknowledgements

Project Managers

Andrew Jermey
Paul Williams
Helen Apsey

Design by

Leona Smith

Contributors

David Stokes
Peter Clifford
Yvonne Sharp
Clive Oakley
Paul Wray
Michael Howkins
Helen Richardson
Heather Friend
Lynne Davies
Richard Hyland
Mark Hall

Editor

Chris James

Thank you to all the Scout Fellowships, Commissioners and others who sent in material. Your contributions have been invaluable.

0.3 How to get the most from this file



Welcome to *Active Support*

Whether your Scout Fellowship is new or has been running for a number of years, this file will provide all the information you need.

It has sections on:

- what is the Scout Fellowship?
- running your Scout Fellowship
- developing your Scout Fellowship
- programmes
- resources.

How to use *Active Support*

The file has not been designed to be read cover to cover, but to be used as a reference and dipped into when you need help, guidance or ideas. It could be read in conjunction with *Scouting Essentials*.

The Frequently Asked Questions in most sections will guide you to the relevant factsheets. These combined with the Healthchecks should enable you to get the most from this resource.

The file has been produced in loose-leaf form to enable any updates or new sections to be added. You can also add the ideas to be found in the Scout Fellowship pages of *Scouting Magazine*, or on the Internet from www.scoutbase.org.uk

Starting a new Fellowship?

If you are starting a new Scout Fellowship then the check list in section 2.3. 'How to Start a Scout Fellowship' will assist you in the successful launch of your new venture.

A guide to using the healthchecks

What?

A healthcheck is a series of questions that help you assess how your Fellowship is doing. There are then a series of suggestions that provide practical help and ideas, and other resources or people that may be able to offer advice. The healthchecks cover Running a Scout Fellowship, Developing your Scout Fellowship, and Programmes.

How?

Read through the question and tick the answer that most applies to you. If your ticks are mostly on the left, then your Fellowship is doing quite well. If they are mostly on the right, then there may be areas that need some attention.

Who?

Everyone in your Fellowship should have his or her say. Get everyone together to discuss ideas.

Why?

Simply, it will make your Fellowship more fun and enjoyable. It will also help provide the best possible support to Scouting.

When?

Whenever you want - there is no fixed period of time. Just don't let them gather dust. Use them to see how your Fellowship has improved.

Remember!

If you find you have areas that need some attention - don't try to do everything at once! Work out a realistic plan of action and get everyone involved.

0.4 Glossary of terms



1999 Review of the Scout Fellowship

Review and consultation of the Scout Fellowship requested by the Committee of the Council following the 1998 Scout Fellowship National Conference and three-year Review & Strategic Development Plan.

AAC/ACC(SF)

Assistant Area/County Commissioner (Scout Fellowship)

ADC(SF)

Assistant District Commissioner (Scout Fellowship)

Adult Support

The practice of ensuring that all adults in Scouting get personal support when they need it and where they need it to help them do their job. The Scout Fellowship is part of The Scout Association's Adult Support Network. For further information contact the Adult Support office at Gilwell Park.

Adults in Scouting model

The lifecycle of an adult in Scouting.

Adventurous Activities

These are activities of an adventurous nature, involving an element of extra risk, with specific rules.

AGM

Annual General Meeting

Annual Scout Census

The collation of The Association's membership figures, submitted to Headquarters by the County/Area.

Appropriate Commissioner

In effect, the line manager to whom the Fellowship is responsible. e.g. a Group Scout Fellowship's appropriate Commissioner will be the Group Scout Leader (GSL).

Area/County

Geographical structure of The Scout Association. In Wales and Scotland, these are known as Areas, e.g. Clwyd. In England and Northern Ireland they are referred to as Counties, e.g. Hampshire.

Associate/Full Membership of Association

Adults become Associate Members of the Scout Movement by signing an Associate Members' Declaration. Associate Members pay normal annual membership fees and are not required to make the Promise. Adults become full Members of the Scout Movement by making the Promise, completing a Members' Declaration and paying their normal annual membership fees.

Chair/Leader of the Scout Fellowship

Elected member, responsible to the members for the overall running of the Fellowship.

Child Protection Policy

The Scout Association's commitment to safeguard the welfare of all Members by protecting them from physical, sexual and emotional harm.

Committee of the Council

The body which makes the Policy and Rules of the Association as published in Policy, Organisation and Rules and in the various Handbooks and other official literature of the Association. The Committee of the Council exists to manage the business of the Association in accordance with the bye-laws of the Association.

Constitution

A formal document agreed and owned by the Group/District. etc. detailing the working practices and 'rules'.

Executive Committee (of a Scout Fellowship)

The Executive Committee exists to manage and oversee the business of the Scout Fellowship.

Ex-officio member

An attendee who is there by right of position, and who has full voting rights.

Gilwell Park

The Scout Association's UK Headquarters based near Epping Forest in North East London.

GSL

Group Scout Leader

Guidelines of Operation

Less formal version of a constitution.

HQ

Staff Departments based at Gilwell Park.

IFOFSAG

International Fellowship of Former Scouts and Guides, became ISGF (The International Scout and Guide Fellowship) in 1996.

Information Centre

'One-stop shop' call centre based at Gilwell Park providing advice and support on all aspects of Scouting, phone/email/fax/service for ordering resources and goods.

Contact them on 0845 300 1818, email info.centre@scout.org.uk or fax on 020 8498 5407.

Open hours are 08.00 – 20.00 Monday to Friday and 09.00 – 12.00 on Saturday.

ISGF

International Scout and Guide Fellowship, formerly the International Fellowship of Former Scouts and Guides.

National Commissioner (Scout Fellowship) Support Team

Group of individuals from around the UK, supporting the National Commissioner (Scout Fellowship) in the development of the Scout Fellowship.

Outdoors (Scout Shops Ltd)

The commercial arm of the The Scout Association selling uniform resources and outdoors equipment.

P&D

Programme & Development Department at Gilwell Park.

POR

Policy, Organisation and Rules.

Providing Active Support

Being pro-active in supporting the Group, District and County/Area through helping deliver a varied and active programme to young people.

Scout Fellowship

A group of people aged 18+ who work together to provide active support to Scouting, help the community and have fun.

ScoutBase UK

The Scout Association's website updated regularly with pages dedicated to many different areas of the Movement.

Scouting Essentials

The Scout Association's guide to the Youth Programme.

Scouting Magazine

The Scout Association's monthly magazine addressing issues affecting the Movement and informing programme ideas, articles and pages dedicated to the various sections, e.g. Cub Scouts, Scout Fellowship, International, etc.

The Association

The Scout Association

Trefoil Guild

GirlGuiding UK's equivalent of The Scout Fellowship

Warranted Leader

A Leader who has been appointed in a Warranted role, e.g. Cub Scout Leader, Group Scout Leader, etc.

WOSM

World Organisation of the Scout Movement.

Young People First

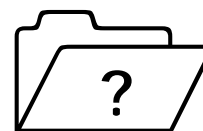
The Scout Association's Child Protection Policy.

1

What is the Scout Fellowship



1.0 What is the Scout Fellowship? Frequently Asked Questions



This section is designed to help answer Frequently Asked Questions (FAQ's) relating to 'What is a Scout Fellowship?' It provides short answers and links to where more detailed information can be found.

This should be used as a quick reference and as a guide to further reading.

FAQ	ANSWER
What is a Scout Fellowship?	<p>A Scout Fellowship is a team of people who work together to provide active support to those involved in Scouting, help the community and have fun.</p> <p>The way they provide active support is dependant on the type of Fellowship and skills within the team. The Fellowship also provides an active social network for it's members.</p> <p>See section 1.1 "What is the Scout Fellowship?"</p>
Where does the Scout Fellowship fit into Scouting?	<p>At the Group, District, Area/County or even at the Regional or National level.</p> <p>Scout Fellowships can also be formed to support specific activities and may be based around a Gang Show or a campsite Service Team, for example.</p> <p>So long as a Scout Fellowship provides active support to Scouting it can fit in to the Movement wherever appropriate.</p> <p>See section 1.1 "What is the Scout Fellowship?" and 2.3 'How to start a Scout Fellowship'</p>
Who can join a Scout Fellowship?	<p>Any person aged 18 and over.</p> <p>See section 2.4 "Overview – Running a Scout Fellowship"</p>
What is the maximum age for membership of the Scout Fellowship?	<p>There is no upper age limit.</p>
Do Scout Fellowship members have to wear uniform?	<p>No.</p> <p>Members of the Scout Fellowship may be either Associate or Full Members of the Scout Association. Full Members make the Scout Promise and may wear uniform.</p> <p>Many Scout Fellowships use a sweatshirt or similar as 'uniform' for all of their members</p> <p>See section 2.4 "Overview – Running a Scout Fellowship"</p>
Can Warranted Leaders or other Scouts join the Scout Fellowship?	<p>Yes, so long as they are 18 years of age or over, and understand that their membership of the Scout Fellowship will be secondary to their role as a Warranted Leader or as a member of the Scout Network.</p> <p>See section 2.4 "Overview – Running a Scout Fellowship"</p>

FAQ	ANSWER
Do members of the Scout Fellowship pay the National Membership subscription?	Yes – all members. Note however that the decision to include members of the Scout Fellowship in a District or Area/County levy is a local one.
Do we have to have a 'leader' for our Scout Fellowship?	Yes, usually the Chairman, although any other title may be used. See section 2.6 "The Chairman of the Scout Fellowship"
Do we have to have an Executive Committee?	No, although it is recommended. See section 2.5 "The Executive Committee"
How do we decide what to do?	You will agree a 'remit' for your Scout Fellowship with your GSL or appropriate Commissioner. See section 2.11 "Agreeing a Remit"
Can we hold social activities?	Yes, and these are to be encouraged, although no Scout Fellowship should exist solely to allow its members to socialise within Scouting. Every Scout Fellowship must provide some degree of Active Support to Scouting. See section 2.4 "Overview – Running a Scout Fellowship"
Must all members of the Scout Fellowship be 'active' within Scouting?	Yes. Every member of the Scout Fellowship must provide some degree of Active Support within Scouting, although no 'minimum' level is defined. Each member's contribution should be judged against 'their best', not to an arbitrary standard. See section 2.4 "Overview – Running a Scout Fellowship"
Are we allowed to organise our own Adventurous Activities?	Yes, so long as they are conducted in accordance with the Activity Rules in POR. See section 2.4 "Overview – Running a Scout Fellowship"
Can we organise activities for the youth Sections?	Yes, so long as they are conducted in accordance with the for Activity Rules in POR. See section 2.4 "Overview – Running a Scout Fellowship" and section 2.13 "Developing Personal Skills in the Scout Fellowship"
Can we specialise in the kind of Active Support we offer?	Yes, and this is to be encouraged in order to develop a skilled pool of resource which will be available to the training Sections. Examples may be Gang Show Crews or Campsite Service Teams, Canoeing, Climbing or Hill Walking Scout Fellowships. See section 2.4 "Overview – Running a Scout Fellowship"
What responsibility does the GSL or appropriate Commissioner have to the Scout Fellowship?	<ul style="list-style-type: none"> • Ensures compliance with respect to matters of Child Protection, financial management and Adventurous Activities • Approves the selection of the Chairman of the Scout Fellowship(s) • Reviews the remit of the Scout Fellowship(s) See section 2.20 "The Role of the Group Scout Leader responsible Commissioner"

Must we have an ADC (Scout Fellowship) in our District?	<p>Although this is the decision of the District Commissioner it is highly recommended where there is more than one Scout Fellowship in the District.</p> <p>District Commissioners are recommended to encourage the use of the title ADC(SF) rather than that of Advisor or any other title.</p> <p>See section 2.21 "The Role of the ADC (Scout Fellowship)"</p>
Must we have an AAC/ACC (Scout Fellowship) in our Area/County?	<p>Although this is the decision of the Area/County Commissioner it is highly recommended.</p> <p>Area/County Commissioners are recommended to encourage the use of the title AAC/ACC (SF) rather than that of Advisor or any other title.</p> <p>See section 2.23 "The Role of the AAC/ACC (Scout Fellowship)"</p>
Are we allowed to support the local community?	Yes, although the primary role of the Scout Fellowship is to provide Active Support to Scouting.
Do we have to have regular or formal meetings?	No, although planning meetings should be encouraged. See section 2.7 "Running a business meeting"
How do we know how well we're doing?	By the annual review of your Remit and by occasionally completing the healthchecks in the file.
Can we take part in the Queens Scout or Duke of Edinburgh Award?	Yes - by the following the rule of the award schemes and by keeping appropriate records. Note that any Scout Fellowship member under the age of 25 is automatically a member of their local Scout Network.

I.1 What is the Scout Fellowship?



A Scout Fellowship is a group of adults who have one thing in common – a wish to support Scouting. A Scout Fellowship welcomes men and women of all ages, interests and backgrounds. There is no need to have been involved in Scouting or Guiding before. All that is required is a willingness to give some of your time to Scouting. In return you will make friends and be able to join with others doing whatever you decide. Each Scout Fellowship has its own social and activity programme.

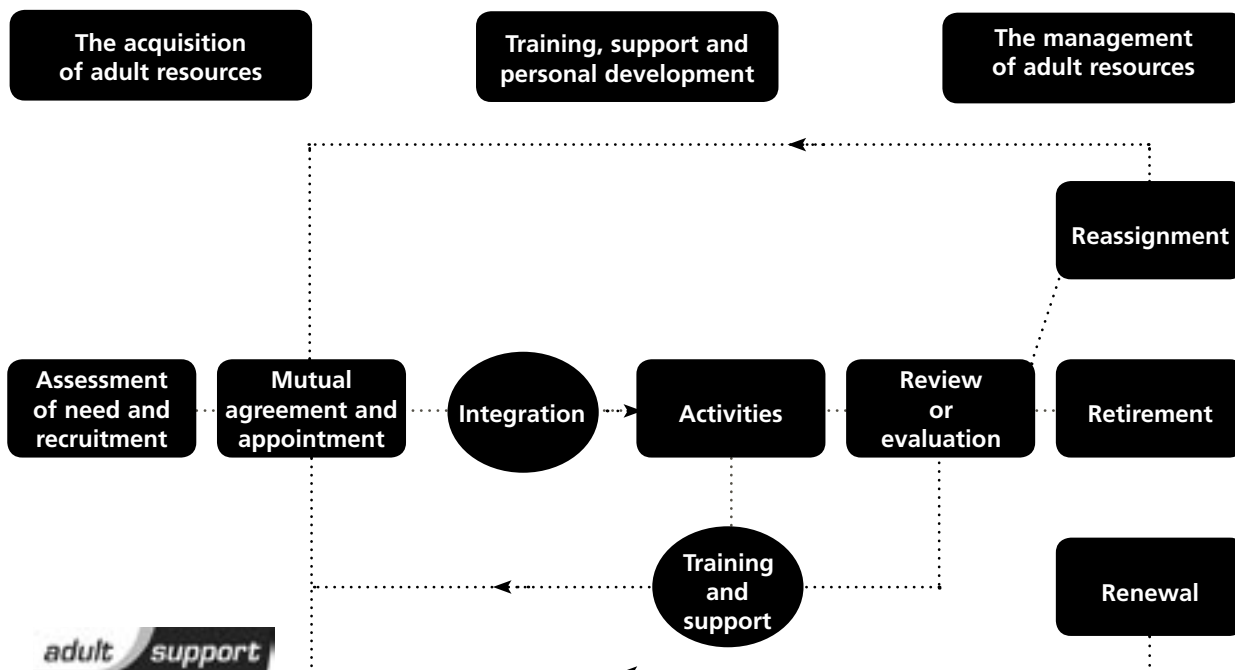
The aim of the Scout Fellowship is to **provide Active Support**, particularly to the youth programme and, at all levels of the Association from the local Scout Group to national initiatives.

So what do we mean by “Active Support”?

Active Support is the help provided by members of the Scout Fellowship of all ages and abilities. It can be physical, mental, geared to a particular technical skill or simply general support. Members could act as a badge examiner, a mentor to new Leaders, provide catering for courses, run pioneering courses, assist with hill walking, rock climbing etc. We all have something to offer Scouting regardless of our age or ability.

The Scout Fellowship is often described as the ‘backbone’ of the Scout Movement – supporting the young people and voluntary leaders wherever help is required. The key to our success is our flexibility – we’re here to help in what ever way we can.

The Adults in Scouting model



The Adults in Scouting model shows where the Scout Fellowship fits in, **providing Active Support** for activities and training and support. We are also there when adults need to take a breathing space from a leadership, commissioner or administrative role - an obvious choice for some when it comes to reassignment.

Where are Scout Fellowships formed?

A Scout Fellowship may be based around a Scout Group, District, Area/County or a particular task, like canoeing, caving or Gang Show. The best solution for one area may not be right for another, but this flexibility of approach has always been the strength of the Scout Fellowship. The 1999 Committee of the Council review of the Scout Fellowship highlighted this flexible approach and allows us to tailor the local organisation of Scout Fellowships to fit the different needs around the country. In fact, following the review, it was agreed that all other adult-only support groups must be registered as Scout Fellowships. Even though these groups may not actually be set up and run as 'traditional' Scout Fellowships, they are an integral part of the Scout Fellowship so far as support, communications and administration are concerned. It is not compulsory to have the words 'Scout Fellowship' in the name of a group - any appropriate name can be used.

The advantage of being part of the Scout Fellowship

The advantage to The Scout Association is that it can better understand who is supporting Scouting. It can make sure that groups who were not formerly affiliated become an official part of the Movement.

The advantages to the groups is that they can be better informed of The Scout Association's activities. They will also find it easier to be represented when necessary and receive additional support more easily. As an official part of the Scout Fellowship, those members will also enjoy discounts at a wide variety of camping and outdoor shops (not just our own Camping and Outdoor Shops) and will also be covered by the Association's insurance.

Such groups can join in and mix with the wider Scout Fellowship as much or as little as they wish - the choice is theirs.

So who belong to The Scout Fellowship?

The members are likely to be:

- existing and former Leaders
- existing and former Administrators
- parents of Members and former Members
- members of the Scout Network
- friends who have come along and enjoyed themselves.

In fact just about anyone!

Members of the Scout Fellowship are Associate Members of the Movement and may become Full Members if they wish by making the Scout Promise. All Members pay an annual membership subscription.

How is it organised?

This rather depends on the size of the Fellowship and local tradition. Most Fellowships have someone who co-ordinates the activities, usually a Chairperson, who in turn has the support of a Secretary and Treasurer. In a larger Fellowship, there may well be a committee which turns the members' ideas into a programme. In a smaller group this may be done by the members working together.

What are the benefits of being a member of the Scout Fellowship?

- A Scout Fellowship provides an adult with the opportunity to become connected to Scouting.
- A Scout Fellowship can help an individual find their own place in Scouting by providing links and introductions within the Group, District or County/Area.
- A Scout Fellowship meets regularly but members can join in any way that suits them.
- A Scout Fellowship can provide Active Support to Scouting either through regular commitments or through responding to calls for help on specific issues.
- A Scout Fellowship enables members to keep in touch with friends they have made in Scouting, and make new ones.

What will you have to do?

Since the Scout Fellowship is intended to provide Active Support to Scouting, you would be expected to show support in a way that suits you. This may be giving up the occasional evening, or a day or two each year to help organise and run activities, support the young people, Leaders or other adults. You will also find yourself drawn into the social activities of the Scout Fellowship and may spend the occasional evening wining and dining or walking with new friends. The truthful answer is that we ask you to take part as much as you feel able to. We do however recognise that you are giving your time and skills voluntarily.

The support structure for The Scout Fellowship

The Scout Fellowship is an umbrella organisation consisting of Scout Fellowships that operate in a traditional sense at either the Group, District or County/Area level. There are also specialised groups who may perhaps operate more independently.

The strength of the Scout Fellowship therefore is at a local level and it is there that most of the work is done. To support these Fellowships there is a support structure in place, which is probably more flexible than that of any other section in the Association.

Since the 1999 Review, local Commissioners and Group Scout Leaders have had an important role in supporting their Scout Fellowships. It is their responsibility to encourage the formation of Fellowships at all levels to support local Scouting, and to ensure their success and accountability. The annual review and remit gives us all the opportunity to identify new areas requiring support so the people at the 'coal face' get the help needed. Commissioners and GSLs also have the responsibility to agree with the choice of the Chair or Leader of each Scout Fellowship, and ideally this will be done through discussion and agreement with all interested parties.

Ideally, within the Scout District, the District Commissioner should appoint an Assistant District Commissioner for Scout Fellowship - the ADC (SF). It is the ADC's responsibility to support the various Scout Fellowships in the District (which may exist as Group based Fellowships, a single District Fellowship, etc.) Each Scout Area/County should appoint an Assistant Area/County Commissioner for Scout Fellowship - the AAC/ACC (SF). It is their responsibility to provide effective communications to and from the Districts, provide support to the Districts and co-ordinate the activities of the District Fellowships when they may need or wish to operate together. The AAC/ACCs (SF) will in turn communicate through their Regional Representatives to the National Commissioner for Scout Fellowship.

The National Commissioner currently has a Support Team consisting of a small number of Scout Fellowship from the UK. The team meets four times a year to discuss issues affecting the Scout Fellowship, to plan the development and support of the Scout Fellowship and produce supporting material. This may include co-opted members who may have experience in certain areas.

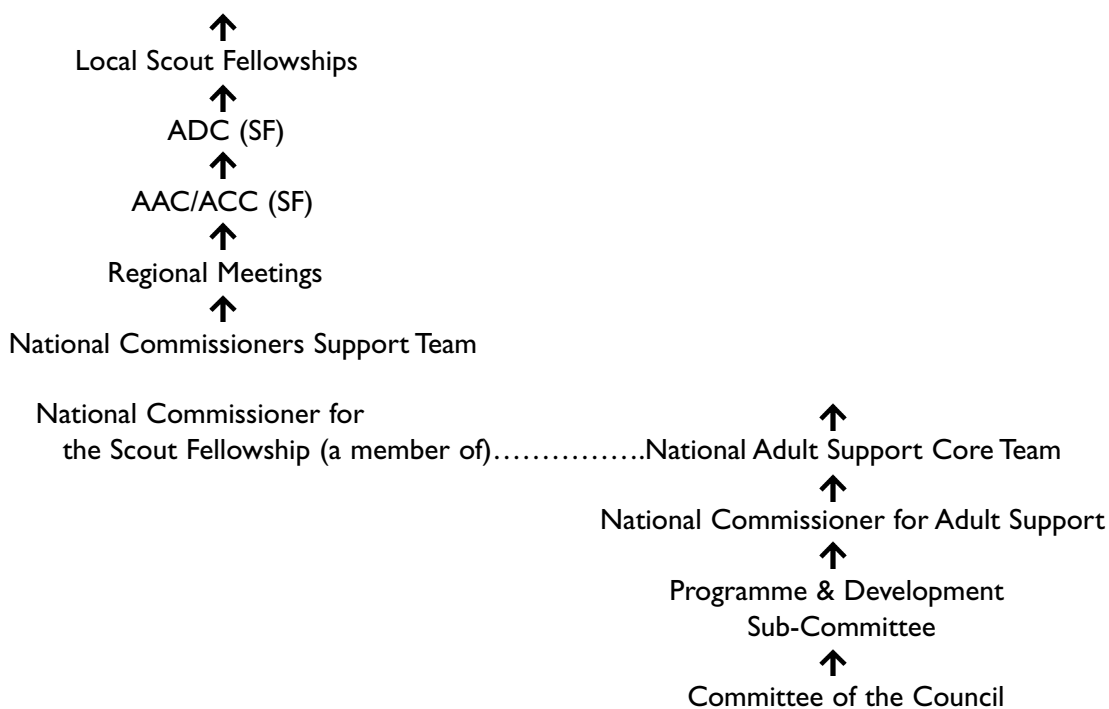
The National Commissioner and members of this Support Team also attend regional panel meetings, to meet with local members of the Scout Fellowship, to provide support and to report back on any recommendations from the region. The team is supported by professional staff from the Adult Support Team at Gilwell Park.

Following the Review, our move at Headquarters into the area of Adult Support brings us fully into the mainstream of Scouting, giving us the support and help that we need as Fellowship members. It acknowledges our important role and through our working with the other strands of Adult Support, will enable us to encourage greater integration of the Scout Fellowship at all levels of Scouting.

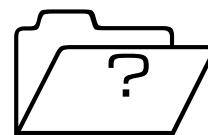
This National and Regional structure makes full use of information technology such as e-mail and the Internet in order to provide the shortest possible lines of communication.

The support structure is therefore fairly flexible and allows communications and co-ordination where necessary to supplement the excellent work done at the local level.

Support Structure for the Scout Fellowship



I.2 History of the Scout Fellowship



- August 1947 Resolution passed at the International Scout Conference in France, recommending all national Scout Associations form associations of Old Scouts, to coincide with the fortieth birthday of the Movement in 1948.
- November 1947 British Old Scouts Conference held at Gilwell Park where it was decided to form an Old Scouts Guild. Some of the recommendations made were that an old Scout organisation, "The B-P Guild of Old Scouts", would be set up as an organisation separate and distinct from the training sections of the Boy Scouts Association. Branches of the Guild would be based mainly on the Group and District and in the first instance membership would be restricted to old Scouts.
- June 1948 The B-P Guild of Old Scouts, as an official part of The Boy Scouts Association, came into being.
- October 1953 Representative Conference approved a Constitution, and a Council and Committee elected for the new organisation. The Boy Scouts Association formally handed over control together with a gift of £1,000 (repaid in 1955). It had become apparent that the Guild and the Boy Scouts Association were not as close to one another as was thought necessary and desirable. To remedy this, a meeting was held and a five point agreement drawn up:
- Membership of the B-P Guild of Old Scouts should be encouraged by and from the ranks of the Scouts and Scouters themselves. Responsibility for recruitment should be a joint one shared between the Boy Scouts Association and the Guild.
 - There must be direct liaison between the Boy Scouts Association and the B-P Guild of Old Scouts at all levels.
 - The B-P Guild of Old Scouts and the Boy Scouts Association should share each other's publications.
 - Each branch should perform services to local Scouts with individual members of each branch doing as much or as little as they were able. There was still a real place for those who could contribute only fellowship and moral support.
 - The B-P Guild of Old Scouts desired to include in its membership all associations of old Scouts whatever their titles. The Boy Scouts Association supported the Guild in this and urged all former Scouts to become members.
- October 1953 The International Fellowship of Former Scouts and Guides (IFOFSAG) was founded at a meeting in Lucerne. Great Britain (The B-P Guild of Old Scouts and the Trefoil Guild) became founder members.

May 1955	The Guild was renamed The B-P Scout Guild
June 1957	Members elected to adopt the badge of IFOFSAG (a red Scout arrowhead on the white Guide trefoil)
June 1958	Constitution amended to admit, under certain conditions, members who had not been Scouts
June 1960	The Scout Association allocated the Guild its own camp site at Gilwell Park 1961. The B-P Scout Guild chalet (sadly no longer in existence) was erected on the Gilwell Park camp site
May 1974	The Committee of the Council, set up a working group to report on the future of adult support in Scouting. This included the role of the B-P Scout Guild.
October 1976	The Scout Fellowship was launched following recommendations made by the Adult Support in the Scouting Working Party. The “District Scout Fellowship” was formed to replace the B-P Scout Guild. This reorganisation enabled members of the B-P Scout Guild, District Service Teams and other support parties within the District to be brought together as members of the District Scout Fellowship.
April 1991	The Deep-Sea Scout branch of The Scout Association (first formed in 1929), was re-formed as the “Deep-Sea Scout Fellowship” as an autonomous unit within the Scout Fellowship.
1996	IFOFSAG became The International Scout and Guide Fellowship (ISGF).
1998	Motto adopted – “providing active support”
1999	Committee of the Council Review of the Scout Fellowship. The National Chairman and his team of regional representatives developed following the 1998 National Conference, a three year review plan and strategic development plan. This led to a fundamental review of the Scout Fellowship by the Committee of the Council. The Scout Fellowship was fully integrated in the Scout Association and came under the area of Adult Support. The National Scout Fellowship Team was formed. The post of National Commissioner replaced the post of National Chairman.
2000	New Scout Fellowship file launched at Focus on Fellowship presentations. Withdrawal of Scout Fellowship from membership of ISGF, now that it is fully part of The Scout Association and therefore belongs to the World Organisation of the Scout Movement (WOSM).
2002	Launch of the Explorer Scout and Scout Network Sections. New Programme provides additional focus on the provision of Active Support. Introduction of a new Fellowship logo as part of the Section sub-branding operation.
2003	New edition Scout Fellowship file published as <i>Active support, a complete guide to the Scout Fellowship</i> .

1.3 Connections



The Trefoil Guild

The Trefoil Guild is a non-uniformed organisation whose prime aim is to support Girlguiding UK. The Guild gives practical, financial and moral support to Guiding and the local community. Membership is open to individuals over the age of 18 who make or who has made the Scout or Guide Promise.

The Trefoil Guild offers its members opportunities to develop skills and interests in various areas and to meet new friends through the activities. These include testing badges, providing transport, helping with camps, etc. Effectively, they are Girlguiding UK's equivalent to the Scout Fellowship.

For further information, please contact The Trefoil Guild Central Office, 17-19 Buckingham Palace Road, London SW1W 0PT Tel: 0207 834 6242 or email them at trefoilguild@guides.org.uk

The Scout Holiday Homes Trust

The trust was set up in 1969 by former Scouts to help families with a handicapped member, frail relative, or perhaps a parent struggling alone, to find somewhere welcoming for a holiday at an affordable price. They try to help everyone in these circumstances, not just those connected with Scouting.

In Holiday and Leisure Parks around England, the trust have 13 caravans and two chalets with wheelchair access, which are cared for by volunteers with Scouting or Guiding backgrounds. The volunteers are at hand if needed, adding a support system and peace of mind to families during their break, and are also actively involved in fundraising for the trust.

Individual Supporters and Corporate Members pay an annual subscription and receive the official magazine four times a year. Corporate members are groups of people who combine their interest in a 'Corporate Unit' within, say, a company or group.

For further information, please contact The Scout Holiday Homes Trust, The Scout Association, Giwell Park, Chingford, London, E4 7QW.

Student Scout and Guide Organisation (SSAGO)

SSAGO is a non-uniformed organisation that enables students to continue their Scouting and Guiding whilst at college or university, and has clubs based at universities and colleges throughout the UK. It is not necessary to have been a Member of The Scout Association or Girlguiding UK to join SSAGO.

The clubs offer a wide range of activities including outdoor pursuits, social activities and some service events. Many members of The Scout Association and Girlguiding UK who join SSAGO manage to join a Unit local to their university or college.

Each club is run by its members and receives a certain amount of funding from the Students' Union. Most clubs hold weekly meetings in addition to the activities and outings.

If there is not a club at a university or college, then individuals can become 'Indie' members and attend all SSAGO events, and rallies which are hosted each term by one of the SSAGO clubs.

SSAGO has four regional secretaries who co-ordinate joint events and activities between the clubs and Indie members within their region.

Further information can be obtained at www.ssago.org.uk or by calling 08700 780248

The United Kingdom Adult Support Alliance (UKASA)

The United Kingdom Adult Support Alliance is not affiliated to The Scout Association. The Alliance replaces the former Joint National Committee and provides a route for individual adult members who wish to be members of the International Scout and Guide Fellowship (ISGF).

2

Running a Scout Fellowship



2.0 Running a Scout Fellowship



Introduction

Scout Fellowships exist in a number of different formats, ranging from local Fellowships, tied to Groups or Districts, to national and international Fellowships.

In addition, the Fellowship may have a specific focus or area of interest. Examples include:

Climbing	Parascending
Gang shows	Camp site
Amateur Radio	Network Rail

So long as the Fellowship is involved in providing Active Support there is no limit to the form or structure a Scout Fellowship can take.

Hopefully if you have identified the need for a Scout Fellowship, you will have an idea of which format is most suitable and whether it will have a specific focus.

This section offers guidelines on:

- Frequently Asked Questions
- starting a Scout Fellowship
- running a Scout Fellowship
- the roles of the Scout Fellowship Executive
- supporting a Scout Fellowship - both locally and nationally
- a 'Healthcheck' on running a Scout Fellowship.

2.1 Starting and running a Scout Fellowship



This section is designed to help answer Frequently Asked Questions (FAQ's) relating to starting and running a Scout Fellowship. It provides short answers and links to other sections where more detailed information can be found.

This should be used as a 'quick reference' and as a guide to further reading.

FAQ	ANSWER
What is a Scout Fellowship?	It is the collective name used for any group of adults who provide Active Support to Scouting
Where does the Scout Fellowship fit in with local Scouting?	At the Group, District, Area/County or even at the Regional or National level. See section 2.2 "Starting a Scout Fellowship"
Who can join a Scout Fellowship?	Any person aged 18 or over See section 2.4 "Overview – Running a Scout Fellowship"
What is the maximum age for membership of the Scout Fellowship?	There is no upper age limit.
What is the maximum size of a Scout Fellowship?	There is none (nor any minimum size). See section 2.4 "Overview – Running a Scout Fellowship"
Do Scout Fellowship members have to wear uniform?	No. Members of the Scout Fellowship may be either Associate or Full Members of The Scout Association. Full members make the Scout Promise and may wear uniform if they wish to. Many Scout Fellowships use a sweatshirt or similar as 'uniform' for all of their members. See section 2.4 "Overview – Running a Scout Fellowship"
Can Warranted Leaders and Members of the Scouts Network join a Scout Fellowship?	Yes, so long as they are 18 years of age or over, and understand that their membership of the Scout Fellowship will be the secondary to their role as a Warranted Leader or as a Member of the Scout Network. See section 2.4 "Overview – Running a Scout Fellowship"
Do members of the Scout Fellowship pay the National Membership subscription?	Yes – all Members pay a subscription. Note however that the decision to include members of the Scout Fellowship in a District or Area/County levy is a local one.
What can we call our Scout Fellowship?	Anything you like, so long as it's legal and decent! Try to choose a name that reflects the purpose of your Scout Fellowship and try not to choose a name that 'ages'. Note that the words 'Scout Fellowship' need not appear in the name.

FAQ	ANSWER
Do we have to have a 'leader' for our Scout Fellowship?	Yes, usually the Chairman, although any other title may be used. See section 2.6 "The Chairman of the Scout Fellowship"
Who chooses our 'leader'?	The membership usually elects their own Chairman, although the GSL or appropriate Commissioner has the responsibility of approving the selection. See section 2.6 "The Chairman of the Scout Fellowship"
What does the 'leader' of the Scout Fellowship do?	The Chairman of the Scout Fellowship is responsible to the GSL or appropriate Commissioner for the proper running of the Scout Fellowship. See section 2.6 "The Chairman of the Scout Fellowship"
Do we have to have an Executive Committee?	No, although it is recommended. See section 2.5 "The Scout Fellowship Executive Committee"
Does the Chairman or members of the Executive attend all other meetings on behalf of the Scout Fellowship?	No, all members are encouraged to represent their Scout Fellowship at various Scouting meetings. See section 2.10 "Acting as Liaison for your Scout Fellowship"
How do we decide what to do?	You will agree a 'remit' for your Scout Fellowship with your GSL or appropriate Commissioner. See section 2.11 "Agreeing a Remit for your Scout Fellowship"
Can we hold social activities?	Yes, as they are a great way for people to get to know each other and create a strong team. No Scout Fellowship should, however exist solely for the purpose of socialising. Every Scout Fellowship must provide some degree of Active Support to Scouting. See section 2.4 "Overview – Running a Scout Fellowship"
Must all members of the Scout Fellowship be 'active' within Scouting?	Yes. Every member of the Scout Fellowship must provide some degree of Active Support within Scouting, although no 'minimum level' is defined. Each member's contribution should be judged against 'their best', rather than an arbitrary standard. See section 2.4 "Overview – Running a Scout Fellowship"
Can we have our own bank account?	Yes, although two signatories will always be required, one of whom may be the Group, District or Area/County Treasurer See section 2.9 "Scout Fellowship Finances"
Do we need to produce Annual Accounts?	Yes. See section 2.9 "Scout Fellowship Finances"
Are we allowed to raise funds?	Yes, either to cover the running costs of the Scout Fellowship or to support local Scouting.
Do we need to hold an AGM and produce an Annual Report?	In most cases, yes. See section 2.8 "Annual General Meetings of the Scout Fellowship"

FAQ	ANSWER
Are we allowed to organise our own Adventurous Activities?	Yes, so long as they are conducted in accordance with the Activity Rules in POR. See section 2.4 “Overview – Running a Scout Fellowship”
Can we organise activities for the youth Sections?	Yes, so long as they are conducted in accordance with the Activity Rules in POR. See section 2.4 “Overview – Running a Scout Fellowship” and 2.13 “Developing Personal Skills in the Scout Fellowship”
Can we specialise in the kind of Active Support we offer?	Yes, and this is to be encouraged in order to develop a skilled pool of resource which will be available to the youth Sections. Examples may be Gang Show Crews or Camp Site Service Teams, Canoeing, Climbing or Hill Walking Scout Fellowships. See section 2.4 “Overview – Running a Scout Fellowship”
What responsibility does the GSL or appropriate Commissioner have to the Scout Fellowship?	To make sure that members comply with the requirements of Child Protection, Financial Management, and Adventurous Activities, Accounting and other Association policies, as detailed in P.O.R. Approves the selection of the Chairman of the Scout Fellowship(s). Reviews the remit of the Scout Fellowship(s) See section 2.20 “The Role of the GSL or responsible Commissioner”
Can the GSL or appropriate Commissioner delegate this responsibility?	In the case of a District or Area/County Commissioner the role may be delegated to an ADC or AAC/ACC (Scout Fellowship). However, the final responsibility for the Scout Fellowship always rests with the GSL or appropriate Commissioner. See section 2.20 “The Role of the GSL or responsible Commissioner”
Should we have an ADC (Scout Fellowship) in our District?	Although this is the decision of the District Commissioner it is highly recommended where there is more than one Scout Fellowship in the District. District Commissioners are recommended to use the title ADC (SF) rather than that of Advisor or any other title. For more information on what they do, see section 2.21 “The Role of the ADC (Scout Fellowship)”
Should we have an AAC/ACC (Scout Fellowship) in our Area/County?	Although this is the decision of the Area/County Commissioner it is highly recommended. Area/County Commissioners are recommended to use the title AAC/ACC (SF) rather than that of Advisor or any other title. For more information on what they do, see section 2.22 “The Role of the AAC/ACC (Scout Fellowship)”
Can we start a Regional or National Scout Fellowship?	Yes, as long as its aim and remit is one which can best be accomplished at a Regional or National level. See section 2.4 “Overview – Running a Scout Fellowship”
To whom is a Regional or National Scout Fellowship responsible?	The ‘appropriate Commissioner’ is either the Area/County Commissioner within the area the Scout Fellowship supports, or the National Commissioner for Scout Fellowship. See section 2.11 “Agreeing a Remit for your Scout Fellowship”

FAQ	ANSWER
Where can we get support for our Scout Fellowship?	<ul style="list-style-type: none"> • Your GSL or appropriate Commissioner • Your ADC(SF) or AAC/ACC (SF) • Other Scout Fellowships • The National Commissioners Support Team • <i>Active Support, a complete guide to the Scout Fellowship</i> • Scouting Magazine • Scoutbase UK <p>See section 2.19 on 'Support for the Scout Fellowship'</p>
Are we allowed to support the local community?	Yes, although the primary role of the Scout Fellowship is to provide Active Support to Scouting.
Do we have to have regular or formal meetings?	No, although planning meetings are to be encouraged. See section 2.7 "Running a Scout Fellowship Business meeting".
How do we know how well we're doing?	By the annual review of your Remit and by occasionally completing the "Running a Scout Fellowship" Healthcheck

2.2 Why start a Scout Fellowship?



There are two main reasons for starting a new Scout Fellowship. Either:

- no Scout Fellowship currently exists or
- a need has been identified that cannot be covered by the existing Fellowship's remit.

Types of Scout Fellowship

There are different types of Scout Fellowship providing support at various levels.

Group

Many parent committees or supporters associated with individual Scout Groups become Scout Fellowships.

District

The majority of Scout fellowships are organised at Scout District level, purely because this used to be the only place to organise a Scout Fellowship before the rules became more flexible.

The Scout Network and the Scout Fellowship

In addition to joining the Scout Network, Explorer Scouts reaching the age of eighteen may also choose to join the Scout Fellowship. Existing members of the Scout Network wishing to provide support to Scouting may also join the Fellowship.

Area/County

Area/County based Scout Fellowships are relatively rare and are usually set up for specific purposes such as supporting a regular or ongoing Scout Area/County event or activity. Examples might include a Campsite Service Crew, Climbing Activities Team, and the team of people who come together every year to run a Area/County Camp

Regional

Regional based Scout Fellowships are very rare, although often serve a purpose supporting large Regional based activities such as conferences and camps.

National

National based Fellowships exist for a number of reasons. Many people may have more in common with their work colleagues, or certainly spend more time with them than with their Community. For these reasons Fellowships can be attached to a place of work.

Scout Fellowships may have different remits. Although they must be one of the above types.

Activity based

Any Activity based Scout Fellowships such as a Climbing Team, Hills Team, Caving Team etc. may be formed to support these activities. These will normally be based at the Area/County level but could be the specialist role of either a Group, District, Regional or National based Scout Fellowship.

Young people in the Fellowship

The Scout Association has no special category for 'Young Fellowships', however, depending on the remit, you may find that some Fellowships have a larger number of young members than others. For example, a Fellowship that runs Abseiling and Climbing every weekend may have a younger profile than a Fellowship which supports the Area/County Training Team. All members under 25 are automatically members of the local Scout Network, and can combine service and support through the Scout Fellowship, with a varied programme of activities in the Scout Network.

Day Time Fellowships

Scout Fellowships do not just have to meet in the evenings or at weekends. With many people who work shifts, and the growing number of people who retire from work early, it might well be worth setting up a Scout Fellowship for individuals who can provide support during the day. assistance could be provided for local community projects, or at the local campsite for example.

Special Needs

Some Scout Groups have units set up specifically to cater for people with Special Needs, such as a Hospital Scout Troop. Scout Fellowships in these groups can help members to continue their Scouting activities.

New vs existing Fellowships

When a group of people are thinking of starting a Fellowship, they need to consider what they feel their remit would be and look at what Fellowships already exist in the area. The decision to start a new Scout Fellowship or to add to an existing Scout Fellowship should be discussed by the three parties involved i.e. the Responsible Commissioner, the new members and the members of the potential Fellowship whose remit may be extended.

Issues to consider when starting a new Fellowship or adding to an existing Fellowship:

- Will the remits be substantially different or could they work together?
- Does the existing Fellowship want to extend its remit?
- Is the proposed new Fellowship too specialised to make it viable?
- Will a proposed new Fellowship attract membership that is not attracted to the existing Fellowship?

Ultimately the answer will come from the question: "What structure is the best way to provide Active Support to the Scout Movement?"

2.3 How to start a Scout Fellowship



There are a number of key stages that will need to be followed to start a new Scout Fellowship. Some of these activities will need to happen in order over time, others can happen simultaneously.

Obtain a copy of *Active Support, a complete guide to the Scout Fellowship*

Get a copy of the *Active Support*, (if you haven't already got one!)

Sell the concept

A new Scout Fellowship will need some potential members to get it started. There is no point taking a new Scout Fellowship forward if it is going to be a one-man band.

Obtain approval

Obtain approval and support from your responsible Commissioner: either GSL, ADC, DC, CC, National Commissioner etc.

Ask for support

You will not have to do this on your own. There are many people and resources that will help you through the process.

A key contact will be your AAC/ACC (Scout Fellowship). For more details see section 2.19 on "Support for the Scout Fellowship" and the "Resources" Section.

Form a team to get it moving

The work involved in getting a Scout Fellowship started is not difficult, however it will be much easier with a small team of two to three people working together to share the workload.

Agree an initial remit or purpose

Why is there a need for a new Scout Fellowship?

Why won't an existing Scout Fellowship satisfy the role?

How is the new Scout Fellowship's 'Active Support' going to be provided and to whom?

See section 2.11 "Agreeing a Remit"

Agree time scales for getting started

There is no specific time scale for doing this as it will depend on your local situation. Try to keep the pace up though, an aim of three months from planning and initial discussions, to promoting and having a successful launch meeting is a sensible target.

Agree some targets

If targets are set then at least it is easy to judge how the new Scout Fellowship is getting on and what areas might need some extra focus. The Healthcheck process is in place to help with benchmarking how the planning, and early days of the new Scout Fellowship is progressing.

Targets might include:

- the date of first meeting
- membership numbers over various time periods
- the number of active support activities in the first year.

Arrange launch meeting

You will need to organise:

- a suitable venue, e.g. Scout Headquarters, or individual's home
- date and time, i.e. mid week, Friday / Saturday evening, Sunday
- style - formal, informal
- refreshments - e.g. cheese & wine, coffee and biscuits, BBQ etc.
- invitations to key people, including "responsible Commissioner", e.g. if it is a District Fellowship, then invite all the GSL's.

Publicise the meeting

- Mail out publicity material to known prospective members
- Publish article in local Scout magazine
- Talk about the potential at every opportunity when with Leaders e.g. whilst on camp
- Ask for a slot at relevant other Scout meetings to promote the Fellowship's launch meeting, e.g. Group Exec, Supporters Meeting, District Exec, etc.
- Stick posters up at your local Scout Headquarters.

Hold launch meeting

At the meeting, you should ensure all present are introduced to each other, and keep a list of those who attended. In addition, you will need to do the following:

Decide a structure

There are a number of models that can be used for running a Scout Fellowship. Probably the most successful is the traditional one of Lead contact/Chairperson (approved by the line manager), Treasurer, Secretary, etc.

Elect the officers for the agreed structure

The election might not take place for a few months until the membership has 'settled down' and people have got to know each other.

The election process should be agreed and documented in the Constitution/ Guidelines of Operation.

Agree a name

The name does not have to include the words Scout Fellowship. Examples include "5th Letchworth Scout Fellowship", "Ware District Scout Fellowship", "Wild Rovers", "The Edge SF" or 'The Southern Stars'.

The name should be suitable for the Scout Movement.

Agree a Constitution

It is recommended that a formal Constitution (or at a minimum, a set of Guidelines of Operation) is drafted for the new Scout Fellowship. Items that can be covered in this document might include: -

- election of officers
- remit of Fellowship
- membership- types, what is required, Code of Conduct (reference Young People First)
- subscriptions - how much, when due, what happens on non payment
- how to amend the constitution - See section 2.4 "Overview - Running a Scout Fellowship"

Register

The formal registration will take place as part of the information collected for the Annual Scout Census towards the end of January each year, and this is done by the Area/County Secretary. It is also worth while registering your presence by completing the form on Scout Base UK. This will inform the National Scout Fellowship Team that you have started up, and you will be put on the list for any national mailings. Remember to let your AAC/ACC (SF) know, if you have not already done so, as they can offer invaluable support.

Agree an initial programme

A programme of suitable activities needs to be planned. Initially this may be activity by activity but ideally two to three month's worth of activities. The initial programme should have a primary aim of getting members and potential members to come along and have some fun. It should also reflect a mix of Active Support activities so members can feel their new Scout Fellowship has a purpose for the benefit of Scouting and social activities for the benefit of the members.

Prepare a welcome pack

A new Fellowship will hopefully attract new members. An early activity will be compiling a welcome pack.

This might include:

- a letter of welcome from the Chairman/Leader
- a list of names and address of members
- a current programme
- a list of annual activities e.g. Annual Camp
- a copy of the Constitution / Guidelines of Operation
- a questionnaire of information you need from the new member.

Investitures

To become part of the Scout Movement the potential member needs to be Invested. Most will want to make the Scout Promise. Time should be taken to explain the Law and Promise and the commitment that this involves.

Needs of new members

A new member needs information about their role, the opportunity to meet people (other members and young people) and opportunities to 'have a go', whetting their appetite and building their confidence.

It is important that all the new members get involved to the level that is acceptable to them. Many members are lost because the skills and time they want to put into the Fellowship are not utilised, so it is important to get this right.

Promotion

A new Fellowship will need to promote itself and the types of Active Support it can provide. You can't provide Active Support if people don't know how you can help them, so make sure people know what you have to offer!

Review progress

During this process regular reviews of progress should be made to ensure the plan is on target.

CHECK LIST FOR STARTING A SCOUT FELLOWSHIP

Get a copy of <i>Active Support</i>		
Sell the concept		
Obtain approval		
Ask for support		
Form a team to get it moving		
Agree an initial remit or purpose		
Agree time scales for getting started		
Agree some targets		
Arrange launch meeting		
Publicise the meeting		
Hold launch meeting		
Decide a structure		
Elect the officers for the agreed structure		
Agree a name		
Agree a constitution		
Register		
Agree an initial programme		
Prepare a welcome pack		
Investitures		
Needs of new members		
Promotion		
Review progress		

2.5 The Scout Fellowship Executive Committee



The role of the Fellowship Executive Committee

As well as an effective Chairman ('leader'), the Scout Fellowship also needs other members to take specific responsibility for efficient administration of the business, programme and activities.

This is usually done by members of a small committee, often known as an Executive Committee (similar to Scout Group, District or County/Area Executive Committees).

However, unlike these other bodies there are no absolute rules about how such a committee should be organised within the Scout Fellowship.

Like many other issues associated with the Scout Fellowship, the emphasis should be on implementing something that works locally and successfully supports Scouting.

However, it is possible to suggest a set up for the Scout Fellowship Executive Committee and recommendations are given below.

How many people should be on the Executive Committee?

This again depends on local needs. A fairly small Scout Fellowship within a Scout Group can probably manage with just three members (Chairman, Treasurer and Secretary). A larger Scout Fellowship with a more active programme may need a larger committee amongst whom the workload can be shared.

The committee should be just large enough to efficiently manage the workload and in most cases a committee of five or seven members is sufficient.

Any more than this means that meetings of the Executive Committee become difficult to manage!

It is usual for the committee to have an odd number of people, so that any issues are put to the vote should gain a majority, one way or the other.

It is also important that the Executive Committee define a 'quorum' - that is, how many members must be present at a meeting before a vote can be taken.

Many or even all of the members of the Executive Committee will have a specific role such as those described below, although it is possible for members of the Executive Committee to have no defined role (acting as so called 'Lay-Members').

The role of sub-committees

In the case of extremely large Scout Fellowships it is also possible that sub-committees may be formed. These may either be formed as a standing sub-committee, such as a social committee which has a on-going remit, or as a short-term working committee looking after a specific event, such as providing support for a Area/County Camp or helping with recruitment in the Scout Group.

Where there are sub-committees, these are usually chaired by a member of the Executive Committee (for instance, the Treasurer will chair a Finance sub-Committee or the Public Relations Officer will chair a Recruitment sub-Committee). Wherever possible, members of any sub-committee should be taken from the general membership and should not just be existing members of the Executive Committee.

The Chairman ('leader') of the Scout Fellowship should always be an ex-officio member of any sub-committee with an automatic right of attendance at any sub-committee meetings.

Positions on the Executive Committee

As stated above, there is no fixed rule about how many members may be on an Executive Committee or what roles they should fulfil. Recommendations are given below, and the first three posts (Chairman, Treasurer and Secretary) should always be filled.

Every Scout Fellowship should provide clear job descriptions for each of the Executive Committee posts and sample Job Descriptions are given at the end of this factsheet for each of the posts described (except that of Chairman).

Chairman

The Chairman is usually (although not necessarily) the 'leader' of the Scout Fellowship, selected or approved by, and responsible, to the GSL or appropriate Commissioner. The Chairman of the Scout Fellowship has various roles and responsibilities, and full details and a job description are given in section 2.15 "The Chairman of the Scout Fellowship".

Also see section 2.7 "Running a Scout Fellowship Business Meeting" for useful advice on chairing meetings.

Treasurer

The Treasurer is responsible to both the membership and the Chairman (or 'leader') of the Scout Fellowship for the proper management and accounting of the Scout Fellowship funds.

Generally these duties will include maintaining various bank accounts and managing petty cash, collecting monies due for items such as membership subscriptions or activity fees and settling invoices for all out-goings.

The most important job of the Treasurer is to ensure that proper financial records are maintained (including obtaining and keeping invoices, receipts, etc) and that proper accounts are prepared, audited and presented in line with the requirements of The Scout Association and the Charities Commission.

For more detail on financial matters see section 2.9 "Scout Fellowship Finances".

Secretary

The Secretary is generally responsible for dealing with all matters of correspondence relating to the Scout Fellowship. This usually includes all external correspondence and often includes most of the internal correspondence (issuing invitations to the AGM, reminders for the payment of subscriptions etc.)

Another important job of the Secretary is the preparation of agendas and the taking of minutes for various meetings of the Scout Fellowship. See section 2.7 "Running a Scout Fellowship Business Meeting" for more details.

Public Relations/ Communications Officer

It is a good idea for a Scout Fellowship to have their own Public Relations Officer to publicise their work in the local Scouting community and beyond, and possibly to co-ordinate the work of recruitment.

See section 2.18 on "Other Committee Members Job Description".

Programme/ Social Secretary

Most Scout Fellowships enjoy a busy programme and a good social life. They also provide opportunities for the wider Scouting community to socialise.

Where there is a busy programme of Active Support and an active social programme, it is often useful to make the co-ordination of the programme the responsibility of a member of the Executive Committee.

This often requires liaising with various people at Group, District, Area/County, Regional and National level. It can be quite time consuming to produce an integrated and attractive programme, so, having a dedicated Programme/Social Secretary means that this relieves the Secretary of this task and often makes it easier for the wider membership to become involved in organising the programme.

See section 2.18 on "Other Committee Members Job Descriptions".

Compliance with the Data Protection Acts

It is also important to note that in order to comply with the provisions of the various Data Protection Acts, any person keeping various membership records should be an 'official' of the Scout Fellowship. Ideally this will be a position elected by the membership, and is often the Secretary. It is important, however, that a member of the Executive Committee is identified as the 'Data Controller' and that this is known and understood by the membership.

Job Descriptions

Typical Job Descriptions are included in the file for the main posts on the Scout Fellowship Executive Committee. These set out mandatory, recommended and other job requirements although others may be added as appropriate.

Other Job Descriptions may be developed for other positions using a similar format.

2.6 The Chairman (or 'Leader') of the Scout Fellowship



Taking the lead

Every Scout Fellowship must have a 'leader'. In most cases it is recommended that this 'leader' is selected or elected by the membership and approved by the GSL or appropriate Commissioner. Alternatively, the GSL or Commissioner may directly appoint a 'leader' for the Scout Fellowship.

The role of the Chairman of the Scout Fellowship

The exact role of the Chairman of the Scout Fellowship will depend upon the actual remit of the individual Scout Fellowship.

One skill that will definitely be needed is the effective running of meetings as described in the section 2.7 "Running a Scout Fellowship Business Meeting" and 2.8 "Scout Fellowship AGMs".

There are some mandatory responsibilities that are described in the Job Description in section 2.8. This sample should be used by the GSL or appropriate Commissioner as the basis for developing an individual job description.

The approval of an Elected Chairman

It has been traditional in the Scout Fellowship to elect a Chairman (usually on an annual basis), responsible to the membership for the overall running of the Fellowship. The GSL or Commissioner then gives their approval (or otherwise) to the election of the Chairman.

It would be unusual for a GSL or Commissioner to refuse to approve an elected Chairman. However, it is important to remember that these two people may have to work closely together. Therefore the right of the GSL or Commissioner to approve an elected Chairman exists to ensure that a good working relationship can be established and maintained.

There are several ways in which this approval can be sought and given. It is expected that the GSL or appropriate Commissioner will reach local agreement with the membership of the Scout Fellowship on exactly how a 'leader' is chosen. It is also recommended that the chosen method incorporates both the democratic choice of the membership and the right of approval of the GSL or Commissioner. The method should also be documented, possibly as part of the Scout Fellowships remit or of its wider constitution.

Suitable methods for approving an elected Chairman:

- The GSL or Commissioner is confident in the work of the Scout Fellowship as a whole, and is happy to accept any elected Chairman from amongst the membership.
- The GSL or Commissioner reserves the right to approve nominations for the position of the Chairman, and only 'approved' nominations actually go forward for final selection by the membership.
- The GSL or Commissioner reserves the absolute right to approve the Chairman once elected by the

membership. In other words, the membership elect a 'Chairman Designate', who is then confirmed in the position by the GSL or Commissioner.

It is expected that good long-term working relationships should exist between the GSL or Commissioner and the Scout Fellowship as a whole. This means that any of these methods could be applied satisfactorily, with the preferred option being the first of these.

(Note: the term 'Chairman' is used for convenience and is not intended to be gender specific).

Other 'leaders' of the Scout Fellowship

Although not appropriate for 'traditional' Group, District or Area/County based Scout Fellowships, there may be other circumstances where the GSL or appropriate Commissioner will wish to directly appoint the 'leader' for other types of Scout Fellowship.

As an example, the 'leader' of the Scout Fellowship may be the Assistant District Commissioner for the Scout Fellowship - the ADC (SF) - and there may be no elected Chairman. This may be the case where there is a single section of the Scout Fellowship in a District, and where an elected Chairman and an ADC (SF) would be unnecessary. This may also be the case at the Area/County level.

Alternatively, Scout Fellowships with a specific remit may also benefit from having a directly appointed 'leader'. An example may be where a campsite warden is appointed 'leader' of the Camp Service Crew, for instance, or where the Gang Show Chairman is appointed 'leader' of the Gang Show Scout Fellowship.

In all of the above examples, the 'leader' may have a variety of existing titles which may not directly relate to the actual body of the Scout Fellowship. It is recommended that the additional title of 'Chairman' (or 'Honorary Chairman') of the Scout Fellowship also be used to help clarify roles and responsibilities.

It is good practice for the GSL or Commissioner to seek the views of the Scout Fellowship members prior to appointing a new 'leader'. This is to ensure that the members can work effectively with their 'leader' - to the benefit of Scouting.

Who has the right to approve/appoint a Scout Fellowship Chairman?

The right to approve or appoint a Chairman of the Scout Fellowship rests with the Group Scout Leader or the 'appropriate' Commissioner. Who the 'appropriate' Commissioner is depends on where the individual Scout Fellowship is registered. See below:

Type of Scout Fellowship	Right to approve/appoint a Chairman
Group Scout Fellowship	Group Scout Leader
District Scout Fellowship	District Commissioner
Area/County Scout Fellowship	Area/County Commissioner
Regional Scout Fellowship	Area/County Commissioner, or National Commissioner for Scout Fellowship
National Scout Fellowship	National Commissioner for Scout Fellowship
Headquarters Scout Fellowship	National Commissioner for Scout Fellowship

Note: the person responsible for approving or appointing the Chairman of the Scout Fellowship (or other 'leader') may choose to delegate this responsibility. For example, a District Commissioner may choose to delegate approval of the Chairman of a Scout Fellowship within the District to the ADC(SF). In a similar manner, the National Commissioner for the Scout Fellowship may choose to delegate approval of the Chairman of a National or Headquarters Scout Fellowship to another appropriate National Commissioner.

2.7 Running a Scout Fellowship Business Meeting



We all know how to run a meeting – don't we?

For some members of the Scout Fellowship it may be the first time they have ever had to lead a meeting. For others, their planning or management skills may need sharpening in order to do this successfully.

Planning for a successful meeting

A successful meeting starts with the planning and this is largely down to the Secretary of the Scout Fellowship. The Secretary should ensure that:

- everyone knows where and when the meeting is
- invited guests or speakers are actually invited!
- everyone knows what the meeting is about.

This last point is usually achieved by preparing an agenda which may be circulated before the meeting or tabled at the start of the meeting. The Secretary should always check with other members of the Executive Committee to see if they have anything for inclusion on the agenda.

The wider membership should also know that if they have anything to raise at the meeting they should let the Secretary know in advance so that it can be included on the agenda. Otherwise, they will need to raise it under 'any other business', which may or may not get discussed at the meeting, depending on time available.

A typical agenda would include:

- Welcome and apologies
- Notification of any other business
- Minutes of the last meeting
- Matters arising or carried forward from the last meeting
- New items
- Any other business
- Date/time/location of the next meeting

Before circulating or tabling the agenda it is always a good idea to check it with the Chairman who may choose to defer some items to a later meeting. This is not meant as a form of censorship, but as a way of keeping meetings to a manageable length.

Before the meeting starts the Secretary should ensure that any necessary equipment is available and working (microphones, overhead projectors, computers etc) and that any speakers are briefed in the use of any equipment they are unfamiliar with.

Who plays what role?

There are really four main roles to play in any meeting and these are Chairman, Secretary, Facilitator and 'Others'.

The Chairman

It is the Chairman's job to ensure that the meeting runs smoothly and that the objectives of the meetings are met. Many Chairmen achieve this by rigorously enforcing time constraints, by controlling who can speak and when, and by drawing discussions to a 'timely close'.

Although strictly following 'Roberts Rules' (a recognised way to run meetings) may ensure that the objectives are met, these types of meeting aren't much fun to attend and won't entice many of the members to come along the next time.

On the other hand some Chairmen seem unable to take control of a meeting, allowing people to ramble on at length or lead the discussions astray, for arguments to openly develop and for no conclusions to be made by the end of the meeting.

In the business world, the Chairman (usually 'the boss') gets their own way by means of their explicit or implicit authority (i.e. 'do what I say or you're fired!'). This doesn't work in Scouting as everyone is a volunteer and so the Chairman has to think carefully about how he/she can get the best from their team.

When chairing a meeting, the following tips may be useful:

- Decide at the start of the meeting what time you would like to finish and what is the latest time you will allow the meeting to run to. Announcing this focuses everyone's mind on the clock. Something along the lines of "I'd like us to finish by 9 o'clock, but will run to 9.30 if we have to..." sets an expectation in people's minds, without forcing an absolute deadline.
- Allow the Secretary to read the minutes of the last meeting. This gives people a rest from your voice, and the Secretary is much more likely to be able to read their own minutes (if they're not typed)!
- Announce beforehand if you'll be taking any other business (AOB). You may choose to only take items for AOB that you're advised of at the start of the meeting, or you may allow anyone to chip in once the rest of the business is finished. This often needs careful thought, because squeezing in too many items at the end of a meeting means that they aren't always given sufficient time and people often leave 'bomb-shells' to the last minute. Never be afraid to say "That's an important point, which we haven't really got time to discuss properly now, we'll put it at the top of the agenda for our next meeting."
- Allow people to fully explore an issue. Keep an eye out for people who want to speak but who may be drowned out by the more vocal members. Ask another member of the Committee to watch for people who are not able to get their views into the discussion, and to bring that person to your attention. Make a point of going back to them and bringing them into the discussion.
- Remember that the Secretary is a member of the Scout Fellowship too. Allow them an opportunity to put their own view, and then a moment to catch up with the minutes. If the Secretary needs a moment at any other time, always be prepared to call a brief halt to the proceedings.
- Be careful when expressing an opinion. Your job as Chairman is to ensure that all of the membership is represented. Sometimes this means putting forward a controversial viewpoint or even one that is not your own. Always make it clear when you are expressing a personal opinion or preference so that the members are not unduly influenced.
- Don't allow people to go too far off track. Explore an issue fully, giving everyone who wants to a chance to speak but don't allow the same points to be raised again. Don't be afraid to bring people back to the subject in hand when they wander off at a tangent.
- Remember any new members. If necessary, explain any 'Scouting jargon' without appearing to patronise the new member. It may also be useful to ask an existing member (a 'mentor' or a 'buddy') to quietly explain things to new members as the meeting progresses.
- Look for win-win situations where everyone can come out of a discussion with something they were looking for. If it's impossible to compromise it's sometimes better not to force an issue if it will lead to bad feeling.

- If a decision has to be made, take a vote once the issue is fully explored and make sure that the vote closes the issue. If you have a constitution that defines who may and may not propose resolutions and who is and who isn't allowed to vote, make sure that you know who's allowed to vote and who isn't. (Visitors usually don't vote and people whose subscriptions are in arrears may not be allowed to vote either.) Finally, remember that in Scouting, the Chairman does NOT have a casting vote and in the event of a tied vote the motion is deemed not to have been carried.
- Above all, keep the meeting moving and the mood friendly. Allow the odd joke without allowing things to get too out of hand. If you can allow the odd reminiscence or funny story whilst keeping half an eye on the clock, you'll be doing a good job.

The Secretary

The role of Secretary may appear simple, but keeping accurate records of a fast moving meeting is not an easy task.

As well as ensuring that the agenda is properly prepared and circulated (see above) the key task of the Secretary is to ensure that a proper record of the meeting is kept. This doesn't mean attempting to record every word verbatim, nor does it mean that only the major decisions are recorded.

The minutes should provide a summary of all pertinent sides to a debate (including who voiced what viewpoint), should record all factual matters and should record the outcome of any formal decision or vote.

The key to keeping accurate minutes is to:

- Work (and write) at a pace you are comfortable with. If the Secretary knows shorthand, all well and good - but this is increasingly unlikely. It is more likely that handwritten notes will be taken, and the Secretary should be able to record sufficient detail without feeling stressed by the speed of note taking.
- Learn to listen and write at the same time! Very often, taking notes requires a sentence to be completed whilst a new speaker has started to talk. Although this sounds difficult, it can be achieved and it's useful to record each speaker as they finish speaking. This allows their points to be summarised without attempting to record word-for-word what they've been saying. All too often a lengthy speech can be summarised with a single sentence or a few bullet points.
- Make sure you know who is at the meeting and get to know them, as being able to recognise people by their voice alone is a great asset!
- Keep track of the context and direction of the debate. It's much easier to summarise a topic that you understand and have followed.
- Ask people to repeat something if you're unsure of what was said (or who said it).
- Read back key points, including factual items (dates, times, places, costs, names, etc.). This ensures that the minutes are accurate, gives other people a chance to make notes in their diaries, and ensures that their opinions or ideas are recorded properly. It also provides a useful summary for the rest of the members.

After the meeting these handwritten notes may then be prepared for distribution, either by re-writing them neatly, or by the use of a word-processor (or typewriter). Once these have been approved by the members as true and accurate, they can be signed by the Chairman for the record (usually at the next meeting).

Another key role of the Secretary is to accurately record the outcome of any decision or vote. Many Scout Fellowships have rules regarding who is and isn't allowed to vote at a meeting (see above) and the Secretary needs to understand what these rules are and who falls into which category. If in doubt, the advice of the Chairman should be sought, preferably before an important vote is taken.

The Facilitator

Anyone may play the role of 'facilitator' and there may be more than one at a meeting.

This is not a formal role and anyone may choose to consciously fulfil this role, although members of the Executive Committee often fall into this role.

A facilitator is a person who understands how a meeting is run and who consciously helps it to run smoothly.

They may:

- point out to the Chairman anyone who wants to speak but who has been missed
- usefully summarise the two sides of an argument when a discussion is ready to be closed
- raise pertinent issues
- help ensure balance in discussions by speaking up for less able or less vocal members.

Others

Everyone else attending a meeting also has a role to play in ensuring that the meeting is productive and enjoyable. However, not everyone automatically understands how to behave in a meeting and it may be useful to remind the members that they should:

- Seek the Chairman's attention when they wish to speak. This can simply be by raising a hand or by saying briefly "I'd like to address this issue in a moment". The Chairman should then acknowledge this with something like a simple nod or an "okay", to confirm that the would-be speaker will get a chance to speak in turn.
- Speak 'through the Chair', i.e. only speak when invited to do so by the Chairman. Although this role is seldom applied rigorously it is useful if everyone recognises the principle so that the Chairman can properly allow people to speak in turn when a debate is in flow.
- Try not to raise in detail points which have already been expressed. It's easy enough to simply state "I agree with Bob on this" or to nod – people will get the point.
- Try to be as concise as possible. Long, rambling speeches may help someone to get something off their chest, but are seldom appreciated by the wider membership.
- Be understanding of others. Some people may feel uncomfortable commenting in a meeting and need help and support to put a point across. Try not to cut people short whilst the main point of their argument remains unstated. If it will help (and not offend), try and help people by restating or summarising their main points.
- Be polite at all times. There is never any need to shout in a meeting or to resort to abusive language. If this happens, the meeting, as well as the individual, is already 'out of order'.
- Be prepared to compromise at times, and to always accept the outcome of a fair vote.

By following these simple rules everyone can help ensure that meetings are productive and even fun! There's no reason why some 'banter' shouldn't be part of every meeting and 'business' should always be conducted in a friendly, enjoyable manner.

You can find out where to get more help on Administrator roles is given in the "Resources" section.

2.8 The Scout Fellowship - Annual General Meetings



What is the purpose of an AGM?

Every Scout Fellowship should hold an Annual General Meeting (AGM).

This is an opportunity for the entire membership to get together to:

- review the previous twelve months
- elect a new Chairman and Executive Committee
- share plans for the next twelve months
- meet with invited guests (including guest speakers)
- socialise amongst themselves.

When should an AGM be held?

Obviously, an Annual General Meeting should be held every year, and usually at the same time of year so that everyone knows when it will be. It is useful to choose the same day each year, for example, the first meeting in May, or the last Sunday in April.

When setting a date, try and avoid busy periods such as Bank Holidays (remembering that the date for Easter varies each year) and avoid events in the Scouting calendar, such as annual Group camps, or District sports day.

The AGM should be held at a suitable time of year, usually between March and May in order to fit in with the sequence of Group, District and Area/County AGMs. For a Group or District Scout Fellowship it is useful to hold the AGM before the main Group or District AGM. This means that the Fellowships Annual Report and Accounts can be approved by the membership before they are given in to the Group, District or Area/County.

What should be included in an AGM?

There are certain items that must be included in an AGM, whilst others are included by tradition.

As a minimum, the Treasurer should present the audited accounts for approval by the membership. These should be prepared well in advance so that the independent auditor has sufficient time to study the accounts and clear up any queries that may exist.

The accounts should then be approved by the membership prior to submission to the Group, District or Area/County Treasurer.

It is also traditional to review the previous twelve months and often an Annual Report will be prepared. Although this doesn't have to be lengthy document it is often worth putting some time and effort into, since a good quality Annual Report can be a useful promotional aid. It is also a useful archive document and should certainly cover the highlights of the year.

As well as a written report, many Scout Fellowships take the opportunity for the Chairman to review the previous year by presenting the report verbally. Think about how you can make this interesting for people to see, perhaps by using photographs, slides, video or other visual aids. This would also mean that the presentation of the report could be used on other occasions to promote the Scout Fellowship.

This may also be an opportunity to review the remit of the Scout Fellowship (or even update it - see section 2.11 "Agreeing the Remit for a Scout Fellowship").

The AGM is often used as an opportunity to elect a new Chairman and Executive Committee.

These should have been nominated beforehand and the nominees should have previously agreed to stand for the various posts. The nominees may wish to take the opportunity to speak on their own behalf (or not, as the case may be). The actual ballot can be conducted by show of hands or by 'secret ballot'. Members who can't attend should be given the chance to vote by proxy or by postal ballot.

Many Scout Fellowships also use the AGM as a chance to socialise and may invite a guest speaker to address the membership or may combine the AGM with a social function such as a cheese and wine evening, quiz night etc. This proves popular and has the advantage that it makes the evening more fun and certainly increases the attendance on the night.

It is also traditional to invite guests to the AGM, such as the GSL or appropriate Commissioner, Section Leaders, other ADCs etc. If you wish invited guests to say a few words, it is courtesy to ask them beforehand so that they aren't put 'on-the-spot' with nothing to say.

How should the AGM be conducted?

Some Scout Fellowships enjoy the formality of the AGM and take it as their one chance every year to wear full uniform and decorations, hold flag break and say prayers etc. Others treat the AGM as informally as possible and race through the business in order to carry on with the socialising!

Either is acceptable, or anything in between, so long as the membership is comfortable with the proceedings and invited guests are briefed on what to expect when they are invited.

So long as the necessary business (such as presenting the accounts and elections) is actually conducted and recorded there is no formal set pattern for the proceedings and it's much more fun for Scout Fellowships to develop a tradition of their own.

See section 2.7 "Running a Scout Fellowship Business Meeting" for guidance on actually conducting the formal business of the meeting.

Preparing for the AGM

As with most things, proper preparation goes a long way and it is usually the job of the Executive Committee to prepare for the AGM. The following table provides guidelines of what needs to be done, by whom and when:

Action	Responsible	Time to AGM
Send out Executive Committee nomination forms to the membership, along with details of the AGM (date, time, place, dress code). Allow four weeks for the return of the nominations.	Secretary	10 weeks
Informally invite guests to check who can and can not come, and who is willing to be a guest speaker.	Chairman	8 weeks
Check with nominees who actually wants to stand, and start drawing up a list of candidates.	Secretary	6 weeks
Complete annual accounts and submit to auditor	Treasurer	6 weeks
Start writing the Annual Report / Review of the year	Chairman	6 weeks
Send out formal invitations to guests (including details of dress code)	Secretary	4 weeks
Finalise list of nominees and circulate names with postal ballot forms.	Secretary	4 weeks

Action	Responsible	Time to AGM
Prepare final accounts for printing / presentation (after review with auditor)	Treasurer	2 weeks
Complete Annual Report for printing / presentation	Chairman	2 weeks
Prepare Agenda for printing	Secretary	2 weeks
Print annual accounts, annual report and agenda	Secretary	1 week
Arrange refreshments, equipment etc	Executive	1 week
Chair meeting (open meeting, welcome guests, introduce speakers, close meeting)	Chairman	On the day
Present Annual Report	Chairman	On the day
Present Annual Accounts and answer any questions	Treasurer	On the day
Record formal business as official minutes	Secretary	On the day
Type up and send minutes and action points	Secretary	After the meeting

2.9 Scout Fellowship finances



The Scout Movement in the United Kingdom is an affiliation of separate educational charities. These charities are Scout Groups, Districts, Counties and Areas and the Scout Association. Scout Fellowships are not charities. They express one aspect of the charitable activity of the Group, District or County / Area to which they are attached.

The finance rules in POR for sections of the Scout groups all apply to the Scout Fellowship, subject to appropriate modification if the unit is attached to a District/Area or to The Scout Association in the case of a National Scout Fellowship.

It is usually the day-to-day responsibility of the Scout Fellowship Treasurer to ensure that Scout Fellowship finances are maintained in good order. The Group / District / County or Area and this includes the financial transactions of the Scout Fellowship.

General accounting principles

The fellowship unit must keep a proper cash account which must be produced, together with supporting vouchers and the cash balance, to the Group/District/County or Area Treasurer. This means that details of all income and expenditure need to be recorded.

Receipts and/or invoices should be obtained wherever possible and kept for future reference. Where it has not been possible to obtain a receipt or invoice full details should be recorded, including the item, date and the supplier.

Although the Group/District/County or Area Treasurer is responsible for the production of consolidated accounts for all aspects Group/District/County or Area, the Scout Fellowship may produce its own set of annual accounts each year. These should be presented to the Annual General Meeting of the Scout Fellowship for agreement before consolidation in the Group/District/County or Area accounts.

Bank accounts

The Fellowship may have a bank account, if it has been specifically authorised by the Group/District/County or Area of which the Fellowship is a part. The list of the signatories for the bank account will be decided by the appropriate Executive and will always include the Group/District/County or Area Treasurer. Cheques must always be signed by at least two people from this list of authorised signatories.

The legal owner of the funds in a bank account authorised for use by the Fellowship is the Scout Group/District/County or Area. Any amounts in a fellowship account, which are in excess of normal working requirements, should be returned to the Group/District/County or Area Treasurer, who is responsible for the management and investment of Group funds.

Many banks provide special 'charity accounts' which do not make any charges. Any reserve funds should ideally be held in a separate account so as to gain the maximum interest. This means that a Scout Fellowship will often operate a current account for day-to-day finances and a deposit account for reserve funds. However, it is not the responsibility of the Scout Fellowship to accumulate or hold large sums of money, especially when this money could be used for the wider benefit of Scouting.

Under no circumstances may money received on behalf of the Fellowship be paid into a private account. However, a member of the Fellowship may make payment on behalf of the Fellowship by private cheque or credit card and be reimbursed later.

Petty cash

It is likely that some petty cash will need to be kept on hand to pay for items such as room hire, stationary, postage, etc. All petty cash should be accounted for and receipts obtained for all goods and services, wherever possible.

The amount of any petty cash should be kept to a sensible minimum and any large sums (such as money received for a camp) should be deposited into a bank account as soon as possible.

Finance in Regional or National based Scout Fellowships.

Many regional or national Scout Fellowships are 'sponsored' by an individual Scout Area/County. Where this is the case, accounting should be via the sponsoring Areas/County standard accounting system as described above for Area/County based Scout Fellowships.

In the case of regional or national Scout Fellowships which report through the National Commissioner for Scout Fellowship, special arrangements for accounting will be made with Headquarters. The principles described above however, still apply regarding bank accounts and properly audited annual accounts.

If there are any doubts at all about accounting for funds and the submission of audited annual accounts these should always be discussed with the appropriate Group, District or County Treasurer.

2.10 Acting as liaison for your Scout Fellowship



Keeping in touch

A Scout Fellowship can only provide Active Support if good lines of communication are maintained with all Sections of local Scouting.

For example, a District based Scout Fellowship should be in direct communication with all of the various District Teams, including any which are organising specific events such as the swimming gala or gang show.

The advantage of this is that the Scout Fellowship is kept fully briefed. The various Sections in Scouting will also be constantly aware that the Scout Fellowship is there to help them, and is much more likely to involve the Fellowship at an earlier stage.

Good communication means that the needs of local Scouting can be much more easily met, and understood.

Attending meetings in the Scout Group, District or Area/County

The best way to maintain open lines of communication is for a member of the Scout Fellowship to actually attend meetings in the Scout Group, District or Area/County. These meetings may include:

- Sectional programming meetings for the Group's Beaver Scout Colony, Cub Scout Pack, Scout Troop or Explorer Scout Unit and Scout Network
- Group Scout Leaders meetings
- Group Executive meetings
- ADC's meetings for the various training Sections
- District GSLs meeting
- District Executive Committee meetings
- AAC/ACCs meetings for the various training Sections
- Area/County DC's meetings
- Area/County Executive Committee meetings
- Regional meetings for the various youth Sections
- Various meetings for special events such as camps, outings, gang shows etc.

It is unlikely that a member of the Scout Fellowship will attend all of these meetings, but it is beneficial that the Fellowship is represented. The GSL or appropriate Commissioner should ensure that the people organising such a meeting invite a member of the Scout Fellowship to attend on a regular basis.

It is important that the GSL or appropriate Commissioner explains the advantages of having the Scout Fellowship in attendance and endorses the representative.

Even better, the GSL or appropriate Commissioner should try and ensure that the constitution of these meetings includes a member of the Scout Fellowship by right. This can be done in one of several ways,

including nominating a member of the Scout Fellowship on to various committees, or asking a member of the Scout Fellowship to attend meetings on their behalf.

Who represents the Scout Fellowship?

Given the large number of meetings in any Scout Group, District or Area/County, it would be unreasonable to expect the Chairman of the Scout Fellowship to attend every one.

It is therefore sensible to ask members of the Scout Fellowship to act as 'liaison officers' between the Fellowship and other of local Scouting. This role can be shared amongst the members of the Executive Committee, or the wider membership.

Generally it is better to appoint someone who has a good working knowledge of the area with which they will be liaising. They are much more likely to be accepted on both sides if they know what they are talking about!

For example, ask a Scout Fellowship member who is also a Cub Scout Leader to represent the Scout Fellowship at the District Cub Scout Leader's meetings. Ask a Scout Fellowship member who is already a member of the stage crew to act as liaison with the gang show back stage crew.

This also means that they will already be attending the necessary meetings and will not have to make a special effort to go.

To be an effective liaison officer

The following are a few simple tips to becoming an effective liaison officer:

- Ensure that both parties understand that you are acting as liaison officer between the Scout Fellowship on the Section/committee concerned. Make sure that this is agreed by the Scout Fellowship Executive Committee and the Leader/Chairman of the relevant section/committee in advance.
- Wherever possible, gain the active support of your GSL or appropriate Commissioner. Make sure that they 'sell' the advantages of your role to the Section committee's Leader/Chairman.
- Make sure that as far as possible, all communications goes through you. This will avoid 'mixed messages' and a single point of local contact for Scouting. If direct communications between the Chairman of the Scout Fellowship and the Leader/Chairman of the Section/committee is needed, make sure that you're included or fully briefed.
- Make sure that you understand the limits of your authority. Check these with the Chairman of your Scout Fellowship and the Leader/Chairman of the section/committee you are liaising with.
- 'Sell' the Scout Fellowship, and volunteer the potential services of the Fellowship when you feel that it is appropriate.
- However, do not commit the Scout Fellowship to anything or promise that the Scout Fellowship can deliver something without checking first.
- Don't ask the Scout Fellowship to do something unless the request is agreed by the section/body you are liaising with. It can be embarrassing if the Scout Fellowship turns up to help and someone asks "Why are you here?" - or even worse "We don't need your help."
- If in doubt, take notes of your own. Although minutes will be produced for most meetings you attend, these may not always include the details your Scout Fellowship needs, or you may not receive a copy in time to brief your Fellowship.

- Don't oversell your role - this can take a lot of time and turn people off. There's no need to report back on everything. Ensure that your report back to the Scout Fellowship is as concise as possible and only go into detail when it affects the Scout Fellowship (and vice versa).
- If you can't attend a meeting, arrange a replacement to take your place, brief them properly beforehand and ask them to update you after the meeting.
- Be prepared to speak about the broader role of the Scout Fellowship, including the social aspects of membership. There are lots of opportunities to promote the Fellowship and you may recruit some new members by giving a good presentation.

By following these simple guidelines any member of the Scout Fellowship can be an effective liaison officer. You'll be a channel for effective communications between those needing and providing the support and local Scouting will greatly benefit from your efforts.

2.11 Agreeing the remit for a Scout Fellowship



Agreeing the remit for a Scout Fellowship

Every Scout Fellowship should have an agreed 'remit' describing its role in providing Active Support to Scouting. This should be agreed between the GSL or appropriate Commissioner and the Scout Fellowship. It could be a broad overall objective or as detailed as a list of specific actions.

Who is responsible for agreeing and reviewing the remit?

Agreeing and reviewing the remit for the Scout Fellowship is the responsibility (but not right) of the GSL or the appropriate Commissioner. It is recommended that this is always done with the active participation and agreement of the Fellowship involved. The 'appropriate Commissioner' for each type of Scout Fellowship is defined in the table below.

Type of Scout Fellowship	Responsibility to develop/review the remit
Group Scout Fellowship	Group Scout Leader
District Scout Fellowship	District Commissioner
Area/County Scout Fellowship	Area/County Commissioner
Regional Scout Fellowship	Area/County Commissioner, or National Commissioner for Scout Fellowship
National Scout Fellowship	National Commissioner (Scout Fellowship)
Headquarters Scout Fellowship	National Commissioner (Scout Fellowship)

The Scout Fellowship may be represented by just their Chairman or by their Executive Committee. In some circumstances it is a good idea to review the remit with all members. This has the advantages that:

- awareness is raised that a remit exists
- details of the remit are widely understood
- the membership has more 'ownership' of the remit and is much more likely to 'buy-in' to fulfilling the remit.

Where the full membership is involved in agreeing or reviewing the remit this should be conducted in a orderly and well-run manner (see section 2.7 "Running a Scout Fellowship Business Meeting").

In some cases the GSL or appropriate Commissioner will choose to delegate the task of reviewing the Scout Fellowship's remit.

For example, a Group Scout Leader may delegate this task to an Assistant Group Scout Leader. In the same way, a Area/County Commissioner may choose to delegate this task to an AAC/ACC (SF). Whilst this is acceptable, this should be done in a responsible manner and it is always the responsibility of the GSL or appropriate Commissioner to ensure that a sensible remit is set and reviewed, and that the objectives are fulfilled.

When is the remit agreed and reviewed?

Every existing Scout Fellowship must have an agreed remit.

If this is not the case, one should be established as soon as practical. The GSL or appropriate Commissioner is responsible for ensuring that this happens.

All new Scout Fellowships should have an agreed remit prior to formal registration (see section 2.2 “Starting a Scout Fellowship”). Once a remit has been agreed it must be reviewed on an annual basis.

It is recommended that this review takes place prior to or just following the Annual General Meeting of the Scout Fellowship.

Holding the review just prior to the AGM has the advantage that the review of the previous twelve months is a useful process in preparing the Annual Report. Another advantage is that any changes or updates to the remit of the Scout Fellowship can be explained to the membership at the AGM. The disadvantage is that the remit may have been reviewed and updated by an outgoing Chairman and Executive Committee.

The advantage of holding the review just after the AGM is that it is easy to focus on the past twelve months (with the aid of the Annual Report). The review can also be held with the new Chairman and Executive Committee.

Each option has its advantages. Which one is chosen will often depend on how the Chairman of the Scout Fellowship is approved or appointed, and how likely it is that there will be a change in Chairman and Executive Committee.

The Annual Review is a major event in the year of the Scout Fellowship and should also be an important responsibility of the GSL or appropriate Commissioner.

How should the remit be agreed and reviewed?

The actual format of the review is subject to local agreement.

It may be a formal or an informal process, but the actual review itself should not become a ‘formality’

It should be part of a proactive process, whereby the Group Scout Leader or appropriate Commissioner and the Scout Fellowship (often in the guise of the Chairman or other ‘leader’) review the previous twelve months.

The review should focus not only on what was done during the year, but how the activities fulfilled the aims of the previous year’s remit. The work of the Scout Fellowship in fulfilling specific parts of the remit should be acknowledged, but any parts of the remit that have not been fulfilled should be identified. Wherever possible, specific reasons for not fulfilling parts of the remit should be identified, but without turning the review into a ‘finger pointing’ session!

Following the review of the previous twelve months it may be decided to change strategic focus during the coming year in order to better suit the needs of the local Scouting community. The GSL or appropriate Commissioner should ensure that the remit of the Scout Fellowship(s) fits in with the development plan for local Scouting.

Where new needs are identified it may be decided to make these part of the remit of current Scout Fellowships or to start a new Scout Fellowship in order to meet them.

The remit should provide a broad definition of the objectives to be achieved and it is important that it is not too prescriptive about how the Scout Fellowship should meet the objectives.

In other words, the GSL or Commissioner says **what** they would like the Fellowship to do, but not **how** this is up to the Scout Fellowship, and they may choose to add detail to the broad remit which reflects how they intend to meet them for the coming twelve months.

When the final remit has been agreed it should be documented so that the GSL/Commissioner and the Scout Fellowship have a clear record of their remit for the coming twelve months. This updated and documented remit is then used for the following year's review.

Finally, the remit should be communicated to all members of the Scout Fellowship to ensure they have a clear understanding of their role in providing Active Support to Scouting.

All parties should prepare for agreeing or reviewing the remit and enter into the review with a clear understanding of the review process, and what the outcome of the review should be.

Prior to the review

Points for the GSL/Commissioner:

- Review the previous year's remit and try to identify which parts have and have not been fulfilled.
- Discuss the previous year's performance with Scouting colleagues (Section Leaders, AAC, ACC's etc) and see how they view the work of the Scout Fellowship in the previous year.
- Acknowledge those parts of the remit that have been fulfilled.
- If parts of the remit have not been fulfilled, try to work why -
 - Was the remit unclear?
 - Was there a change in requirements during the year?
 - Were the Scout Fellowship actually called upon?
- Review your own development plans for the next twelve months. What needs doing differently next year? What new things need doing next year? Can the Scout Fellowship help in these areas? Do they have the skills and interest?
- Discuss the coming year with Scouting colleagues (as part of formulating your development plan). Is there anything they can identify for the Scout Fellowship to do?

Points for the Scout Fellowship Chairman, 'leader' or the Executive Committee

- Review the previous year's remit and try to identify which parts have and have not been fulfilled.
- Discuss the previous year's performance with the membership and see how they view their work over the previous year.
 - Do they feel that their time and skills were sufficiently well used?
 - Do they feel as if they've been over-stretched at all?
- If parts of the remit have not been fulfilled, try to work why.
 - Was the remit unclear?
 - Was there a change in requirements during the year?
 - Were the Scout Fellowship actually called upon?
- Acknowledge those parts of the remit that were not fulfilled.
- Review what else you would like to achieve over the coming twelve months. Try to identify other areas where you could help.
- Discuss the coming year with the membership. Have they identified any other areas where they feel that the Scout Fellowship could help?

During the review

- Summarise the previous year using the previous remit as a guide (don't just go through the calendar).
- Acknowledge success.
- Identify and admit shortcomings.
- Identify the reasons for any shortcomings in a positive manner (i.e. focus on what could be done better next time, with no 'finger pointing').
- Identify broad requirements for the development of Scouting in the area concerned.
- Table and discuss any potential for development identified by the Scout Fellowship.
- Agree what else needs to be done, and what no longer needs doing.
- Identify areas where the Scout Fellowship may be able to help.
- Identify what skills the Scout Fellowship has, and which additional ones they may need to develop (and include the training requirements in the overall development plan).
- Agree what can be removed from the previous remit and what needs to be added.
Make sure that this is realistic given the size of the membership, the time they have and the skills they have (or will acquire).
- Identify requirements not included in the new remit, for possible inclusion in the remit of another Scout Fellowship, or for the setting up of a new Scout Fellowship.

What should be included in a remit?

It may be that certain Scout Fellowships are given a very broad remit which does not change year on year. Such an example may be "to support the Cub Scouts', annual camps." Whilst this is perfectly acceptable, the GSL or Commissioner, the Scout Fellowship and the wider Scouting community should always be looking to develop Scouting and use the skills and services of the Scout Fellowship to their full potential.

Typical examples of suitable remits for a Scout Fellowship may include:

- To ensure adequate support for Sectional programmes and activities is provided, meeting the specific and reasonable requests of the Sectional leadership teams
- To maintain the Scout Group Headquarters in a satisfactory state of repair. This includes ensuring that all applicable health and safety and environmental requirements are identified and met
- To raise funds to purchase a new Group mini-bus, and thereafter to maintain the Group mini-bus in a safe state of repair, manage bookings of the mini-bus and ensure that charges for its use are adequate to fund a replacement vehicle within five years
- To provide general support to Scouting in the District, by supporting all District events in a flexible manner and by responding to specific requests from any of the District Sectional teams or any Group Scout Leader
- To ensure that the District Camp Site is wardened every weekend from Easter until the August Bank Holiday, and that all necessary maintenance work is carried out in a timely manner
- To support the Area/County Gang Show, by building scenery, providing a stage crew and front of house team
- To develop the team of qualified canoe instructors within the Area/County and to ensure that canoeing skills are adequately, appropriately and safety taught to any Cub Pack, or Scout Troop or Explorer Scout Unit in the Area/County.

As well as a general remit (which may change little year to year) there may also be a need to include specific items which address the short term development needs of Scouting.

Such examples may be to:

- repaint all windows and doors, prior to the onset of winter
- organise and conduct a basic pioneering course in the District before September, and a more advanced course in the following spring
- build a new set of rostrums for use in the next Gang Shows, including raising the funds for materials.

It is useful to have a broad remit and to identify specific issues that need addressing in the short term. However, the remit should leave sufficient flexibility for the Scout Fellowship to be able to decide how they will achieve the set objectives.

2.12 Building a Skills Directory for Your Scout Fellowship



Why have a skills directory?

Every Scout Fellowship will have members who possess a variety of skills and talents. Wherever possible these skills should be developed to best serve the needs of local Scouting (see section 2.13 “Developing Personal Skills”).

However, to be most effective, a record needs to be kept of who possesses which skills. This is so that the Scout Fellowship is able to quickly and easily respond to requests to provide Active Support by deploying the most relevant people.

What information should be included in a Skills Directory?

Any information that may be useful in supporting local Scouting should be recorded.

This will include:

- Formal Scout training and qualifications (such as Adventurous Activities Authorisations, First Response Training, etc)
- Formal external training and qualifications (such as First Aid Training, Activity qualifications by nationally recognised bodies such as the Mountain Leadership Training Board(s), British Canoe Union, Royal Yachting Association, etc.)
- Former (or current) Warrants held (including Section details, dates and training – for instance, former Leaders with Pack Holiday Certificates)
- Professional qualifications and occupation
- Relevant hobbies and interests
- The areas in which people would like to help or develop their skills.

How should this information be obtained?

Some of this information can be obtained from existing records – especially in the case of warranted Leaders or former Leaders. Be sure that your members understand where your information comes from and what it is for – see ‘Storing Information and The Law’ later in this section.

Much of this information comes from the members themselves. However you will find some people reluctant to reveal their skills. This may be because they don’t like to boast, don’t have time to fill in forms or because they have forgotten skills acquired a long time ago.

To overcome this problem it is a good idea to have a ‘brain storming session’ to bring out all the skills that ideally would be listed in the Skills Directory. As ideas are put forward, each member should record which of the skills they have.

Another idea is to split into pairs and for each member to question their partner on their Scouting history, professional career, hobbies and interests and so on. By asking the right questions it is possible to draw people out and find out a great deal about them, including long forgotten qualifications, useful but unusual hobbies, work related skills and so on. This is much more fun than asking members to list their own skills and is a good ice breaker for new Scout Fellowships.

However, care should be taken when this is used with new members as they may misunderstand the reason for the 'grilling'!

How should this information be stored and used?

A computer database is ideal for storing sort this of information. You could use everything from a simple spreadsheet to a full relational database (if someone has the skills). Even a simple text file can be searched for 'keywords' when it come to finding out who has suitable skills for an activity.

A well designed database can also be used to remind members when formal qualifications (such as First Aid certificates or Adventurous Activity Authorisations) are due to expire.

However, not every Scout Fellowship has access to this technology and even a big book or cards in an old shoebox can serve the purpose.

Recovered information should be simple to read and ideally be indexed by relevant skills rather than simply by member's name.

A well designed Skills Directory will allow the Scout Fellowship to quickly respond to various requests with: "We have two members with current abseiling Authorisations" or "We have six members who can teach knots and lashings" or "I'm sorry, but no-one has any experience of electronics."

Why limit the directory to the Scout Fellowship?

Once the Skills Directory is up and working there is no reason why other people shouldn't be added to the system (subject to legal requirements – see below).

For instance, a Group based Scout Fellowship may wish to extend the system to include parents and supporters in the Group. Likewise, a District based Scout Fellowship may offer to maintain such a system for all adults in the District.

Many supporters of Scouting never get involved because they are never asked to do anything specific that they'd enjoy. This is because all too often we make general requests for help because we don't know where people's strengths lie.

By maintaining a Skills Directory for the Scout Fellowship, and by extending this to the wider support system we can often involve people who would never respond to a general request for help.

Storing information and the law

Any personal information held on computer is subject to the provisions of the Data Protection Act(s). Scout Fellowships (as an 'unincorporated members club') do not need to register under the requirements of the Data Protection Act(s) and officials of the Scout Fellowship are able to store and use such information with the permission of the 'data subjects'.

This requirement however will in future be extended to most forms of record keeping (including paper records). It is good practice therefore (and will become a requirement) to seek the express permission of everyone whose details are stored. These people should also be advised of the following:

- What type of information is held (names, addresses, skills, hobbies, etc.)
- Why it is held (to support local Scouting, etc.)
- The source of the data (supplied by the person themselves, District training records, etc.)
- Who has access to the information (Executive Committee, District officials, etc.)
- Who the 'Data Controller' is for the Scout Fellowship (usually the Secretary or other elected official).

For more information, please contact the Scout Information Centre at Gilwell Park.

2.13 Developing Personal Skills in the Scout Fellowship



Introduction

The 'Game of Scouting' is all about helping young people to achieve their potential. However, in order to achieve this it is important that committed and well-trained adults to guide our young people.

Whilst the personal development of adults is not a fundamental Aim of The Scout Association, having well trained, confident and capable adult leadership is part of the fundamental Method of achieving the Aim. Every Scout Fellowship and every member of the Scout Fellowship should therefore ensure that they understand what skills are required to support Scouting.

What skills are needed?

Before deciding what personal skills need developing it is important that the needs of local Scouting are fully understood.

Whilst it is important for members of the Scout Fellowship to acquire and develop new skills as part of the in activities most development work needs to be directed towards the needs of Scouting.

The role of the individual Scout Fellowship in providing Active Support should be agreed between the Scout Fellowship and their GSL or appropriate Commissioner (see factsheet "Agreeing the Remit of a Scout Fellowship"). Once this remit has been agreed the Scout Fellowship should decide what skills are needed to fulfill their role. For each item included in the Remit a subsequent list of required skills should be generated.

The full list can then be checked for duplicate skills that have been listed against more than one section and a final list of required skills agreed.

Where do we fall short?

Once a list of required skills has been drawn up, the Scout Fellowship should perform some form of 'gap analysis'. This will identify which skills already meet local needs and which need to be developed.

This need not be a complicated process and can be as simple as writing a list of skills that are required and placing a tick or a cross against each skill. Some skills will have known standards against them and this makes it easier to judge whether or not the skills are up to the required standard - such as a member of the Scout Fellowship obtaining a BCU Two Star award for canoeing.

Other skills may have no agreed standard – such as being competent at tying and teaching pioneering lashings. In these case the members will have to use their judgement when assessing their own competencies.

If you are in any doubt about applicable national standards required for Scouting activities, or about the needs of local Scouting you can always consult the Assistant Commissioner for Activities.

Development plans

The gap analysis will highlight those areas where the Scout Fellowship needs to develop their own personal skills.

A plan then needs to be drawn up which details:

- the skills which need to be acquired (and to what standard)
- who will acquire them (see below)

- when they will be acquired by (target dates)
- what the cost is likely to be.

Note that some personal development will cost money simply because of the cost of training courses. Even courses that are arranged within the Scout Fellowship itself will incur example, transport and carefully cost. If the Scout Fellowship can not afford to cover these costs themselves money may be available from the GSL or appropriate Commissioner, on the basis of an 'investment' for the Scout Fellowship to fulfill its remit of local support.

How many people requiring specific skills will depend upon the remit of the Scout Fellowship. Skills may be developed either collectively or individually, and for any skills which are seen as 'essential'. It is useful to build up a 'pool' of competent members so you don't have to rely on one person doing everything!

Collective development

Group learning is both more economical and more fun. This approach is certainly useful where a Scout Fellowship has a very focused remit.

For example, a camp site service crew may have a broad need for many members to learn how to safely drive a tractor. In the same way, a Scout Fellowship that provides climbing and abseiling tuition may require a large number of members to complete a basic Mountain Leadership Training Board (MLTB) course.

Where the cost of acquiring and developing particular skills is minimal (for instance, when learning informally from a fellow Scouter) it is often a good idea to teach as many people as is practicable. Bear in mind however that some skills are best taught on a one-to-one basis, so take the advice of your 'expert' as to the appropriate number to be trained.

Wherever possible, encourage cross-learning between members of the Scout Fellowship itself.

Individual development

A Scout Fellowship usually has a broad remit to cover many aspects of Active Support. There is a need therefore for different members to develop differing personal skills. It may be more economical for a limited number of members to develop certain skills and this is often the case with relatively expensive external courses. Others skills may be of limited interest and there may only be a few members interested in learning a particular skill.

Wherever possible the interests of the individual members should be matched to the development of the required skills. In this instance useful personal development (such as completing a Duke of Edinburgh's Award) may fulfill both the goals of the individual and the needs of local Scouting.

Skills Directory

Once you have done the 'research', the individual and collective skills of the membership should be recorded for you to be able to see easily.

For further details see the section 2.12 "Building a Skills Directory for Your Scout Fellowship".

2.14 Healthcheck - Running A Scout Fellowship



Reviewing your progress

Read the following questions carefully and discuss the answers with your Executive Committee or your membership.

Answer the questions as truthfully as possible and tick the appropriate box. See how you score at the bottom of each section.

Repeat the exercise every year or so and see how you continue to score against 'Best Practice'.

MANDATORY ISSUES	BEST PRACTICE	DANGER ZONE
Do you have a formal procedure on Child Protection, including confidential checks on all new members?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you comply with POR with respect to organising and taking part in adventurous activities?	Always <input type="checkbox"/>	Sometimes <input type="checkbox"/> Never <input type="checkbox"/>
Are your accounts incorporated into the Group/District/Area/County funds accounts?	Yes <input type="checkbox"/>	Sometimes <input type="checkbox"/> No <input type="checkbox"/>
Have you formally agreed on what basis you will produce annual accounts and who will scrutinise or audit them?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

How did you do?

If you are in the Danger Zone on any of the above issues please consult with your GSL or appropriate Commissioner immediately.

RECOMMENDED ISSUES	BEST PRACTICE	DANGER ZONE
Have you identified the format of your Fellowship (Group, District, Area/County etc?)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have a Chairman or other leader?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Tick which posts you have on your Executive Committee then total the number of boxes ticked.	3 <input type="checkbox"/> 2 <input type="checkbox"/>	1 <input type="checkbox"/> 0 <input type="checkbox"/>
Do you have a:		
<input type="checkbox"/> Treasurer?		
<input type="checkbox"/> Secretary?		

Programme/Social Secretary?

How often do you review your remit?

Annually

Not often

Never

Do you know the name of your GSL or Appropriate Commissioner?

Yes

No

What's one of those?

Tick which of the following you hold and then total the number of boxes ticked.

7+ 5-6 4

3 2 1 0

Do you have:

a AGM?

a Annual Report and Accounts?

a Newsletter?

a Website/E-mailing list?

a Constitution?

a Member Directory?

a Skills Directory?

a Programme/Diary of events?

a Remit/Purpose?

Tick which ones apply then total the number of boxes ticked.

6 5 4 3

2 1 0

Where do you get your money from?

Annual Subscriptions?

Group/District/Area/County funds?

Grants?

Sponsorship?

Fundraising?

Other?

Tick which ones apply then total the number of boxes ticked.

3 2

1 0

Do you know what's going on in the Scout Fellowship at?

Local Group level?

District and Area/County level?

Regional and National level?

Tick which ones apply then total the number of boxes ticked.

6 5 4 3 2 1 0

How do you receive information?

- From GSL or Commissioner?
- From ADC or AAC/ACC (SF)?
- Scouting Magazine?
- ScoutBase UK?
- Scout Fellowship Mailing List?
- Regular Meetings?

How many times did you support Scouting last year? 20+ 10-15 5-10 4-5 0-3

What percentage of your membership provide any sort of Active Support to Scouting? 100% 95%+ 80-95% 0-80%

Which best describes your 'business meetings'? Well run Fairly well run Inefficient Chaos!

How would you describe the skills of your Scout Fellowship? Well matched Adequate Insufficient Non-existent

SUGGESTED ISSUES

BEST PRACTICE

DANGER ZONE

How many youth Sections do you provide Active Support for? 4+ 3 2 1 0

How many Group/District/Area/County meetings does one of your members attend? All Most Some Few None

How many social events and activities did you hold last year? 10+ 5-8 3-4 1-2 0

How often do you support your wider community? Often Sometimes Never

How often do you try new activities? Often Sometimes Never

What is the age difference between the oldest and youngest members of your Scout Fellowship? 50+ 20 15 10 5 3

DANGER ZONE

How many new members did you recruit last year?	5+ <input type="checkbox"/>	5 <input type="checkbox"/>	3-4 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	0 <input type="checkbox"/>
How many members do you have?	50+ <input type="checkbox"/>	15-50 <input type="checkbox"/>	15-25 <input type="checkbox"/>	10-15 <input type="checkbox"/>	5-9 <input type="checkbox"/>	0-9 <input type="checkbox"/>

How did you score?

If you have:

3 or less ticks in the Danger Zone	Congratulations, your Scout Fellowship is running well, just focus on the areas where you didn't do so well.
3 - 5 ticks in the Danger Zone	Not too bad, but some things to watch here. Check out 'Where to Get Help' for some help and advice on what to do.
5 - 10 ticks in the Danger Zone	Quite a long way from 'Best Practice'. Start working on a development plan develop now, focusing on those Recommended Issues.
10 – 15 ticks in the Danger Zone	Some serious problems here if you really want to provide Active Support to Scouting. Go through the list again to highlight the areas you think are critical and work on these over the next twelve months.
15+ ticks in the Danger Zone	Are you sure you read the instructions? If you've seriously got more than 15 ticks in the Danger Zone then it's time to really question what you're doing.

Remember: Every Scout Fellowship is different, and as your membership changes, so will the results of your healthcheck.

Get some help

Active Support, a complete guide to the Scout Fellowship will provide you with all the help and support you need. Be sure to read through the sections on Running a Scout Fellowship, Supporting the Scout Fellowship and Developing Your Scout Fellowship.

Other sources of help include:

- Your GSL or appropriate Commissioner
- Your ADC or AAC/ACC (Scout Fellowship)
- Other local Scout Fellowships
- The Scout Information Centre at Gilwell Park.
- Scouting Magazine
- The Scout Fellowship pages on Scoutbase UK
- The National Commissioner's Support Team.

2.15 Job Description - Chairman (or 'Leader') of the Scout Fellowship



1. Job title

Chairman of the Scout Fellowship

2. Responsible to:

Group Based Scout Fellowship	– Group Scout Leader
District Based Scout Fellowship	– District Commissioner
County / Area Scout Fellowship	– County/ Area Commissioner
Regional Based Scout Fellowship	– Designated County/ Area Commissioner or National Commissioner for Scout Fellowship
National Scout Fellowship	– National Commissioner for Scout Fellowship
Headquarters Scout Fellowship	– National Commissioner for Scout Fellowship

3. Job summary

- To encourage and lead the Scout Fellowship in providing Active Support to Scouting, in line with its agreed remit
- To provide leadership in the effective management of the Scout Fellowship.

4. Mandatory job requirements

On behalf of the responsible GSL or appropriate Commissioner:

- To ensure that all members of the Scout Fellowship are aware of The Scout Association's policy on Child Protection, and that Confidential Enquiries are completed where appropriate
- To ensure that proper accounts are kept by the Scout Fellowship (see section 2.9 on "finance")
- To ensure that all activities comply with the requirements of the *Policy, Organisation and Rules* of The Scout Association (see section 2.4 "Running a Scout Fellowship".)

5. Recommended job requirements

- To ensure that a remit for the Scout Fellowship is reviewed and agreed each year (see section 2.11 "Agreeing the Remit for a Scout Fellowship")
- To represent the views of the Scout Fellowship to the GSL or appropriate Commissioner, or any other interested party.
- To ensure good working relationships with all Sections of local Scouting (see section 2.10 "Acting as Liaison for your Scout Fellowship")

- To work effectively with the Secretary, Treasurer and other members of the Scout Fellowship Executive Committee (see section 2.5 “The Scout Fellowship Executive Committee”).

Other main activities

- To effectively chair meetings of the Scout Fellowship (see section 2.7 “Running a Scout Fellowship Business Meeting”)
- To encourage the membership of the Scout Fellowship to organise a balanced programme focused on providing Active Support to Scouting and including elements of social activities and service to the community
- To ensure effective communication and proper integration with other Scout Fellowships, so that the overall needs of local Scouting are met.

Note: In order to meet the needs of local Scouting, the responsible GSL or appropriate Commissioner may add other requirements and activities.

2.16 Job Description – Secretary of the Scout Fellowship



1. Job title

Secretary of the Scout Fellowship

2. Responsible to (as appropriate)

Chairman of the Scout Fellowship

3. Job summary

Responsible for the efficient administration of the Scout Fellowship

4. Mandatory job requirements

- To ensure that Confidential Enquiries are completed where appropriate and promptly forwarded to the District or Area/County Secretary as appropriate (see section 2.4 "Overview")
- Accurate completion of the Annual Census return and timely forwarding to the Group, District or Area/County Secretary as appropriate.

5. Recommended job requirements

- To maintain efficient records of all external communications (written, telephone, fax, e-mail etc) between the Scout Fellowship and external bodies (inside or outside of Scouting)
- To maintain an accurate record of the Scout Fellowship membership, including useful personal skills and interests (see section 2.12 'Building a Skills Directory for your Scout Fellowship')
- The preparation of an agenda for Scout Fellowship Executive Committee meetings and formal meetings of the wider Scout Fellowship
- To keep accurate minutes of all Scout Fellowship Executive Committee meetings and formal meetings of the wider Scout Fellowship (see section 2.7 'Running a Scout Fellowship Business Meeting')

6. Other main activities

- The production of an Annual Report
- The production of a Scout Fellowship directory (names, addresses, telephone numbers, e-mail addresses etc)

Note: Other requirements and activities may be added by the Chairman of the Scout Fellowship, in order to meet the needs of the Scout Fellowship and local Scouting

2.17 Job Description – Treasurer of the Scout Fellowship



1. Job title

Treasurer of the Scout Fellowship

2. Responsible to

Chairman of the Scout Fellowship

3. Job summary

Responsible for the efficient handling of the Scout Fellowship's financial matters, in compliance with the *Policy, Organisation and Rules* and the Charities Commission.

4. Mandatory job requirements

- To prepare a formal set of annual accounts
- To arrange for the proper auditing of the annual accounts prior to submission to the Group, District or Area/County Treasurer (as appropriate)

5. Recommended job requirements

- To advise the Scout Fellowship Executive Committee on all matters affecting proper financial control of Scout Fellowship funds
- With the agreement of the Group, District or Area/County Treasurer (as appropriate), to open and maintain a bank account on behalf of the Scout Fellowship in accordance with the requirements of the *Policy, Organisation and Rules of The Scout Association*
- To receive monies and make payments on behalf of the Scout Fellowship
- To maintain proper account of all funds and prepare an interim statement of account for the membership when so requested to do

6. Other main activities

- To collect Scout Fellowship membership subscriptions.
- To arrange the prompt payment of the District, Area/County and National Membership subscriptions, in accordance with the membership numbers declared on the annual census return.

Note: The Chairman of the Scout Fellowship, in order to meet the needs of the Scout Fellowship and local Scouting, may add other requirements and activities.

For further details see section 2.9 "Scout Fellowship Finances".

2.18 Job Description – Other Scout Fellowship Committee Members



Job Description - Scout Fellowship Public Relations/Communications Officer

1. Job title

Public Relations / Communications Officer

2. Responsible to (as appropriate)

The Chairman of the Scout Fellowship

3. Job summary

The effective promotion of the Scout Fellowship, both inside and outside of Scouting, in order to recruit new members and raise the profile of local Scouting.

4. Mandatory job requirements

None

5. Recommended job requirements

- To produce and distribute attractive promotion and recruitment material within Scouting circles and the wider community
- To maintain an up-to-date list of local press contacts including print (local newsletters, newspapers and magazines), broadcast (radio and television) and electronic (Internet) media
- To produce and distribute of press releases promoting the work of Scouting and the Scout Fellowship
- To produce and distribute of an attractive regular newsletter, for distribution to members, potential members and other interested parties

6. Other main activities

- The development and maintenance of a Scout Fellowship website (if possible), to promote the Scout Fellowship and provide the members with up-to-date information.
- The development and use of an electronic mailing list for rapid communications.

Note: The Chairman of the Scout Fellowship, in order to meet the needs of the Scout Fellowship and local Scouting, may add other requirements and activities.

Job Description – Scout Fellowship Programme/Social Secretary

1. Job title

Programme/Social Secretary

2. Responsible to (as appropriate)

The Chairman of the Scout Fellowship

3. Job summary

The effective co-ordination of the Scout Fellowship Programme, including the maintenance of a Scout Fellowship diary of events

4. Mandatory job requirements

None

5. Recommended job requirements

- To maintain a diary of events on behalf of the Scout Fellowship, including all service and social events
- To collect of information on all significant Group, District, Area/County, Regional and National events for incorporation into the Scout Fellowship diary of events
- To make the diary of events widely accessible to the membership and other interested parties, via the Scout Fellowship newsletter, website etc
- To assist the wider membership to organise service events, passing information to and from the other members of the Scout Fellowship Executive Committee

6. Other main activities

- The co-ordination of the social programme, including getting ideas from the members and assisting the Fellowship as a whole to organise and run such events

Note: The Chairman of the Scout Fellowship may add other requirements and activities, in order to meet the needs of the Scout Fellowship and local Scouting.

2.19 Support for the Scout Fellowship



At times we all have questions and issues that we need help with. Scout Fellowship support is available at all levels for all types of query.

Initially, each Fellowship has direct contact to a responsible person, usually a Warranted Leader or Commissioner. Who that person is depends upon the type of Fellowship. The following table shows whom to approach in the first instance. See section 5 the 'Resources section' for your own contact details.

Fellowship	Responsible person
Group	GSL
District	DC or ADC(SF)
Activity	Area/County Activities Assessor for the relevant activity or AC/CC or AAC/ACC(Activities) or AAC/ACC(SF)
County/Area	CC/AC or AAC/ACC(SF)
Regional	Nominated CC/AC within the region
National	National Commissioner for the Scout Fellowship

Specialist queries need specialist advice and experts are available to help you. Most District and Areas Counties have specialist advisors to cover adventurous activities that would be most willing to help. For example:

Finance: The Group/District/County Treasurer or the Scout Information Centre at Gilwell Park.

Activities: ADC(Activities) in the District, ACC/AAC(Activities) in the Area/County, Area /County Advisors for specialist activities, or the Information Centre at Gilwell Park.

For assistance with transport regulations, international, spiritual development, Special Needs and any other areas, contact the Scout Information Centre at Gilwell Park. They will be able to provide you with information, and advise you on useful resources and factsheets.

Adult Support: The Scout Fellowship is part of Adult Support within the Scout Association. If you have any queries, contact the Adult Support office at Gilwell Park.

Other Fellowships

Take every opportunity to meet with other Fellowships. Attend meetings at District, Area/County, Regional or National levels to swap ideas, methods of good practice, and common problems - you will probably meet someone who has dealt with the same situation before.

Encourage an AAC/ACC (SF) to hold regular meetings by ensuring that they are well attended, and lively.

Opinions and views can be passed to HQ by two routes:

- through the ADC (SF) - AAC/ACC (SF) - Regional Representative - National Scout Fellowship team/National Commissioner (Scout Fellowship)
- through your responsible Commissioner - Area/County Commissioner - HQ

Sources of Information

Warranted Leaders should have access to a copy of POR - it details the rules and requirements for The Scout Association's members/supporters. Copies can be purchased from Outdoors and from the Scout Information Centre.

Scout Information Centre

The Scout Information Centre at Gilwell Park can answer most queries, advise what literature is available or pass your query to an expert who can help you. They also produce a catalogue which gives brief details of the publications and these can be purchased over the phone, by email, fax or post. Most Scouting publications and factsheets are available from here.

The Scout Information Centre
Gilwell Park
Chingford,
London E4 7QW

Tel: 0845 300 1818
Fax: 020 8433 7103
e-mail: info.centre@scout.org.uk

Scouting Magazine

This monthly magazine includes pages for, and written by, the Scout Fellowship and it can be ordered from your local newsagent, or through the Scout Information Centre.

ScoutBase UK

The website address for Members is <http://www.scoutbase.org.uk>. The Scout Fellowship pages can be found at <http://www.scoutbase.org.uk/support/fellow>.

You will find local, national and international news, activity ideas and support information - all updated regularly.

E-mail

You can reach the editor of the Scout Fellowship pages and send your ideas in for inclusion on the website, at fellowship-ed@scoutbase.org.uk

2.20 The role of the Group Scout Leader or responsible Commissioner



A supporting role

The Scout Fellowship has an important role to play in supporting Scouting at local level. To enable Scout Fellowships to effectively provide Active Support, the Group Scout Leader or appropriate Commissioner has various responsibilities and needs to consider.

Areas to consider when planning

The GSL or Commissioner should establish:

- which Scout Fellowships currently exist and what support they give or are able to give locally
- which aspects of the local development plan can be met by effectively using local Scout Fellowships
- any need not currently being met by existing Fellowships, and whether new Fellowships could be set up to meet them.

Requirements

As part of their role, the GSL or appropriate Commissioner works with each Fellowship Chairman to:

- review and renew the remit of local Scout Fellowships, ensuring that the needs of local Scouting are being met (see section “Agreeing a Remit for your Scout Fellowship”).
- approve the selection of (or appoint) a Chairman for each local Scout Fellowship (see “The Chairman of the Scout Fellowship”).
- if appropriate, appoint an AAC/ACC(SF) to co-ordinate the work of the Scout Fellowship in the District or Area/County and to facilitate effective communications between different Scout Fellowships (See “The Role of the ADC/AAC/ACC (SF)”).
- ensure that all members of the Scout Fellowship understand The Scout Associations policy on Child Protection, and that Confidential Enquiries are completed where appropriate.
- ensure that proper accounts are kept by the Scout Fellowship (see section 2.9 “Scout Fellowship Finance”).
- ensure that all Scout Fellowship activities comply with the requirements of *Policy, Organisation and Rules*.
- ensure that the Chairman of the Scout Fellowship(s) is included in routine communications on matters of Child Protection, financial procedures, activity rules and other policy changes.

The GSL/Commissioner should also:

- encourage and facilitate attendance of a representative of the Scout Fellowship at all Group, District and Area/County, etc. meetings (see “Acting as a Liaison for your Scout Fellowship”)
- encourage the effective use of the Scout Fellowship by all Sections of local Scouting.
- promote the Scout Fellowship, for example, to: adults who do not wish to become Leaders or Helpers, parents of young people in the Movement: supporters: spouses of Leaders: retired Leaders: and any others for whom the Scout Fellowship could be a route of giving more support for Scouting at local level.

Providing Active Support

The Scout Fellowship exists to provide Active Support to Scouting. Whilst there is no definition of the minimum level of ‘Active Support’, each individual member and each Scout Fellowship is expected to support Scouting in line with their remit, and within the boundaries of individual abilities.

By working together, the GSL or Commissioner and the Chairman of the Scout Fellowship will be able to identify and deliver the best possible support to Scouting. Some of the responsibilities detailed above may be delegated to an ADC or AAC/ACC (SF), but it is still important that the GSL or Commissioner has an overview of this so they can incorporate the Scout Fellowship into the local development plan.

2.21 The Role of the Assistant District Commissioner (Scout Fellowship)



When does a District need an ADC(SF)?

Not every Scout District will have - or need - an ADC(SF). In a District where there is only a single District based Scout Fellowship and there are no Group based Scout Fellowships, the role of the ADC(SF) can be fulfilled by the Chairman (or 'leader') of the District Scout Fellowship (See section 2.6 'The Chairman of the Scout Fellowship for more details')

When there is more than one Scout Fellowship, it is recommended that an ADC(SF) is appointed to fulfil the duties outlined below.

Responsibilities of an ADC(SF)

To assist the District Commissioner in ensuring the operation of an effective Scout Fellowship in the District.

Once the District Commissioner and the Scout Fellowship have agreed an overall remit, (see section 2.11 'Agreeing a Remit for a Scout Fellowship') the ADC(SF) is responsible for ensuring that this is properly fulfilled on an on-going basis.

The ADC (SF) should:

- identify which Scout Fellowships can best fulfil which part of the overall District remit (where there is more than one District Scout Fellowship)
- agree individual remits with individual District Scout Fellowships on behalf of the DC
- identify areas of the overall District remit which are not being fulfilled, and produce and implement development plans to ensure their fulfilment. This may either be by extending the skills and/or widening the membership of existing District Scout Fellowships (with their agreement) or by starting a new District Scout Fellowship(s).

Note: Where the District Commissioner chooses to delegate some or all of these responsibilities the DC is still primarily responsible for ensuring that these duties are properly fulfilled. This is especially the case with relating to matters Child Protection, financial accounting and Adventurous Activities (see section 2.20 'The Role of the GSL or responsible Commissioner, 2.4 'Running a Scout Fellowship' and 2.9 'Scout Fellowship Finances').

Also note that the DC or the ADC(SF) is not involved in agreeing the remit of Group based Scout Fellowships in the District. This is the responsibility of the Group's Group Scout Leader.

Acting as an effective communications channel between the Scout Fellowships in the District and other parties outside of the District, especially the AAC/ACC(SF)

It is important that all information coming down the traditional 'cascade' communications channel from National Headquarters, Regional and Area/County levels is quickly passed on to all of the Scout Fellowships in the District. This will also include all Group based Scout Fellowships. It is recommended that an up-to-date list of contacts be maintained at the District level, listing contacts for every Scout Fellowship in the locality (Group and District). This will allow Scout Fellowships within the District to communicate with each other more effectively and makes it easier for the Area/County Scout Fellowship database to be maintained and updated, thereby facilitating direct communications from the Area/County and National HQ.

The ADC(SF) can also make this channel more effective by directly accessing other sources of information and making this available without waiting for distribution by more traditional channels. Such sources of information include Scouting Magazine, the Scout Fellowship pages on Scoutbase UK and the Scout Fellowship National HQ electronic mailing list.

This also includes the responsibility for acting as an effective channel of communications in the other direction, collating information from the various Scout Fellowships in the District and feeding this back to Area/County, Regional and National level as required.

The ADC(SF) should also be a common point of contact for external organisations who may request the support of the Scout Fellowship in helping the wider community. It is, however, recommended that the ADC(SF) checks with the individual Scout Fellowships, the DC and any GSLs concerned before agreeing to provide any significant support outside Scouting.

Co-ordinating the work of the Scout Fellowship in the District

There will be occasions where individual District Scout Fellowships need to work effectively together in order to support the District. This may be in providing on-going Active Support to all Groups, training Sections or to major annual or one-off events in the District.

To help co-ordinate this the ADC(SF) should ensure that regular meetings of the Scout Fellowship in the District take place. Representatives from all Groups/Districts should attend. This meeting should be chaired by the ADC(SF) and it will be useful if a member of the Scout Fellowship also acts as Secretary for this body (see section 2.7 'Running a Scout Fellowship Business Meeting').

The frequency of such meetings will depend upon the needs of the District. The timing should be set in order to best co-ordinate the distribution of information from corresponding Area/County meetings. In most Scout Districts 3 or 4 meetings a year will be adequate.

Representing the Scout Fellowship in the District and the Area/County

There will be times where the Scout Fellowship needs to be represented within the District and the Area/County. Unless it is acceptable for each individual Scout Fellowship in the District to send a representative, this representation should be provided by the ADC(SF).

This includes attendance at all District meetings where the support of the Scout Fellowship(s) is likely to be requested, or where an offer of help may be made on behalf of the Scout Fellowship(s).

This may include meetings such as the District Executive meeting, the District GSL's meeting, the District Section Leaders Meetings, District Camp sub-committee meetings, District Gang Show sub-committee meetings and so on. Where it is impractical for the ADC(SF) to attend every such meeting a responsible deputy should be used, either on a regular basis or to cover occasional absences (see section 2.10 'Acting as a Liaison for Your Scout Fellowship')

It is the responsibility of the District Commissioner to ensure that the Scout Fellowship is represented at all such meetings. If there is no automatic right of attendance the DC should ensure attendance by making appropriate nominations to various committees (see section 2.20 "The Role of the GSL or responsible Commissioner)

The Job Description for the ADC(SF)

The remainder of this section sets out a typical Job Description for an ADC(SF). It is the responsibility of the District Commissioner to draw up a specific Job Description and the following notes are provided for guidance.

These should be used as the basis for a Job Description which includes suitable local requirements and which may also set specific goals and objectives.

Job Description – Assistant District Commissioner (Scout Fellowship)



1. Job title

Assistant District Commissioner (Scout Fellowship) – abbreviated to ADC(SF)

2. Responsible to

District Commissioner

3. Job summary

- To assist the District Commissioner establish, develop and support an effective Scout Fellowship structure in the District (including Group based Scout Fellowships)
- To provide leadership in the promotion and management of the Scout Fellowship

4. Mandatory job requirements

Where delegated by the District Commissioner, the ADC(SF) has the responsibility to ensure that:

- all members of the Scout Fellowship understand The Scout Association's policy on Child Protection, and that Confidential Enquiries are completed where appropriate (see section 2.4 Overview)
- proper accounts are kept by the Scout Fellowship (see section 2.7 "Scout Fellowship Finance")
- all Scout Fellowship activities comply with the requirements of *Policy, Organisation and Rules* (see section 2.4 "Running a Scout Fellowship – Adventurous Activities")
- the Chairman of the Scout Fellowship(s) is included in routine communications on matters of Child Protection, finance and Activity Rules.

5. Recommended job requirements

To identify aspects of the District development plan which can be appropriately fulfilled by effective use of a Scout Fellowship or Scout Fellowships (Working with the District Commissioner and the District Team, the ADC(SF) has the responsibility)

Once this is complete, and where delegated to by the District Commissioner, the ADC(SF) also has the following responsibilities:

- To review and renew the remit of District Scout Fellowships, ensuring that the needs of District Scouting are fully met (see section 2.11 "Agreeing a Remit for your Scout Fellowship")

- To identify appropriate areas where District Scouting needs are not being met by existing District Scout Fellowship's to set up additional District Scout Fellowships to meet such needs (see section 2.11 "Agreeing a Remit for your Scout Fellowship")
- To approve the selection (or appoint) a Chairman for each District Scout Fellowship (see section 2.6 "The Chairman of the Scout Fellowship")

The ADC(SF) is also responsible for:

- communicating between all Scout Fellowships in the District (including Group based Scout Fellowships) and the wider Scout Fellowship at Area/County, Regional and National level.
- holding regular meetings of the Scout Fellowship in the District, including chairing such meetings.
- representing the Scout Fellowship within the District and at Area/County, regional and national level where required (or arranging a suitable deputy where appropriate).

6. Other main activities

- Encourage and facilitate attendance of a representative of the Scout Fellowship at all Group, and District meetings (see section "Acting as a Liaison for your Scout Fellowship").
- Encourage the effective use of the Scout Fellowship by all Sections of Scouting within the District.
- Promote membership of the Scout Fellowship to, for example': adults who do not wish to become Leaders or Helpers, parents of young people in the Movement: supporters: spouses of Leaders: Helpers: retired Leaders: and any others for whom the Scout Fellowship could be a route of giving more supporting Scouting locally.

Note: Other requirements and activities may be added by the District Commissioner, in order to meet the needs of local Scouting.

Providing Active Support

The primary role of the Scout Fellowship is to provide Active Support to Scouting. Whilst there is no definition of the minimum level of Active Support, each individual member and each Scout Fellowship is expected to support Scouting in line with their remit, and within the boundaries of its individual abilities.

2.23 Health check for ACC/AA/CA SF and ADC SF



Part A Personal requirements

The following are guidelines to help you do your job as the responsible Commissioner and provide support for the Scout Fellowship. It will help you identify areas of need or support you may require to do your job to the best of your ability.

Question	Yes	No
1) Do you belong to a Scout Fellowship?		
2) Do you have an agreed job description? <ul style="list-style-type: none"> • Job summary • Main activities • Responsible to • Functional relationship • Support resources • Period of appointment 		
3) Do you have support from your County/District Team That: <ul style="list-style-type: none"> • recognises the contribution from SF Members • recognises the skills base of SF Members • responsible to • provides resource material/assistance 		
4) Does your DC/CC review your Scout Fellowship remit? <ul style="list-style-type: none"> • County/District based activities • "Specialist" activities e.g. climbing canoeing etc • Specific projects e.g. Gang show 		
4) Does your DC/CC review your Scout Fellowship remit? <ul style="list-style-type: none"> • County/District based activities • "Specialist" activities e.g. climbing canoeing etc • Specific projects e.g. Gang show 		

Question	Yes	No
5) Do you have an understanding of County/District policies and for: procedures <ul style="list-style-type: none"> • POR • Additional activity • Funding requests • Awards? 		
6) Do you have County/District budget for <ul style="list-style-type: none"> • correspondence • training • activities? 		
7) Do you have regular one to one meetings with your CC/AC/DC to ensure you that you are both singing the same tune?		
8) Do you know the timescale for: <ul style="list-style-type: none"> • onwards communication to Scout Fellowships • onwards communication to District/County/Area • onwards communication to Headquarters? 		
9) Do you have a deputy or an assistant?		

If you have answered 'no' to any of these questions, arrange to discuss then further with your CC/DC. It is important to maintain a dialogue with your CC/DC and all their teams so that you can demonstrate how the Scout Fellowship can provide Active Support.

Further information

- section 2.21 and 2.22
- POR
- AC/CC/DC

As responsible Commissioner Fellowship Supporting your Scout Fellowship

Read the following careful and answer as truthfully as possible and tick the appropriate box

Question	5	4	3	2	1	0
1) How many of the following do you "actually do"? <ul style="list-style-type: none"> • agree remit of the fellowships • Identify Scouting Needs • approve selection of chairman • attend AGM's 						
2) What development plans have you implemented? <ul style="list-style-type: none"> • recruitment • development (e.g. specialist training, young fellowships etc) • Skills base • health checks 						
3) Have ensured the following are complied with? <ul style="list-style-type: none"> • child Protection training • confidential enquires carried out • district Fellowship Accounts reviewed • annual Reports compiled and AGM's held 						
4) How effective do you consider you communication with your Fellowship? <ul style="list-style-type: none"> • via regular meetings • making regular visits • producing a newsletter • attending social functions 						
5) How effective is the communication from the Fellowships <ul style="list-style-type: none"> • do they attend regular meetings • do they give regular reports 						

Continue	5	4	3	2	1	0
<ul style="list-style-type: none"> do they contribute to newsletter/ bulletin are there representative at District/County/Regional level 						
<p>6) Have you participated in any of the following in the last 12 months?</p> <ul style="list-style-type: none"> Group/District meetings Group/District AGM Unit/District Explore Scout or Scout Network meetings Unit/Group/District events 						
<p>7) Do you participate?</p> <ul style="list-style-type: none"> District/County/Area events Training sessions (Leadership) Training sessions (skills) Others (e.g. HQ Committees etc) 						
<p>8) Do you have regular one to ones with Scout Fellowship Chairman or ADC SF?</p>						
<p>9) Are you involved in review process for appointments and warrants?</p>						
<p>10) Do you have and maintain links with:</p> <ul style="list-style-type: none"> The Trefoil Guild Other outside organisation e.g. Rotary 						
<p>11) Do you at as co-ordinator at?</p> <ul style="list-style-type: none"> Annual events (swimming sports) Regular meetings As the representatives of the Fellowship By organising social events 						
<p>12) Do you promote the Scout Fellowship opportunity?</p>						

If you answered 4 or 5 to all the above you are “Superman”. If you answered between 3 and 5 well done. If you answered in the grey areas these are the areas which may need more attention.

Help is available

- Scoutsbase Website
- Scout Fellowship file
- DC/AC/CC/AAC
- Information Centre Gilwell Park
- District/County Training teams

2.22 The Role of the Assistant Area Commissioner/Assistant County Commissioner (Scout Fellowship)



When does a Area/County need an AAC/ACC(SF)?

Not every Scout Area/County will have - or need - an AAC/ACC (SF).

In an Area/County where there is only a single Area/County based Scout Fellowship and there are no District or Group based Scout Fellowships, the role of the AAC/ACC (SF) can be fulfilled by the Chairman (or other 'leader') of the Area/County Scout Fellowship (see section 2.6 'The Chairman of the Scout Fellowship'). If the Area/County does not have any Scout Fellowships, then it is a good idea to appoint an AAC/ACC (SF) to assist in setting one up.

It is therefore recommended that an AAC/ACC (SF) is appointed to fulfil the duties outlined below:

Assist the Area/County Commissioner in ensuring the operation of an effective Scout Fellowship in the Area/County.

One of the AAC/ACC (SF) key roles is to ensure that the Scout Fellowship is operating effectively in the Area/County. Once the AC/CC and the Scout Fellowship have agreed an overall Remit, (see section 2.11 'Agreeing the Remit for a Scout Fellowship') the AAC/ACC (SF) should be responsible for ensuring that this is properly fulfilled on an on-going basis.

This may include the following parts of the remit process:

- Identify which Scout Fellowships can best fulfil which part of the overall Area/County remit, (where there is more than one Area/County Scout Fellowship)
- Agree individual remits with individual Area/County Scout Fellowships on behalf of the AC/CC
- Identify areas of the overall Area/County Remit which are not being fulfilled, and produce and implement development plans. This may either be by extending the skills and/or widening the membership of existing Area/County Scout Fellowships (with their agreement) or by starting new Area/County Scout Fellowship(s).

Note: Where the AC/CC chooses to delegate some or all of these responsibilities, they are still primarily responsible for ensuring that these duties are properly and effectively fulfilled. This is especially the case with regard to matters of Child Protection, finance and Adventurous Activities (see section 2.20 'The Role of the GSL or responsible Commissioner', 'Running a Scout Fellowship' and 'Scout Fellowship Finances').

Also note that the AC/CC or the AAC/ACC (SF) is not involved in agreeing the Remit of District or Group based Scout Fellowships in the Area/County. This is the role of the individual DCs, ADCs (SF) and GSLs who are responsible for their own District and Group based Scout Fellowships.

Act as an effective communications channel between the Scout Fellowships in the Area/County with Regional and National Scout Fellowship contacts and the wider Scouting Community

It is important that all information coming up the traditional 'cascade' communications channel from National Headquarters and Regional level is quickly passed on to all of the Scout Fellowships in the

Area/County. Where appropriate, this includes direct communications with all Group and District based Scout Fellowships as well as any Area/County based Scout Fellowships. Where time is of the essence, the AAC/ACC(SF) should not rely solely upon the ADCs(SF) to distribute information, but should contact all Scout Fellowships directly. It is therefore recommended that an up-to-date list of contacts is maintained at the Area/County level, listing contacts for every Scout Fellowship within the Area/County. This will also allow Scout Fellowships to communicate with each other more effectively and will make it easier for the National Scout Fellowship database to be maintained and updated, thereby facilitating direct communications from National HQ.

The AAC/ACC(SF) can also make this channel more effective by directly accessing other sources of information and making this available without waiting for distribution by more traditional channels. Such sources of information include Scouting Magazine, the Scout Fellowship pages on ScoutBase UK and the Scout Fellowship National HQ electronic mailing list.

This also includes the responsibility for acting as an effective channel of communications in the other direction, collating information from the various Scout Fellowships in the Area/County and feeding this back to Regional and National level as required.

The AAC/ACC(SF) should also be a point of contact for external organisations who may request the support of the Scout Fellowship in helping the wider community. It is, however, recommended that the AAC/ACC(SF) checks with the individual Scout Fellowships, the AC/CC and any DCs or GSLs concerned before agreeing to provide any significant support outside of Scouting.

Co-ordinating the work of the Scout Fellowship in the Area/County

There will be occasions where individual Scout Fellowships need to work effectively together in order to support the Area/County. This may be in providing on-going Active Support to Groups, youth Sections or for major annual or one-off events in the Area/County.

To help co-ordinate this, the AAC/ACC(SF) should ensure that regular meetings of the Scout Fellowship in the Area/County take place. Representatives from all Area/County and District Scout Fellowships should attend, and where practical in terms of numbers, it is recommended that members of Group Scout Fellowships are also invited in order to improve networking in the Area/County. This meeting should be chaired by the AAC/ACC(SF) and it will be useful if a member of the Scout Fellowship also acts as Secretary for this body (see section 2.7 'Running a Scout Fellowship Business Meeting').

The frequency of such meetings will depend upon the needs of the Area/County. The timing should be set in order to best co-ordinate the distribution of information from corresponding Regional and National meetings. In most Scout Areas/Counties, two to four meetings a year will be adequate.

Representing the Scout Fellowship in the County and the Region

There will be times where the Scout Fellowship needs to be represented within the Area/County. It is unusual for each individual Scout Fellowship in the Area/County to send a representative, so representation should usually be provided by the ADC(SF).

This includes attendance at all Area/County meetings where the support of the Scout Fellowship(s) is likely to be requested, or where an offer of help may be made on behalf of the Scout Fellowship(s).

This may include meetings such as the Executive meeting, the DC's meeting, Section Leaders meetings, Camp sub-committee meetings, Gang Show sub-committee meetings and so on. Where it is not possible for the AAC/ACC(SF) to attend a meeting, a deputy such as an ADC(SF) should be used, either on a regular basis or to cover occasional absences (see section 2.10 'Acting as a Liaison for Your Scout Fellowship').

This will also include attendance at Regional meetings of the Scout Fellowship, in order to build up useful contact networks and help co-ordinate the work of the Scout Fellowship at Regional, National or even large Area/County events.

It is the responsibility of the AC/CC to ensure that the Scout Fellowship is represented at all such meetings. If there is no automatic right of attendance the DC should ensure attendance by making appropriate nominations to various Committees (see factsheet 'The Role of the GSL or responsible Commissioner').

The Job Description for the AAC/ACC(SF)

The remainder of this section sets out a typical Job Description for an AAC/ACC(SF). It is the responsibility of the AC/CC to draw up a specific Job Description and the following notes are provided for guidance.

These should be used as the basis for a Job Description which includes suitable local requirements and which may also set specific goals and objectives.

Job Description – Assistant Area/ County/Commissioner (Scout Fellowship)



1. Job title

Assistant Area Commissioner (Scout Fellowship) – abbreviated to AAC(SF)

Assistant County Commissioner (Scout Fellowship) – abbreviated to ACC(SF)

2. Responsible to (as appropriate)

Area Commissioner

County Commissioner

3. Job summary

- To assist the Area/County Commissioner establish, develop and support an effective Scout Fellowship structure in the Area/County (including District and Group based Scout Fellowships)
- To provide leadership in the promotion and management of the Scout Fellowship

4. Mandatory job requirements

Where delegated by the Area/County Commissioner, the AAC/ACC(SF) has the responsibility to:

- ensure that all members of the Scout Fellowship understand The Scout Association's policy on Child Protection, and that Confidential Enquiries are completed where appropriate (see section 2.4 "Running a Scout Fellowship - Working with Young People")
- ensure that proper accounts are kept by the Scout Fellowship (see section 2.9 "Scout Fellowship Finances")
- ensure that all Scout Fellowship activities comply with the requirements of *Policy, Organisation and Rules* (see section 2.4 "Running a Scout Fellowship – Adventurous Activities")
- ensure that the Chairman of the Scout Fellowship(s) is included in routine communications on matters of Child Protection, Finance and Activity rules.

5. Recommended job requirements

Working in conjunction with the AC/CC and the Area/County Team, the AAC/ACC(SF) has the responsibility to identify aspects of the Area/County development plan which can be appropriately fulfilled by effective use of a Scout Fellowship or Scout Fellowships.

Once this stage is complete, and where delegated to by the AC/CC, the AAC/ACC(SF) also has the following responsibilities:

- To review and renew the remit of Area/County Scout Fellowships, ensuring that the needs of Scouting are fully met (see section 2.11 "Agreeing a Remit for your Scout Fellowship")

- Identify appropriate areas where Area/County Scouting needs are not being met by existing Area/County Scout Fellowships, and set up additional Scout Fellowships to meet such needs (see section 2.11 “Agreeing the Remit for a Scout Fellowship”)
- Approve the selection (or appoint) a Chairman for each County Scout Fellowship (see section 2.6 “The Chairman (or ‘Leader’) of the Scout Fellowship”)

The AAC/ACC (SF) is also responsible for:

- Acting as an effective communications channel between all Scout Fellowships in the Area/County (including District and Group Scout Fellowships) and the Scout Fellowship at Regional and National level.
- Holding regular meetings of the Scout Fellowship in the Area/County, including chairing such meetings.
- Representing the Scout Fellowship within the Area/County, and at Regional and National level where required (or arranging a suitable deputy where appropriate).

6. Other main activities

- Where appropriate, encourage and facilitate attendance of a representative of the Scout Fellowship at all Area/County meetings (see section 2.10 “Acting as a Liaison for your Scout Fellowship”).
- Encourage the effective use of the Scout Fellowship by all sections of Scouting within the Area/County.
- Where appropriate, promote membership of the Scout Fellowship to, for example, adults who do not wish to become Leaders or Helpers, parents of young people in the Movement, supporters, spouses of Leaders, Helpers, retired Leaders, and any others for whom the Scout Fellowship could be a route of giving more support to Scouting at a local level.

Note: Other requirements and activities may be added by the Area/County Commissioner, in order to meet the needs of local Scouting.

Providing Active Support

The primary role of the Scout Fellowship is to provide ‘Active Support’ to Scouting. Whilst there is no definition of the minimum level of ‘Active Support’, each individual member and each Scout Fellowship is expected to support Scouting in line with their remit, and within the boundaries of individual abilities.

3 *developing your Scout fellowship*



3.1 Developing your Scout Fellowship



Introduction

There are various factors that are critical to the success and expansion of a Scout Fellowship. These include increasing awareness, improving our image, recruiting new Members and retaining enthusiastic people both among members of The Scout Association Members and the general public. This section gives help and suggestions on five key and interlinked themes that you should consider:

1. **PROMOTING**

Promoting your Scout Fellowship is about increasing awareness of who you are, what you do, when and where you meet and what you can offer to your target membership and those you can give support to. It also helps improve the appeal and image of the Scout Fellowship and assists with recruiting and retaining new Members.

2. **RECRUITING**

Recruiting new members is essential to the success of the Scout Fellowship – spreading the workload and enabling us to provide even greater Active Support.

3. **INDUCTION**

An essential stage, making sure new members feel welcome, helping them settle in to the Scout Fellowship and ensuring they understand their role.

4. **RETENTION**

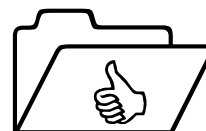
Once you have got these new members – how do you keep them?!

5. **BUILDING ON SUCCESS**

We can all learn from other Scout Fellowships, and in this section we have collected together some suggestions of good practice, which will help you develop your own Scout Fellowship.

This section also suggests where else you might get help from. Discuss the ideas at your next meeting and work out an action plan to develop your Scout Fellowship.

3.2 Developing your Scout Fellowship Frequently Asked Questions



This section is designed to help answer your Frequently Asked Questions (FAQs) about 'developing a Scout Fellowship'. It provides short answers and links to additional resources where more detailed information can be found. This should be used as a quick reference and as a guide to further reading.

FAQ	ANSWER
How do I publicise my Scout Fellowship?	In any way that's legal, decent and honest! See section 3.3 'Promoting your Scout Fellowship' and the resource ' <i>Shouting for Scouting</i> '.
How do I recruit new members?	This really is everybody's responsibility – although some Scout Fellowships appoint a Recruitment Officer to co-ordinate this activity. Section 3.4 on 'Recruiting' contains ideas for approaching different groups of people who could possibly become members of the Scout Fellowship.
Who can we get help from?	Your responsible Commissioner or GSL Your District Public Relations Officer Area/County and District Advisers
Can we hold social activities?	Yes, and these are to be encouraged, although no Scout Fellowship should exist solely for its members to socialise within Scouting. Every Scout Fellowship must provide some degree of Active Support to Scouting. See section 2.4 "Overview – Running a Scout Fellowship".
Must all members of the Scout Fellowship be 'active' within Scouting?	Yes. Every member of the Scout Fellowship must provide some degree of Active Support within Scouting, although no 'minimum' level is defined. Each member's contribution should be judged against 'their best', not to an arbitrary standard. See section 2.4 "Overview – Running a Scout Fellowship".
The Scout Fellowship near us seems to be better than us!	The grass always seems greener on the other side! Why not arrange to visit them or for them to visit you, to exchange ideas, and share good practice. Section 3.6 'Building on success' is a good place to when planning start to develop your Scout Fellowship – it's a collection of good practice ideas.

FAQ	ANSWER
	<p>Try the various healthchecks in this file and see where your strengths and areas for development are. Then make an action plan to do something positive with the results.</p>
<p>Where can we get support for our Scout Fellowship?</p>	<ul style="list-style-type: none"> • Your GSL or appropriate Commissioner • Your ADC or AAC/ACC (Scout Fellowship) • Other Scout Fellowships • The National Commissioner Support Team • Scouting Magazine • ScoutBase UK

3.3 Promotion



Getting noticed

Promotion combines publicity, public relations and all other marketing methods, and can be targeted at individuals (face-to-face, e-mail, postal, telephone, mail drop), local media (newspapers, radio, television), meetings and display points (web sites, libraries, colleges, schools, companies). Promoting your Scout Fellowship, therefore, is a local responsibility and every member has a part to play in presenting a positive and forward-looking image.

Publicity for the Scout Fellowship is necessary to:

- increase the understanding of The Scout Fellowship's place within The Scout Association and the support it can offer to Members
- help raise local and national awareness of Scouting
- recruit and welcome new members from both within and outside The Scout Association
- inform newcomers in the locality about a Scout Fellowship's existence and how to get in contact
- gain support for fundraising events, service projects and other activities
- support other groups and organisations in their enterprises.

Good public relations are invaluable and a Scout Fellowship should ensure there are links to:

- the young people and adult Leaders in The Scout Association, and through them, parents, and other supporters
- members of the Girlguiding UK and the Trefoil Guild
- many individuals and groups with whom Scout Fellowship members are involved in various activities
- the general public.

Although all the members have a responsibility for promoting the Scout Fellowship, it is a good idea to appoint specific people to co-ordinate the work. These roles could include your own Public Relations Officer, Recruitment Officer, and Liaison Officer (see section 2.10 'Acting as a liaison for you Scout Fellowship')

Methods of promoting a Scout Fellowship vary according to purpose and opportunity. They might include:

- eye-catching posters
- colourful notices
- hand-outs at events
- articles in church magazines and in-house magazines
- reports of interesting events in local newspapers or on local radio
- personal letters
- official publicity leaflets
- newsletters
- website
- word of mouth by a short talk at meetings of local organisations or even chance conversations

- wearing badges or identification outside the meeting place
- roadshow
- display boards.

Remember: always put contact information on your material!

Places to promote a Scout Fellowship might include:

- Scout and Guide HQs
- sports and church halls
- coffee mornings
- fairs and fêtes
- doctor and dentist waiting rooms
- schools, colleges and universities
- libraries, theatres, cinemas, local shops.

Whatever promotional methods are used, the aims are the same: to ensure people know what the Scout Fellowship is, what it is doing, what it can do, and how to join in.

Some examples of wording for publicity material are given later in this file.

Where to get help and more information:

- Your District/County Public Relations Officer
- Area/County Advisers
- Other Scout Fellowships
- Scouting Magazine
- ScoutBase UK

3.4 Recruiting Scout Fellowship Members



Recruiting - a matter of course

Any Scout Fellowship should have recruitment on their agenda. This means that hopefully a Fellowship will never be in situation where it must 'recruit or die'. So long as all Scout Fellowships have on-going recruitment as one of their goals, and so long as they are active and contributing to Scouting, recruiting new members should not be a major problem.

Why recruit?

The answer may be obvious to many of us, but to a Scout Fellowship that is active and enjoying what they are doing as well as enjoying each other's company, the need to recruit is often overlooked.

Many Scout Fellowships are started by individuals who are extremely active and at the beginning of their Scouting career. As these members change jobs, have families or move away from the area, their level of contribution has to change, or maybe even stop. In order to replace this resource and continue to support Scouting and the community, it is important that new members are recruited.

How to recruit

The best form of recruitment is to be seen taking part in interesting and useful activities. The people who see these activities are most likely to already be connected with Scouting. In an ideal world, all Scout Fellowships would also recruit from outside the Movement and add to the resources that support Scouting, but in practice this is very hard to achieve. The best method of recruitment, therefore, is to sell the Scout Fellowship within Scouting. This means not only existing Leaders, but also the much wider network of Helpers, supporters, parents and the like. The Scout Fellowship has many advantages both as an extension of existing Scouting commitments, and as a means of carrying on offering support but in a more flexible way, for example when a Leader is unable to continue running a Section due to other commitments.

Recruiting adults in Scouting is a six-step process:

1. Define the job that needs to be done.
2. Identify the skills and qualities needed.
3. Generate a list of who can do the job.
4. Target the best choice.
5. Ask someone to help you.
6. Offer support and welcome them into Scouting.

You need to start by working out exactly what you are looking for, (which will depend on your Fellowship's) and what role you would like your new recruit to have. Then, look at what skills and qualities that person needs to do the job, breaking these down into those that are **essential**, those that are **important** and those that would be **useful**. From here, you need to identify possible recruits, and approach those that meet the skills and qualities you have listed. This is easier than recruiting for most other jobs in Scouting as almost any skill can be used by the Scout Fellowship, meaning that everyone has something to offer. When you have got a 'yes', welcome them, get them involved and work on their 'Induction' (see section 3.5 'Induction and Retention').

Think about the benefits of the Scout Fellowship and remember what we are ‘selling’

There is a key word that makes the Scout Fellowship special - FLEXIBILITY. This is the selling point that leads to a greater understanding of what the Scout Fellowship is really about. There is a danger however that this flexibility can also be our weakness. It is all too easy to be non-specific when presenting the Scout Fellowship to others, so we need to think carefully about what message we want to get across. Our common factor is that we believe in the Scout Movement and the ideals for which it stands. From there the Scout Fellowship role will differ depending on the remit.

So what makes us flexible?

Age

Any person over the age of 18 can apply to join the Scout Fellowship and can remain a member for the rest of their lives.

Time available

At different periods in anyone's life the amount of time they can give to Scouting varies. Membership of the Scout Fellowship enables people to be flexible in the amount of time they can offer to Scouting.

Ability

One of the key points of the Scout Fellowship is the diversity of the people who join - there is a part for everyone to play.

Interest Groups

A Scout Fellowship can have a broad remit or be based around a particular or specialist activity. Ideally, the Scout Fellowships within the District will, between them, be broad enough to make use of all the skills of potential supporters.

Membership

Making the Promise is a requirement of membership of any uniformed Section of The Scout Association and this is the same in the Scout Fellowship. However, in the Fellowship it is recognised that not everyone is ready or able to make his or her commitment. For this reason the Scout Fellowship also offers Associate Membership. The Scout Association services are available to all Members and Associate Members, providing the Annual membership subscription is paid.

Service

The right mix of people in a Scout Fellowship is the key to providing an effective service to Scouting. The amount of time available and the skills of the members make every individual Scout Fellowship quite unique in the service that it gives.

Identifying sources of potential volunteers and how to target them

There are various groups of people who may be potential members for the Scout Fellowship. Think about each of the key groups in your area and use the suggestions below to help target them.

I. The Scout Network

Why?

In addition to joining the Scout Network, Explorer Scouts reaching the age of 18 may also choose to join the Scout Fellowship. Existing members of the Scout Network wishing to provide support to Scouting may also join the Scout Fellowship. All members under the age of 25 are automatically members of the local Scout Network, and can combine service and support through the Scout Fellowship, with a varied programme of activities in the Scout Network, enabling them to complete their Queen's Scout and Duke of Edinburgh Awards.

Those members of the Scout Network who are coming to the end of their time in the 6-25 Programme, may wish to continue their involvement in Scouting, without making the commitment to become a Leader or Assistant.

The benefits to them

The Scout Fellowship allows them to keep up their Scouting connections and give support and help in the areas that they have become interested in through the Scout Network. Also, the set up of the Scout Fellowship is similar to the Scout Network, being 'self-governing', and organising its own programme.

Strong links should be maintained between the Scout Network and the Scout Fellowship. This will allow membership of the Scout Fellowship to grow.

To this end, the Scout Fellowship should be represented at all Scout Network planning meetings.

Personal contact with members of the Scout Network will help inform them of the Scout Fellowship and the opportunities for providing service and support to local Scouting. Joint social activities between the Scout Fellowship and Scout Network are a good way of establishing personal contacts. By working with Scout Network Administrators, Explorer Scouts reaching the age of 18 may also be made aware of the opportunities for service within the Scout Fellowship at the same time as they are encouraged to join the Scout Network.

2. Leaders who retire because of lack of time

Why?

Inevitably there are those Leaders who find it impossible to continue with their responsibilities within a Section because of increasing commitments at work or home. They may want to stay involved in Scouting but, not knowing about the Scout Fellowship, feel that the only option they have is to leave completely.

The benefits to them

The Scout Fellowship allows people in these situations to continue to support, keep up contact and involvement, but in a flexible way that fits in around other commitments.

How to get them involved

Section Leaders, Group Scout Leaders and Commissioners need to know you are there, what you do and how you do it. Personal contact at Group or District meetings helps promote what the Scout Fellowship has to offer and will help Leaders see another option rather than just leaving completely. Another good idea is to ask the GSL or DC to send a letter to any Leader who leaves explaining about the Fellowship and suggesting they get in contact.

3. Leaders who retire

Why?

At age 65 Members must retire from a warranted position in the Association. When a person has given up so much of their spare time to Scouting it is difficult to suddenly change and do nothing. Many over 65 still want to offer support to Scouting, particularly now they have more free time.

The benefits to them

By joining the Scout Fellowship, Members can continue giving support in their areas of interest for as long as they want to be involved.

How to get them involved

Again, the key element here to attract people must be an invitation to remain within the family of Scouting giving their invaluable experience to help others in the District. A thank you letter and invitation from the District Commissioner followed up by personal contact by the ADC (Scout Fellowship), Chairman or Liaison Officer would be a good form of approach.

4. Former Members of the Movement

Why?

In every community there are people who have once been Members of the Movement. Many may feel very positive towards Scouting, but either don't want, or are not able, to take on a Leadership role.

The benefits to them

The Scout Fellowship should be able to offer them a chance to come back into the Movement. They can offer support in a flexible way, giving up as much or as little time as they can afford.

How to get them involved

The best approach is to make contact through the network of people you know. Recruitment does not often happen using the 'poster' type approach, but you can still try this through publicity in the media, local community magazines, community notice boards, leaflets at schools etc. Provide your District Public Relations Officer with material support and promote the Scout Fellowship. Even if this doesn't lead to any new members, it will still help to promote Scouting to the wider community.

Note: Remember that if a person joins the Scout Fellowship and is not already a Member of the Association, then enquiries need to be made under the terms of POR Rule 15.1 immediately. Contact your DC's and ADCs(SF) for help with this or see section 2.4 'Overview - Running a Scout Fellowship'.

5. Wives, husbands and partners

Why?

Quite a large number of husbands and wives and for that matter, boyfriends and girlfriends too, are Members of the Movement or linked with it in some way. However, there are many that have no official link, and they may be quite willing to be involved if they are asked.

The benefits to them

The Scout Fellowship offers these individuals a splendid opportunity to be part of Scouting rather than just on the fringe. And they'll finally understand what their other halves have been going on about! Again, it is a way they can be involved in areas that interest them, without taking on a Leadership role.

How to get them involved

Approach the existing members of the Movement encouraging them to invite their partners to join the Scout Fellowship, explaining the opportunities the Fellowship can offer. This could be done by the ADC(SF), the Chairman, a Liaison Officer, or someone in the Fellowship who knows them personally. Try and be creative in your 'promotion and recruitment' – your Fellowship could organise and host a barbecue for Leaders, partners and guests in your Group as an 'information and ideas share' along with a social night.

6. Scouters and Commissioners

Why?

Leaders and Commissioners may enjoy doing what they are doing, but that doesn't mean they wouldn't like to try different things! Also, the social network that the Scout Fellowship provides is an excellent means of building the 'team' in the Group, or District.

The benefits to them

The Scout Fellowship provides an excellent opportunity to try other things, for example, a Beaver Scout Leader helping on a service team for a Scout event, or a Group Scout Leader organising a District abseil. Also, by having links with the Scout Fellowship there is less possibility of a Scouter being 'pocketed' away in a Church Hall weekly with little or no contact with his or her peers. The Scout Fellowship need not be coy about their social activities: these activities play an important role in welcoming a Scouter. However, they also need to be clear that they are not just joining a social club.

How to get them involved

Approach existing Members of the Movement explaining the opportunities the Fellowship can offer. This arranged could be by the ADC(SF), the Chairman, a Liaison Officer, or someone in the Fellowship who knows them personally.

7. Group and District Administrators

Why?

Chairmen, Secretaries, Treasurers and other administrators in Groups and Districts play a very important role in Scouting. However they may have other skills which they could use to support Scouting, but not be aware that they can do this through any other means.

The benefits to them

Administrators can feel isolated in their responsibilities and the Scout Fellowship will help involve them in the wider Scouting network. Because of its flexibility, the Scout Fellowship can fit in around their existing role.

How to get them involved

A personal invitation by the ADC (Scout Fellowship), Chairman or Liaison Officer with the support of the GSL is a good way to encourage these individuals to join the Fellowship.

8. The parents of Beaver Scouts, Cub Scouts, and Scouts etc.

Why

The majority of parents probably prefer to support the Group in which their son or daughter is a member. However, some may be able to be involved in Scouting on a wider base without their support for the Group suffering.

The benefits to them

Scouting is something they believe in as their children are Members, so the Scout Fellowship is an opportunity to give something back to Scouting. It can fit around their other commitments, and keeping them involved in what their children do.

How to get them involved

Every Group should make it clear to all connected with Scouting that they are welcome to join the Scout Fellowship in the District. The Group Chairman and the GSL will need to explain this opportunity which will lead to a strengthening of support for Scouting. Displays and talks at Section open evenings and Group Annual General Meetings would be a good approach here. Make sure you have follow up material ready for those who show an interest. They can then be approached personally later, on the full understanding that they will not have made a commitment to join by showing an interest.

Help with recruiting

Good ideas for recruitment can be found in the Adult Support resource - "*Recruiting Adults: a practical guide*". Some tips can also be found in 'Resources' section 5.

3.5 Induction and retention



Welcoming a new member

First impressions are always important if a Scout Fellowship wants to encourage a visitor to become a fully fledged member. The first hurdle has been passed – a potential new member has come through the door.

Now is the chance to make them feel welcome and ensure they walked back for a second visit. To do this you need to:

- create a friendly environment/atmosphere
- make them feel comfortable
- introduce existing members and consider appointing a “buddy”
- pass on and explain the contents of a welcome pack
- ask for feedback and collect their completed questionnaire
- tell them about the next meeting – what, where, when, who to contact
- ensure that someone contacts the new member nearer to the date of the next meeting, offers them a lift and reminds them of the details
- ensure that they join in, organise an event fairly quickly and have tasks to complete and report back on.

A welcome pack could include:

- Aims of the Scout Fellowship
- Membership contact list
- Programme diary
- Frequently Asked Questions (and answers)
- New member’s questionnaire
- Joining procedures
- Subscriptions details.

The questionnaire for a new member could include:

- Name, address, telephone (fax), e-mail
- Job title and employer
- Past Scout Association experience and links
- Interests, hobbies, pastimes
- Name, address and telephone of the person to whom to pass the completed questionnaire.

Retaining members

The key concern now is to ensure that the new member comes back for repeat visits, becomes actively involved and a key member of the Scout Fellowship team.

In addition to the actions for welcoming new members, the Scout Fellowship could consider:

- keeping and regularly updating member records
- regular communication to/between members (telephone, newsletter, letters, e-mails, diary)
- creating positions of responsibility
- regularly reviewing the programme to ensure it is interesting
- organising special activities such as a particular sport, expedition, party, meals, competitions
- regularly re-assessing what the members want to do, have time to do and have experience/knowledge/ qualifications to do
- use people, make them feel wanted and valued – more people leave an organisation through lack of activity, than anything else.

Remember complete the Scout Fellowship Healthcheck on a regular basis.

3.6 Building on success



Growing the Fellowship

Every Scout Fellowship needs to evolve and develop. The healthchecks contained in this file, along with the annual remit and review process are a good starting point. One of the best ways to help develop your Scout Fellowship is to pick up examples of best practice from other Fellowships, other Sections, ScoutBase UK, Scouting Magazine, Area/County meetings and so on.

Listed below are some common examples of best practice:

- All members should complete a Criminal Records Bureau form (or the regional equivalent) unless this has already been done in the District.
- A membership card and some form of identification is useful/necessary, particularly when working with young people and in situations where members of the Scout Fellowship may not be known.
- Each Fellowship Secretary needs to keep an up-to-date list of members. The District Secretary should be notified of Fellowship members.
- Each Fellowship Secretary should ensure that their Fellowship is recorded on the National Scout Fellowship Database in order to receive communications as directly as possible.

Organisation

- Aim to be well organised but relaxed.
- The Fellowship should not be one person's responsibility. Share the work-load by appointing a Chairman, Secretary and Treasurer.
- The Secretary and Treasurer should keep up to date records.
- An AGM should be held.

Communication

- An identified contact for each Fellowship makes for easier contact with other Fellowships both in and out of the County/Area.
- Internal communication could be by newsletter, email and/or telephone cascade for speedy contact. Members who do not attend all or any meetings still need to be kept informed about events etc. They are still members.

Activities

- Social
- Service to Scouting
- Service to others
- Lists of skills and activities which can be offered by the Fellowship, should be circulated widely.

Links

Aim to form links with:

- other Fellowships both near and far
- Scout Network units
- Trefoil Guilds
- other Sections both as service and social.

Image

- Everything we do will influence how we are seen by others. Any job done must be carried out to the highest standard possible.

Good Practice in the District, County/Area and Region

- Hold regular meetings between individual Fellowships and ADCs(SF), ACC/AACs(SF) (or Advisers). Ensure that the aims and objectives of individual Fellowships are understood. Maintain contact by mail, e-mail and telephone.
- District and County/Area Assistant Commissioners should meet regularly and in a proactive way, e.g. to produce a Fellowship Support Pack, organise Regional Workshops or Regional Fellowship Family Camps.
- Organise and/or facilitate District, County/Area and Regional Events, e.g. Camps, BBQs, etc.
- Support Fellowships in their own events, both social as well as AGM.
- Work with and support other sections of Scouting, e.g. help with District, County/Area and Regional events, Sectional Conferences and training weekends etc.
- Raise the profile of Fellowships by encouraging District, County/Area and Regional Team people to become members.
- Acknowledge all service to Scouting through the Fellowship.

Remember: Every member of the Scout Fellowship is responsible for the Scout Fellowship's image so think how you can actively build on success!

3.7 Healthcheck - Developing your Scout Fellowship



Promotion

Read the following questions carefully and discuss the answers with your Executive Committee or your membership. Answer the questions as truthfully as possible and tick the appropriate boxes.

MANDATORY ISSUES	BEST PRACTICE				DANGER ZONE							
1 For how many of the following tasks is there a design person? <input type="checkbox"/> Promotion <input type="checkbox"/> Public relations <input type="checkbox"/> Publicity <input type="checkbox"/> Links/liaison with Scout Sections	4	3	2		1		0					
2 How many of the following examples of promotional material does your Scout Fellowship use? <input type="checkbox"/> Brochures <input type="checkbox"/> Leaflets <input type="checkbox"/> Display boards <input type="checkbox"/> Web site <input type="checkbox"/> Newsletters <input type="checkbox"/> Letters to potential members <input type="checkbox"/> Programme news	6+	5	4	3		2	1	0				
3 How many of the following methods have you used to enhance the image of your Scout Fellowship in your local area in the last 12 months? <input type="checkbox"/> Newspaper articles <input type="checkbox"/> Television appearance <input type="checkbox"/> Radio mentions <input type="checkbox"/> Community projects <input type="checkbox"/> Community events <input type="checkbox"/> Scouting events <input type="checkbox"/> Newsletters <input type="checkbox"/> Internet (websites and e-mail) <input type="checkbox"/> Programme news <input type="checkbox"/> AGM	10	9	8	7	6	5	4		3	2	1	0

4	For how many of the following groups do you use your contacts? <input type="checkbox"/> Local newspapers <input type="checkbox"/> Local radio <input type="checkbox"/> Local television <input type="checkbox"/> Libraries <input type="checkbox"/> Schools and colleges	5	4	3	2	1	0	
5	How often have you sent press releases to the local media in the last 12 months?	6 or more	5	4	3	2	1	0
6	What sort of image does your Scout Fellowship have with others in Scouting (e.g. Scout Network, District, Scouters, etc.)?	An excellent one		A good one		Not so good	Very poor	
7	When did you last have an articles or picture about your Scout Fellowship in the local paper?	In last 2 months	3-4 months ago	5-12 months ago		Over a year ago	No idea!	
8	How many of the following events did you actively participate in during the last 12 months? <input type="checkbox"/> Group/District executive meetings <input type="checkbox"/> Group/District AGMs <input type="checkbox"/> Unit/District Explorer Scout meetings/AGMs <input type="checkbox"/> Unit/Group/District events and competitions <input type="checkbox"/> County/Area Scout Network meetings.	4	3		2	1	0	

Get some help...with promoting

The quick fix!

- Ensure that you have someone responsible for promotion, public relations, publicity and/or liaison.
- Promote and/or advertise your Scout Fellowship locally through local newspapers, leafleting, radio, TV
- Set up your web site and link to other Scouting/non-Scouting websites
- Distribute your programme/diary/newsletter more widely
- Organise a set piece (slides, video, display) which can be taken to all Section/Group/District meetings/AGMs
- Regularly distribute up-to-date information (newsletters, posters, displays) for public places (schools, colleges, libraries, leisure centres, town halls, work places)
- establish direct communication (face-to-face, mail, e-mail, leaflet drop) with individuals
- Start a newsletter and publish on a regular basis.
- Get into your local newspaper with photographs and a great story.
- Make a video.
- Help with group activities.
- Help at a high profile public event.

Resources that can help

- Examples of press releases
- Section 5 of *Active Support* file

Get some help...with recruiting

3.7 Recruiting



Read the following questions carefully and discuss the answers with your Executive Committee or your membership. Answer the questions as truthfully as possible and tick the appropriate box.

TITLE	BEST PRACTICE						DANGER ZONE			
1 Do you have someone responsible for recruitment?	Yes						No			
2 From how many of the following sources have you obtained new members in the last 12 months? <input type="checkbox"/> Scout Network <input type="checkbox"/> Ranger Guides <input type="checkbox"/> Leaders who retire <input type="checkbox"/> Leaders who retire due to lack of time <input type="checkbox"/> Former members <input type="checkbox"/> Scouters and Commissioners <input type="checkbox"/> Group and District administrators <input type="checkbox"/> Non-Scouts – Work <input type="checkbox"/> Non-Scouts – Friends and families	9	8	7	6	5	4	3	2	1	0
3 How many members have joined your Scout Fellowship over the last 12 months?	6 or more		5	4	3		2	1	0	
4 How often do you have contact with each Unit in your area?	Regularly		Quite often			Occasionally		Never		
5 Do you know the names of and have you spoken to all the 18 and 19 year olds currently in your feeder Units?	Yes	Some of them		Not really			There aren't any		No	
6 For how many of the following groups do you hold and maintain contact lists as potential members? <input type="checkbox"/> The Scout Network <input type="checkbox"/> Parents of youth Members <input type="checkbox"/> Leaders who have retired <input type="checkbox"/> Former Members <input type="checkbox"/> Scouters and Commissioners <input type="checkbox"/> Group and District Administrators	6	5	4	3		2	1	0		

	Regularly	Quite often			Occasionally	Never	
7 How often do you invite potential members to your programme meetings?							
8 How many of the following recruitment tools and methods have you employed in the last 12 months? <input type="checkbox"/> Invitation (post, e-mail, spoken, etc.) <input type="checkbox"/> Birthday cards <input type="checkbox"/> Recruitment event <input type="checkbox"/> Newsletter <input type="checkbox"/> AGM <input type="checkbox"/> Promotional tools	6	5	4	3	2	1	0
9 How many of the following opportunities do you promote? <input type="checkbox"/> Duke of Edinburgh's Award for the under 25s <input type="checkbox"/> Activity training courses (Scout and non-Scout) <input type="checkbox"/> Leadership opportunities <input type="checkbox"/> Social events <input type="checkbox"/> Utilising a member's skills	5	4	3	2	1	0	
DANGER ZONE							

How did you score?

If you have

2 or less ticks in the Danger Zone

Congratulations, your Scout Fellowship is running well, just focus on the areas where you didn't do so well.

3 - 4 ticks in the Danger Zone

Not too bad, but some things to watch here. Check out 'Where to Get Help' for some help and advice on what to do.

4 - 5 ticks in the Danger Zone

Quite a long way from 'Best Practice'. Start working on a development plan now, focusing on those Recommended Issues.

6 - 7 ticks in the Danger Zone

Some serious problems here if you really want to provide Active Support to Scouting. Go through the list again to highlight the areas you think are critical and work on these over the next twelve months.

8+ ticks in the Danger Zone

Are you sure you read the instructions? If you've seriously got more than 8 ticks in the Danger Zone then it's time to really question what you're doing.

Remember: Every Scout Fellowship is different, and as your membership changes, so will the results of your healthcheck.

The quick fix!

- Identify your target market (what type of groups could you recruit and where do they meet – Scout Network, school/college, leisure activities, work?) and target individuals.
- Distribute your programme/diary/newsletter more widely.
- Organise a set piece (slides, video, display) which can be taken to all Unit/Group/District meetings/AGMs.
- Regularly distribute up-to-date information (newsletters, posters, displays) for public places (schools, colleges, libraries, leisure centres, town halls, work places).
- Establish direct communication (face-to-face, e-mail, leaflet drop, birthday cards, invitations, letters) with individuals
- Explain (face-to-face, mail leaflet/letter, e-mail) what happens next when members of the Scout Network leave the Network.
- Prepare a FAQ sheet (what is the Scout Fellowship, how much does it cost, do I wear a uniform, what will I be doing, where does the Scout Fellowship fit into Scouting, etc.)
- Get all the names of 17+ Explorer Scouts/Ranger Guides, and all Scout Network members.
- Regularly invite them to activities.
- Promote The Scout Fellowship to friends and work colleagues.
- Increase promotion.
- Help Explorer Scouts/Ranger Guides and members of the Scout Network with their programme and awards.
- Have a joint activity with the Scout Network.

Resources that can help:

- Section 5 of *Active Support*
- *Recruiting Adults - A practical guide*

People who can help:

- Section contacts
- Line manager contacts
- ADC (SF).

3.7 Induction



TITLE	BEST PRACTICE		DANGER ZONE							
1 Do you really make new members feel welcome in the first few weeks and months?	Very welcoming	Sort of welcoming	Not really	Not at all						
2 Which of the following tools do you employ with new members? <input type="checkbox"/> Welcome pack <input type="checkbox"/> Joining procedure + FAQ <input type="checkbox"/> New member questionnaire <input type="checkbox"/> Introductions <input type="checkbox"/> Member list <input type="checkbox"/> Programme/diary <input type="checkbox"/> Buddy <input type="checkbox"/> Involvement in activities <input type="checkbox"/> Tasks/What will I be doing?	9	8	7	6	5	4	3	2	1	0
	DANGER ZONE									

Get some help...with induction

The quick fix!

- Ensure new members meet existing members.
- Create your own welcome pack (what happens, what is the joining procedure, what are the options, what will I do/be doing, FAQ sheet, members, etc.)
- Prepare a FAQ sheet (what is the Scout Fellowship, what does it cost, do I wear a uniform, what will I be doing, where does the Scout Fellowship fit into Scouting, etc.)
- Distribute job descriptions.
- Explain and distribute a questionnaire to new members.
- Re-check your programme. Is it good and would new members want to stay?
- Ensure new members have a “buddy”.

Resources that can help:

- Example of a new member questionnaire

People who can help:

- Section contacts
- Line manager contacts
- ADC (SF)

3.7 Retention



TITLE	BEST PRACTICE					DANGER ZONE			
1 For how many of the following tasks do you have someone responsible? <input type="checkbox"/> Member records <input type="checkbox"/> Member communications <input type="checkbox"/> Programme manager <input type="checkbox"/> Links/liaison with Scout Sections <input type="checkbox"/> Secretary <input type="checkbox"/> Treasurer <input type="checkbox"/> Fundraising <input type="checkbox"/> Activity specialists	8	7	6	5	4	3	2	1	0
2 Did you retain the new members who visited your Scout Fellowship in the last 12 months?	All		Most			Some		None	
3 Do you have an active programme?	Yes					No			
4 How many of the following events did you incorporate into your programme in the last 12 months? <input type="checkbox"/> Expedition <input type="checkbox"/> Party <input type="checkbox"/> Meals <input type="checkbox"/> New activity <input type="checkbox"/> Competition	5	4	3			2	1	0	
5 What percentage of your members turns up for your regular meetings?	100%		75%			50%	25%	0	
6 Over the last 6 months, what percentage of your members have been involved in organising events and regular meetings?	100%		75%			50%	25%	0	
7 How far ahead is your diary planned?	12 months	6 months	4 months	3 months		2 months	1 month	Less	
8 Does your diary always go to plan?	Always		Usually			Occasionally		Never	
9 Do you regularly re-assess what your members want to do, have time to do and/or have experience/knowledge/qualifications to do?	Regularly		Occasionally			Sometimes		None	

10 Do you have good communications?	Yes	No			
11 How many of the following good communications tools do you use?					
<input type="checkbox"/> Communications officer					
<input type="checkbox"/> Programme officer					
<input type="checkbox"/> Telephone tree/e-mails					
<input type="checkbox"/> Newsletter/diary	4	3	2	1	0
				DANGER ZONE	

Get some help...with retention

The quick fix!

- Recheck your programme – is it good and would new members want to stay?
- Ensure new members meet existing members
- Ensure there is an active programme
- Ensure there is good communication of new members and programme/diary
- Distribute job descriptions
- Distribute “How to.....” leaflets (fundraise, help a section, organise a night hike, etc.)

Resources that can help

- ‘Programme Ideas’ section in this file
- Example of a telephone tree system

People who can help

- Section contacts
- Line manager contacts

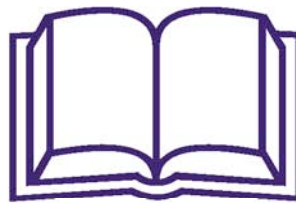
Action plan

Once you have completed any section, evaluate the needs of your Scout Fellowship. If needs are identified in that area, agree your goals/objectives and come up with an action plan to achieve them. Set target dates for completion and evaluate the results. You need to consider what we need to do, what are you going to do about it, who is going to do it and when are they going to do it.

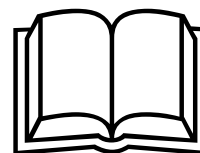
What we are going to do?	Who is doing it?	Date to complete?	What next?
PROMOTION	_____	_____	_____
1			
2			
3			
4			
5			
RECRUITMENT	_____	_____	_____
1			
2			
3			
4			
5			
INDUCTION	_____	_____	_____
1			
2			
3			
4			
5			
RETENTION	_____	_____	_____
1			
2			
3			
4			
5			

4

Programme ideas



4.2 Programmes – Frequently Asked Questions



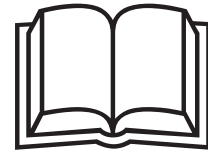
This section is designed to help answer Frequently Asked Questions (FAQ's) relating to planning a programme. It provides short answers and links to other sections where more detailed information can be found.

This should be used as a 'quick reference' and as a guide to further reading.

FAQ	ANSWER
How do we decide what to do?	You will agree a 'remit' for your Scout Fellowship with your GSL or appropriate Commissioner. See section 2.11 "Agreeing a Remit for your Scout Fellowship"
Can we hold social activities?	Yes, as they are a great way for people to get to know each other and create a strong team. No Scout Fellowship should exist however, solely for the purpose of socialising. Every Scout Fellowship must provide some degree of Active Support to Scouting. See section 2.4 "Overview – Running a Scout Fellowship"
Must all members of the Scout Fellowship be 'active' within Scouting?	Yes. Every member of the Scout Fellowship must provide some degree of 'Active Support' within Scouting, although no 'minimum level' is defined. Each members contribution should be judged against 'their best', rather than an arbitrary standard. See section 2.4 "Overview – Running a Scout Fellowship"
Are we allowed to organise our own Adventurous Activities?	Yes, so long as they are conducted in accordance with the Activity Rules in POR. See section 2.4 "Overview – Running a Scout Fellowship"
Can we organise activities for the training Sections?	Yes, so long as they are conducted in accordance with the Activity Rules in POR. See section 2.4 "Overview – Running a Scout Fellowship" and section I.13 "Developing Personal Skills in the Scout Fellowship"

FAQ	ANSWER
Can we specialise in the kind of Active Support we offer?	Yes, and this is to be encouraged in order to develop a skilled pool of resource which will be available to the training Sections. Examples may be Gang Show Crews or Camp Site Service Teams, Canoeing, Climbing or Hill Walking Scout Fellowships. See section 2.4 “Overview – Running a Scout Fellowship”
Do we need training? ideal	To develop your skills to provide Active Support – the answer is yes. See the section 2.13 on ‘Developing Personal Skills’ For the younger members the Scout Fellowship is an place to complete their Duke of Edinburgh’s Award.
Are we allowed to support the local community?	Yes, although the primary role of the Scout Fellowship is to provide Active Support to Scouting.
How do we know how well we’re doing?	By the annual review of your Remit and by occasionally completing the health checks in the file
Where can we get support for our Scout Fellowship?	<ul style="list-style-type: none"> • Your GSL or appropriate Commissioner • Your ADC or AAC/ACC (Scout Fellowship) • Other Scout Fellowships • The National Scout Fellowship Team • <i>Active Support</i> • Scouting Magazine • ScoutBase UK See section 2.19 ‘Support for the Scout Fellowship’
Where can we get programme ideas from?	See section 4 – ‘Programme Ideas’ Scouting Magazine ScoutBase UK Other Scout Fellowships and Sections. In fact all over the place!

4.3 Putting plans into action



Identifying your target audience

It is important to consider how a Section operates before planning an activity. Not only will the Section you are supporting dictate the type of activity being provided, (you wouldn't take the Cub Scouts on a tour of the local brewery!) it will also influence the delivery of the activity. See *Scouting Essentials* for an overview of the five training Sections.

How to plan programmes

If you are a Fellowship with a particular focus, such as SCUBA Diving, then that will form the majority of your programme. If you are a Fellowship without a specific focus, then your programme is likely to be more varied. Before you start planning dates for activities you should start to collect ideas:

- A. Ask different Groups and Sections what support they need.
- B. Brainstorm new ideas.
- C. Consider projects that can benefit the community.
- D. Decide on some social and fundraising events.

Once you have collected some ideas, you need to ensure they fulfil your Fellowship's remit of providing Active Support. Remember, even a social quiz night for the District Leaders is providing Active Support!

Some questions you need to ask about your potential programme are:

- How will the Training Sections / Award Schemes benefit?
- Who will get involved? - Do they have the necessary authorisations?
- When is the best time to run the activity?
- Where will the activity be held?
- What further planning is needed?
- Who else can help you? – Delegate!

Delegating tasks and making them happen

The only way to ensure an activity happens is to appoint an organiser. This should be the case whether you are teaching pioneering to the Cub Scouts or challenging the Scout Network to a Ten-Pin Bowling competition.

If the activity is going to involve cost, then budget for it. Make sure you include the cost of absolutely everything, for example, if you are going away for the weekend, your food budget should include the cost of washing up liquid and toilet roll!

Communicate the information to everyone involved. Inform them of start times, venues, costs and what is expected of them.

- Why delegate?

- F Free to plan for the future
- I Improve team morale
- R Responsibility of others is encouraged
- E Expertise is not wasted

- What to delegate

- A Any tasks needing specialist skills
- N Normal, routine matters
- D Developmental tasks

- How to delegate

- Tell them:
- W Who to report to
 - A Actual limitations - budget, time, etc.
 - T Team members - who they are working with
 - E Exactly what the task is
 - R Reasons for selecting them - ability, to gain experience, spare time

REMEMBER: Delegate don't abdicate! Always follow up and make sure your team feels supported in the work they have been asked to do.

Organising a programme activity - Areas you should consider: Event/Activity

- What is the purpose and aim of the activity?
- Is any additional training / experience required to run the activity?

Date

- The date may depend on the type of activity.
- Does it clash with any other Group/District, country/Area/National events?
- Is the venue available for the date in mind?
- Will staff/participants be available?

Venue

- How much advance notice is required to make a booking?
- Is a deposit required?
- Is written confirmation required?
- What is the most appropriate venue for the event/activity? i.e. HQ, other indoors, Activity Centre or Campsite?
- Does someone need to make a 'recce' of the venue?
- Are the necessary facilities available?

Cost

- Will there be costs to consider for:
 - Activity/ies?
 - Venue?
 - Equipment?
 - Transport?
 - Instructors, etc?
 - Catering?
- Who will cover these costs - participants, Scout Fellowship, subsidised, fund-raising, etc?

Equipment

- What equipment is required for the activity?
- Who will provide/book the equipment?
- Is specialist training required to use it?
- Has it been checked for safety purposes (if appropriate)?
- Is safety equipment required e.g. Fire Extinguishers, etc?
- Who will be responsible for the equipment at the activity/event?
- Is transport required to collect/return the equipment?

Personnel

- How many participants will take part in the activity intended for?
- How many staff are needed?

- Are any specific qualifications required for staff to run the activity?
- Do any specialist jobs need to be delegated?
- Are speakers required for the event?
- Are extra instructors/demonstrators required?
- Do any of the staff/personnel require transport?
- Are staff required to help with catering?
- Are First Aid personnel required?

Catering

- What type of catering is required for this activity? i.e. packed lunch, cooked meal?
- How many meals are needed?
- Over what period is catering required? i.e. whole day, afternoon, etc.
- What equipment is needed? Is it provided at the venue?
- Is a catering team provided?
- Are there any special dietary requirements?
- Who will be responsible for purchasing the food, and when will they do it?

Notification/liaison

- Have you informed the appropriate people that the event is taking place e.g. District Commissioner, Public Relations Officer, etc?
- Have you sent joining instructions e.g. Participants, activity staff/personnel, Speakers, Instructors, Demonstrators?

Timing

Consider when you need to complete the various stages of your planning - e.g. booking the venue 12 months in advance, catering six weeks in advance, joining instructions three weeks in advance, etc. These timings will depend on the type of activity/event you are intending to hold. When you have worked out 'what needs to be done, when, and by whom' then create a checklist – see factsheet 'Event Guides'.

Reviewing your programmes

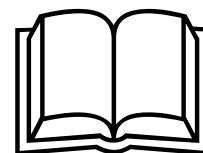
Whenever you run an activity or event, it is important to review how it went so that you can learn from the experience. Try to make sure you take into account comments from everyone – the organising team, any people you got help from, and most importantly, the participants. You may also find it helpful to keep a log during the event.

The basic review technique that is suggested by The Scout Association is the 'WWW' and 'WDO' approach. This technique asks 'What Went Well?' and 'What Difficulties Occurred?'

From there you create an action plan for what you will do next time.

Observation	Interpretation	Future plan
What went well?	Why?	What will you do next time?

4.6 Healthcheck – Programmes



Checking your progress

Read the following questions carefully and discuss the answers with your Executive Committee or your membership. Answer the questions as truthfully as possible and tick the appropriate box.

See how you score at the bottom of each section.

Repeat the exercise every year or so and see how you continue to score against 'Best Practice'

MANDATORY ISSUES	BEST PRACTICE	DANGER ZONE	
Do you comply with POR with respect to organising and taking part in adventurous Activities?	Always <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Never <input type="checkbox"/>

How did you do?

If you are in the Danger Zone on the above issue please consult with your GSL or appropriate Commissioner immediately.

RECOMMENDED ISSUES	BEST PRACTICE	DANGER ZONE					
How often do you review your remit?	Annually <input type="checkbox"/>	Not often <input type="checkbox"/>		Never <input type="checkbox"/>			
Tick which ones apply then total the number of boxes ticked.	3 <input type="checkbox"/>	2 <input type="checkbox"/>		1 <input type="checkbox"/>	0 <input type="checkbox"/>		
Do you know what's going on in the Scout Fellowship at:							
<input type="checkbox"/> local Group level?							
<input type="checkbox"/> District and County / Area level?							
<input type="checkbox"/> regional and National level?							
Tick which ones apply then total the number of boxes ticked.	6 <input type="checkbox"/>	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	0 <input type="checkbox"/>
How do you receive information?							
<input type="checkbox"/> from GSL or Commissioner?							
<input type="checkbox"/> from ADC or AAC/ACC (SF)?							
<input type="checkbox"/> Scouting Magazine?							
<input type="checkbox"/> ScoutBase UK?							
<input type="checkbox"/> Scout Fellowship Mailing List?							

<input type="checkbox"/> Regular Meetings?					
How many times did you support Scouting last year?	20+ <input type="checkbox"/>	10-15 <input type="checkbox"/>	5-10 <input type="checkbox"/>	4-5 <input type="checkbox"/>	0-3 <input type="checkbox"/>
What percentage of your membership provide any sort of Active Support to Scouting?	100% <input type="checkbox"/>	95+ <input type="checkbox"/>	80-95% <input type="checkbox"/>	0-80% <input type="checkbox"/>	
Which best describes your 'business meetings'?	Well run <input type="checkbox"/>	Informal <input type="checkbox"/>	Inefficient <input type="checkbox"/>	Chaos! <input type="checkbox"/>	
How would you describe the skills of your Scout Fellowship to meet your remit?	Well <input type="checkbox"/>	Adequate <input type="checkbox"/>	Insufficient <input type="checkbox"/>	Non-existent <input type="checkbox"/>	
How many training Sections do you provide Active Support for?	4+ <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	0 <input type="checkbox"/>
How many Group /District /County/Area meetings is your Scout Fellowship represented at?	All <input type="checkbox"/>	Most <input type="checkbox"/>	Some <input type="checkbox"/>	Few <input type="checkbox"/>	None <input type="checkbox"/>
How many social events and activities did you hold last year?	10+ <input type="checkbox"/>	5-8 <input type="checkbox"/>	3-4 <input type="checkbox"/>	1-2 <input type="checkbox"/>	0 <input type="checkbox"/>
How often do you support your wider community?	Often <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Never <input type="checkbox"/>		
How often do you try new activities?	Often <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Never <input type="checkbox"/>		
How far ahead is your programme planned in outline?	12 months <input type="checkbox"/>	6mths <input type="checkbox"/>	3mths <input type="checkbox"/>	1mth <input type="checkbox"/>	Less <input type="checkbox"/>
How far ahead is your programme planned in detail?	4months <input type="checkbox"/>	3mths <input type="checkbox"/>	2mths <input type="checkbox"/>	1mth <input type="checkbox"/>	Less <input type="checkbox"/>
Does the programme always go to plan?	Yes <input type="checkbox"/>	Most times <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Never <input type="checkbox"/>	
Do you struggle to think up new ideas?	Yes <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Always <input type="checkbox"/>		
Does your Scout Fellowship review the activities it runs?	Yes <input type="checkbox"/>	Sometimes <input type="checkbox"/>	No <input type="checkbox"/>		
Is your programme balanced?	Yes <input type="checkbox"/>	Sometimes <input type="checkbox"/>	No <input type="checkbox"/>		

How did you score?

If you have;

3 or less ticks in the Danger Zone

Congratulations, your Scout Fellowship is running well, just focus on the areas where you didn't do so well.

3 - 5 ticks in the Danger Zone

Not too bad, but some things to watch here. Check out 'Where to Get Help' for some help and advice on what to do.

5 - 10 ticks in the Danger Zone

Quite a long way from 'Best Practice'. Start working on a development plan now, focusing on those Recommended Issues.

10 – 15 ticks in the Danger Zone

Some serious problems here if you really want to provide Active Support to Scouting. Go through the list again to highlight the areas you think are critical and work on these over the next twelve months.

15+ ticks in the Danger Zone

Are you sure you read the instructions? If you've seriously got more than 15 ticks in the danger zone then it's time to really question what you're doing.

Remember: Every Scout Fellowship is different, and as your membership changes, so will the results of your healthcheck.

Get some help...

The Active support File will provide you with all the help and support you need. Be sure to read through the sections on Running a Scout Fellowship, Supporting the Scout Fellowship, Programmes and Developing Your Scout Fellowship.

Other sources of help include:

- your GSL or appropriate Commissioner
- your ADC or AAC/ACC (Scout Fellowship)
- other local Scout Fellowships
- the Information Centre at Gilwell Park.
- scouting Magazine
- the Scout Fellowship pages on ScoutBase UK
- the National Commissioners Support Team.

5

Resources



5.1 Resources



Supporting your work

This section of the file will help you with the practical side of setting up, promoting, running and organising your Scout Fellowship. It contains:

- photocopyable sheets for you to fill in to create a directory of your local support and information contacts, including a 'skills directory' record sheet
- a contact list of national organisations from whom you can obtain information from.
- some examples of wording for promotion material
- a 'Buyer's Guide' showing resources available which your Scout Fellowship might find useful

Use these pages to make an address book of useful contacts, starting with the other local Scout Fellowships and then your Area/County and Region contacts. Put in the contact details for your responsible Commissioner and other Scouting addresses that you use to provide Active Support, such as the local Activities Advisor, Treasurer, GSL and Campsite Warden.

Also include details of other local organisations which you contact, such as coach companies, contacts for venues, speakers, or the Grants Department at the local council.

You should also create a directory of the skills available in your Fellowship, and an example is included in this section. You may, however, wish to collate the information in a different format, e.g. a computer database.

5.2 Local contacts



Organisation/role:	
Contact name:	
Address:	Tel: day
	Tel: eve
	Fax:
	Email:
Notes/areas they can help with:	

Organisation/role:	
Contact name:	
Address:	Tel: day
	Tel: eve
	Fax:
	Email:
Notes/areas they can help with:	

Organisation/role:	
Contact name:	
Address:	Tel: day
	Tel: eve
	Fax:
	Email:
Notes/areas they can help with:	

Organisation/role:	
Contact name:	
Address:	Tel: day
	Tel: eve
	Fax:
	Email:
Notes/areas they can help with:	

Organisation/role:	
Contact name:	
Address:	Tel: day
	Tel: eve
	Fax:
	Email:
Notes/areas they can help with:	

Organisation/role:	
Contact name:	
Address:	Tel: day
	Tel: eve
	Fax:
	Email:
Notes/areas they can help with:	

Organisation/role:	
Contact name:	
Address:	Tel: day
	Tel: eve
	Fax:
	Email:
Notes/areas they can help with:	

Organisation/role:	
Contact name:	
Address:	Tel: day
	Tel: eve
	Fax:
	Email:
Notes/areas they can help with:	

Organisation/role:	
Contact name:	
Address:	Tel: day
	Tel: eve
	Fax:
	Email:
Notes/areas they can help with:	

Organisation/role:	
Contact name:	
Address:	Tel: day
	Tel: eve
	Fax:
	Email:
Notes/areas they can help with:	

Organisation/role:	
Contact name:	
Address:	Tel: day
	Tel: eve
	Fax:
	Email:
Notes/areas they can help with:	

Organisation/role:	
Contact name:	
Address:	Tel: day
	Tel: eve
	Fax:
	Email:
Notes/areas they can help with:	

5.3 National organisations – contact details



This factsheet gives the contact details for a variety of national organisations whom your Scout Fellowship may wish to contact.

Further names and contact details can be obtained from the Scout Information Centre 0845 300 1818.

Adult Support Office
The Scout Association
Gilwell Park
Chingford
London E4 7QW
Tel: 0208 433 7100
Fax: 0208 433 7103
Email: adult.support@scout.org.uk

The Scout Information Centre
Gilwell Park
Chingford
London E4 7QW
Tel: 0845 300 1818
Fax: 0208 433 7103
Email: info.centre@scout.org.uk

British Canoe Union
John Dudderidge House
Adbolton Lane
West Bridgford
Nottingham NG2 5AS

British Telecom Scout Fellowship
C/o Adult Support Office
Gilwell Park
Chingford
London E4 7QW

British Rail Scout Fellowship
C/o Adult Support Office
Gilwell Park
Chingford
London E4 7QW

British Trust for Conservation Volunteers Ltd
36 St.Mary's Street
Wallingford
Oxfordshire OX10 0EU

British Youth Council
First Floor Office
55-59 White Lion Street
London N1 9PP

Brownsea Island Scout Fellowship
C/o Adult Support Office
Gilwell Park
Chingford
London E4 7QW

Camera Club
16 Bowden Street
London SE11 4DS

Deep Sea Scout Fellowship
C/o Adult Support Office
Gilwell Park
Chingford
London E4 7QW

Duke of Edinburgh's Award
Gulliver House
Madeira Walk
Windsor
Berks SL4 1EU

Girlguiding UK
17-19 Buckingham Palace Road
London SW1W 0PT

National Trust
36 Queen Anne's Gate
London SW1H 9AS

National Tourist Office for United Kingdom
Thames Tower
Black's Road
London W6 9EL

The Prince's Trust
18 Park Square East
London NW1 4LH

Ordnance Survey
Romsey Road
Maybush
Southampton
Hampshire SO9 3DH

Ramblers Association
1/5 Wandsworth Road
London SW8 2XX

Queen's Scout Working Party
C/o Adult Support Office
Gilwell Park
Chingford
London E4 7QW

St John Ambulance Association
1 Grosvenor Crescent
London SW1X 7EF

Royal Yachting Association
Romsey House
Eastleigh
Hampshire SO50 9YA

Salvation Army
National Headquarters
101 Queen Victoria Street
London EC4P 4EP

Southern Stars Scout Fellowship
C/o Adult Support Office
Gilwell Park
Chingford
London E4 7QW

The Scout Holiday Homes Trust
The Scout Association
Gilwell Park
Bury Road
Chingford
London E4 7QW

Student Scout and Guide Organisation
www.ssago.org.uk or 08700 780248

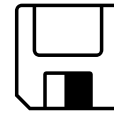
Scout Radio Fellowship
C/o Adult Support Office
Gilwell Park
Chingford
London E4 7QW

The Trefoil Guild
The Trefoil Guild Central Office
17-19 Buckingham Palace Road
London SW1W 0PT

Youth Hostels Association
Trevalyan House
8 St. Stephens Hill
St. Albans
Herts AL1 2DY

Links and directory are also on ScoutBase UK. www.scoutbase.org.uk

5.4 Promotional and recruitment example material



Section contains information and suggestions on the wording that could be used in promotion and recruitment letters for your Scout Fellowship.

Letter from the District Commissioner to a Leader who is leaving or retiring from Scouting.

Dear

OPPORTUNITIES IN SCOUTING!

I am writing to thank you for all your hard work in supporting Scouting with the ...(Beaver Scouts/ Cub Scouts / Scouts / Explorer Scouts/ Scout Network)... and I know that you will be missed greatly by the District. I am sure that you would like to keep up your links with Scouting and although you are not a warranted Leader anymore, there is an opportunity for you to stay involved in providing Active Support to Scouting.

The Scout Fellowship is a group of adults, made up of former and existing Leaders, supporters and parents amongst others, who give help, mainly at District events, and also with individual Scout Groups. It allows you to keep using your skills to help young people, but in a more flexible way, by putting in as much or as little time as you have available. The Scout Fellowship currently helps to organise the District Camp, provides abseiling instructors at the District Campsite, supports the Gang Show, helps with badge testing for the Cub Scouts along with social events and much more.

They are always looking for people to add to their 'skills pool' to offer support around the District, and they would be really pleased to hear from you. The contact point isand her/his telephone number is S/he will be able to tell you more about the Scout Fellowship, where and when they meet, and what sorts of things you could get involved in.

I hope that joining TheScout Fellowship will be a way you can keep your contact with Scouting and the District can keep your skills!

With very best wishes,

.....
District Commissioner

Flyer to give out to older members of the Scout Network:

What to do when you get to 25 and can't be a member of the Scout Network anymore?

Well, you could be a Leader, a Section Helper or a Skills Instructor, but if none of these appeal then why not join the Scout Fellowship?. It's for anyone over age 18, who can give up a few hours to support Scouting. The Scout Fellowship currently helps to organise the District Camp, provides abseiling instructors at the District Campsite, supports the Gang Show and Cub Scout Fun Day along with social events and much more.

To find out more call onand join in with the next event!
The Scout Fellowship

Information to go on a general Scout Fellowship leaflet or poster could include the following paragraph:

Would you like to help support young people, but can't commit the time to do something every week?

The Scout Fellowship is a team of adults who provide Active Support to Scouting. Any skills you have are welcome, from archery to bookkeeping, First Aid to coaching new Leaders, and camp skills to computer skills. We currently organise the(District Camp, abseiling instructors at the District Camp site, the Gang Show and Cub Scout Day)...., along with social events and much more.

It is open to anyone aged 18 and over, who would like to help local young people. It's a great way to share your skills, develop new ones and make new friends too.

To find out more call on and join in with the next event!

The Scout Fellowship

There are some downloadable leaflets regarding recruitment at www.scouts.org.uk/scoutbase

Remember: Every leaflet/flyer that you produce must have a contact name and telephone

number on it!

The..... Scout Fellowship

Questionnaire

The Scout Fellowship provides Active Support to local Scouting. To help us identify the various skills available with our Fellowship, we should be grateful if you would complete this questionnaire about your situation, skills and interests.

This information will be kept on computer as a record for our skills directory and your contact details may be given to local Group Scout Leaders for them to contact you if they need support.

If you would prefer that your details are not given to GSL's then please tick this box:

Name:

Address:

.....

.....

Telephone Number (Daytime)

(Evening)

(Mobile)

Email Address

When could you usually attend meetings / provide support to Scouting?

- | | | | |
|-------------------|--------------------------|--------------------|--------------------------|
| Monday daytime | <input type="checkbox"/> | Monday evenings | <input type="checkbox"/> |
| Tuesday daytime | <input type="checkbox"/> | Tuesday evenings | <input type="checkbox"/> |
| Wednesday daytime | <input type="checkbox"/> | Wednesday evenings | <input type="checkbox"/> |
| Thursday daytime | <input type="checkbox"/> | Thursday evenings | <input type="checkbox"/> |
| Friday daytime | <input type="checkbox"/> | Friday evenings | <input type="checkbox"/> |
| Saturday daytime | <input type="checkbox"/> | Saturday evenings | <input type="checkbox"/> |
| Sunday daytime | <input type="checkbox"/> | Sunday evenings | <input type="checkbox"/> |

Do you have a full driver's licence? Yes No

Do you have a minibus licence? Yes No

Do you / have you held a Leader's Warrant? If yes, please give details

.....

.....

Please give details of any qualifications you have for skills that you think could be useful in Supporting Scouting (e.g. First Aid, Canoeing, Computers)

.....

.....

.....

.....

.....

Please give details of any skills you have that you could use to provide support to Scouting:

.....

.....

.....

.....

.....

Are there any other skills that you would like to develop?

.....

.....

.....

.....

.....

Please return this questionnaire to**at**

.....

.....

.....