



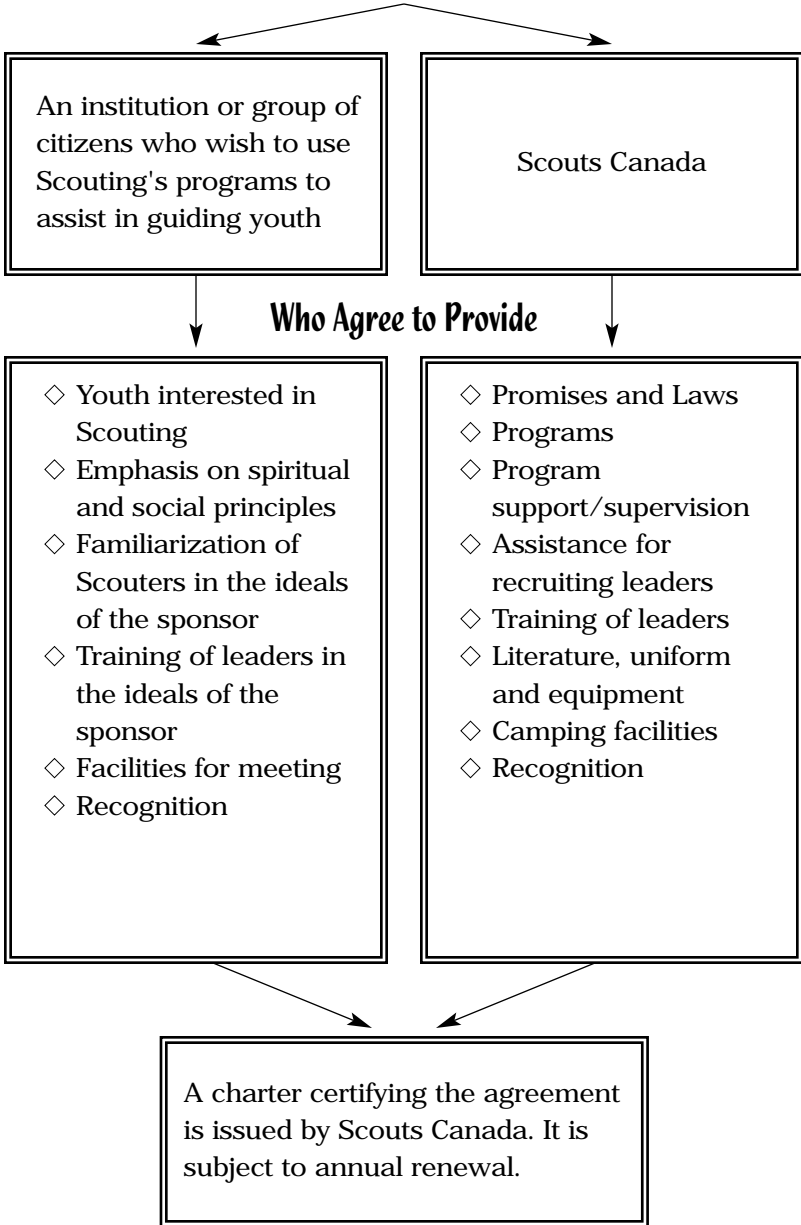
Bring
on
the
ADVENTURE

In Partnerships for Youth

Guidelines for the sponsor/partner
and the group/section committee

A Partnership is Formed

between



NOTE: The word *Scout* printed in italics refers to Beavers, Cubs, Scouts, Sea Scouts, Venturers, Sea Venturers and Rovers.

Sponsoring and Administering Scouting

Scouts Canada as a member of the World Scouting Movement adopts as its Mission, Principles, Practices and Methods the Fundamental Principles of the World Body, as summarized below:

Principles

Scouting is based on three broad principles which represent its fundamental beliefs.

- ◇ **Duty to God:** This is defined as: “adherence to spiritual principles, loyalty to the religion that expresses them and acceptance of the duties resulting therefrom.”
- ◇ **Duty to Others:** This is defined as loyalty to one's country in harmony with the promotion of local, national, and international peace, understanding and cooperation”, and “Participation in the development of society, with recognition and respect for the dignity of one's fellow being and for the integrity of the natural world.”
- ◇ **Duty to Self:** This is defined as: “Responsibility for the development of oneself.” This is in harmony with the educational purpose of the Scout movement whose aim is to assist young people in the full development of their potentials.

Mission

The mission of Scouting is to contribute to the education of young people, through a value system based on the Scout Promise and Law, to help build a better world where people are self-fulfilled as individuals and play a constructive role in society.

Program Goals

Each program section sets forth goals for meeting the Mission and Principles at a level appropriate to the age range and capabilities of the members in that section. Together, the programs for all sections combine towards the development of the whole person and an in-depth appreciation and commitment to the Mission and Principles of Scouting.

Practices/Methods

Scouting Practices are defined as a system of progressive self-education including:

- ◇ A promise and law,
- ◇ Learning by doing,
- ◇ Membership in small groups,
- ◇ Progressive and stimulating programs,
- ◇ Commitment to the values of doing one's best, contributing to the community, respecting and caring for others, contributing as a family member,
- ◇ Use of outdoor activities as a key learning resource.

Program Sections

The five core programs of Scouts Canada are designed to fit the needs and abilities of specific age groups.

Beavers (5-7 years) emphasizes having fun in a cooperative learning environment.

Wolf Cubs (8-10 years) emphasizes doing one's best, working towards goals individually and in small groups.

Scouts (11-14 years, age 15-16 option) emphasizes preparing for adulthood through personal development, self-reliance, teamwork and leadership skills.

Venturers (14-17 years) emphasizes challenge for personal development and achievement through increased responsibility for the program.

Rovers (18-26 years) challenges young adults to be active in their communities as they develop their abilities in communication skills, life skills, outdoor activities, leadership skills, spiritual development, social issue awareness, and personal interests.

Operating Policies

All program sections follow these common operating policies:

- a) Membership is voluntary and open to all children, youth and adults who will endeavour to live by the promise and law of their section.
- b) Membership involves participation in small groups which, with adult help and guidance, operate so as to achieve maximum self-management and shared responsibility.
- c) Program Goals are common to all programs but the level of achievement varies according to the age and capabilities of the members of each section.
- d) The primary method for development is learning-by-doing in an encouraging environment.
- e) The program content of each section is to be adapted to meet the specific needs and interests of any particular group.
- f) Programs are made available through the operation of program sections which may be sponsored by institutions or groups of citizens.
- g) The Corporation works cooperatively with other organizations in serving the community.

What is a Sponsor/Partner

Scouting 'partners' with local community groups, organizations and institutions to provide programs to youth. The sponsoring organizations may incorporate Scouting's programs into their work with local youth. The terms *partner* and *sponsor* are used interchangeably.

These community groups include religious institutions, service, fraternal and civic clubs (Canadian Legion, Knights of Columbus, Elks, Kinsmen, Kiwanis, etc.), professional, business and occupational associations, military bases, public and private schools and Home & School associations and groups of citizens/parents.

The sponsor/partner is free to choose and use any or all of the programs and to receive services from Scouts Canada provided they accept the mission and principles and follow the policy of Scouting as set out in *By-law, Policies & Procedures*.

Responsibilities for Sponsors/Partners

- ◇ To apply annually for renewal of the Group/Section Charter.
- ◇ To ensure good relationships and information flow between sponsor/partner and Scouting group.
- ◇ To receive annually through the group committee, the report of the group's activities, including audited financial statements.
- ◇ To assist in providing resources to enable the group to promote the goals and ideals of the sponsor/partner and training for leaders in the goals and ideals of the sponsor/partner, in keeping with the mission, principles, program goals and operating policies of Scouts Canada.
- ◇ To set the policy in relation to membership in the group, i.e. closed or open group?

- ◇ If a religious partner, to establish the policy for the group with respect to religious exercises and/or instruction as a program element in the group. To ensure that this policy is made known to applicants and/or their parents or guardians as well as making provisions to excuse members on parental or guardians request if membership is open to youth of faiths other than the denomination of the faith concerned.
- ◇ To advise through the group committee and, when necessary, rule on fund-raising methods if these come into conflict with the goals, ideals or policies of the sponsor/partner or with Scouts Canada.
- ◇ To assist in providing resources, both personnel and other, for the encouragement of the Religion in Life Emblem program and provide for appropriate recognition of recipients of the emblem.
- ◇ To ensure adequate meeting facilities are provided for the group/section.
- ◇ To establish any additional criteria unique to the sponsor/partner's requirements regarding the recruitment and appointment of Scouters, Scouters in Training and Activity Leaders.

The representative, or appointee, is the head of the institution or body of citizens, who signs the Application for or Renewal of Group/Section Charter each year. At that time, it is recommended procedure to review the role and responsibilities of Scouting and each sponsor/partner as outlined on the chart on page 1.

What is a Group and Section

Each Beaver colony, Cub pack, Scout troop, Venturer company and Rover crew are individual sections. Groups are the combination of sections that are associated with a sponsor/partner.

Depending on the number and ages of youth interested, leadership and meeting facilities available, a sponsor/partner may run one or more sections. Additional sections can be formed under separate leadership.

Groups are identified by a number assigned by the Scout council where they operate and also may carry identification with their sponsor/partner, i.e. the 1st Englehart (Kinsmen) Group.

How to Organize

Groups may organize in one of three ways: a) Group Committee method, b) Section Committee method, or c) use of an existing body or committee such as a Religious Education Committee or Youth Committee from the Partner.

Depending on your wishes and unique local circumstances, organization is carried out in the manner best suited to meet local needs.

a) Group Committee method

Scouts Canada annually appoints or provides for the election of a group committee from members of the sponsoring body, parents and other interested adults in the community. The group committee is responsible for the group and works with the Scouters in the operation of each section. The Scouter in charge of each section or in the case of a colony, a leader designated by the leadership team, automatically becomes a member of the group committee. The sponsor/partner is guaranteed at least one seat on the group committee executive. The committee(s) administers the business of the group/section(s).

b) Section Committee method

Scouts Canada appoints or provides for the election of a committee for each program section sponsored. Its members are drawn from members of the sponsoring body, parents and other interested adults in the community. The Scouter in charge of the section or in the case of a colony, the designated leader, automatically becomes a member of the section committee.

These section committees are known as: colony committee, pack committee, troop committee, company committee and crew committee. Where a sponsor/partner has more than one section serving the same age range, e.g. two Wolf Cub packs, it may elect to have one section committee serve both or have separate committees.

Where a group has two or more section committees, a group coordinator or coordinating Committee may be appointed by the Scouts Canada to ensure adequate liaison and cooperation between program sections, section committees and the sponsor/partner.

The section committee method is rarely used.

c) Youth Committee method

Where a sponsor/partner already has an organizational committee set up to administer its youth work, the sponsor/partner may recommend this committee take over the administration of the Scout group.

Committee Functions

The committee is responsible for ensuring that programs are operated to achieve maximum benefit for the youth and support to the leaders.

Committee functions fall into two major categories — program and administration.

a) Program

1. To provide for the operation of the programs in accordance with the mission, principles, program objectives, program goals and operating policies and in keeping with the goals and ideals of the sponsor/partner.
2. To ensure that due emphasis is given to the religious aspects of Scouting in the conduct and life of the group/section.
3. To secure and appoint Scouters who are acceptable to Scouts Canada and the Partner/Sponsor.
4. To encourage Scouters in their personal development by making opportunities for training available to them.
5. To maintain a program of growth for the group/section.
6. To ensure that the program resources and personnel, as required are available.
Examples of this are:
 - ◇ leader handbooks
 - ◇ instructors, resource persons, examiners and facilities;
 - ◇ equipment and transport for camps and other events.
7. Where necessary, to assist Scouters in the operation of the group/section.
8. To assist Scouters in preparation of camps and other special events and to approve arrangements and budgets.
9. When necessary, to assume direction of the section.

b) Administration

10. To establish and provide for the continuous operation of the group/section.
11. To register the group/section annually.
12. To secure adequate facilities such as a meeting place for the group/section.
13. To audit annually the accounts of the group/section.
14. To prepare and submit to the supervising Scout council, and the sponsor, an annual report covering the activities of the group/section. This report shall include a schedule of real property and audited financial statements.
15. To promote harmonious relationships within the group/section and any institutions or organizations in contact with or affecting the group/section.
16. To assume responsibility for all property and equipment, including insurance matters.
17. To raise funds as required in accordance with the policy on finance of Scouts Canada and policies of the sponsor/partner.
18. To provide for an annual review of the group/section Scouters and to ensure that the appropriate recognition for service is provided.
19. If, in the opinion of the group or section committee, a Scouter should be suspended for cause this action should be taken jointly with the next senior Scouts Canada council commissioner.

Committee Operations

Committee members are usually elected or appointed by Scouts Canada each year. To help recruit members, aids are available from the Scout council office. To provide continuity, bring in a few members each year while retaining some who have experience. Recruit for a specific term — say two years — as a person usually responds better to a request to serve for a specified period of time. The sponsor/partner is guaranteed at least one seat on all group committee executives.

The number of members needed for the administration committee is the minimum required to do an effective job. Generally speaking, a group committee can be effective with five members and a section committee with three members. The institution's Youth Committee may be self-sufficient with one or two extra members recruited to work on Scouting.

Operate in a businesslike manner, appointing officers such as chair, secretary and treasurer. Keep minutes covering decisions made. Since the committee is dealing with public money, financial records must be kept independent of sponsor/partner records and audited each year. A local banker or accountant might be asked to audit the books.

Experience indicates most committees can operate effectively with persons performing the following suggested tasks. Some committees may not have a need for all these “jobs” and may combine them, or delegate one person as a coordinator.

Details for these following positions will be found in the *Group Committee Handbook* available from your local council office.

Chair	Transportation
Secretary	Publicity
Treasurer	Finance/Fundraising
Camping and Outdoor Activities Resource/Training	

Other Areas of Special Concern

1. Leaders — Appointment and Selection

Section Scouters are appointed by the group/section committee and registered through the local Scouts Canada council. They must be and must remain acceptable to Scouts Canada and the sponsor/partner. In the case of Venturer companies and Rover crews, the youth members should be involved in leadership selection. *See Section V of B. P. and P.* Contact your Scout council office for details of Scouts Canada's Volunteer Screening process.

2. Helping Leaders

Members of the committee should prepare themselves to act in place of a Scouter who is unable to attend a meeting or series of meetings. The committee should recruit sufficient leaders to cope with such emergencies.

Scouters need help in special programs or in preparation for camp, so they can spend more time on the program.

Committees should encourage Scouters to develop their understanding of youth and their skills through participation in training opportunities. Expenses for such courses should be underwritten by the group where practical.

3. Program Resources

To meet the needs of youth, a wide variety of options are available in Scouting's programs. For example, some badges are based on requirements of other agencies — e.g. — Royal Life Saving Society of Canada; — Red Cross; — St. John Ambulance Association.

Committees should cooperate with Scouters and help to locate resources in terms of people, places and things. Examiners and instructors can be recruited from parents, see *Application for Youth Membership* form, local agencies and community services.

Community facilities such as pools and rinks can be located and contacts made for visits, trips and tours.

Depending on their program, a section might need games equipment, tentage or canoes. Consider renting the more expensive items for the limited period they may be required.

4. Training

Check with your local Scout council office. From time to time they run training courses specifically aimed at group/section committee personnel.

Also your Scout council will have a program of training courses for leaders and assistants working with all sections of your group. Find out when and where they will be held and encourage all your leaders to take training to help them become more effective leaders. Also, in consultation with the sponsor/partner, encourage leaders to take applicable courses provided by the sponsor/partner's organization.

5. Meeting Facilities

The facilities required by sections vary but each should meet on a regular day at a regular time.

If another organization wishes to use the hall on a regular meeting night, arrangements can usually be made for an outing — provided sufficient time has been allowed for the Scouters to make the necessary arrangements.

Beavers and Cubs require, on a weekly basis, a hall that is large enough for games and large, sometimes noisy, group activities.

Scouts need access to a large hall and ideally, the use of small rooms or quiet space for patrol meetings. The troop Scouter will advise the committee of the troop's requirements.

Venturers and Rovers require a room with chairs and a table for most meetings — provided access is available to a large hall for some activities depending on their program.

All accommodation should be well heated, well lighted and easily ventilated. Ensure that, if necessary, the hall is cleaned, tidied and ready for the next user. The group/section should

pay for any damage resulting from Scout activities. Goodwill of the caretaker is essential and work on behalf of the group should be periodically recognized.

6. Finances

Each section requires money for its operation. Annual registration fees are paid by the member and this money is forwarded to the Scout council with the registration form. The money is used to help finance, local, provincial, national and international services, and for insurance.

Most sections collect weekly dues which help pay for purchase of badges, program aids and for special activities. This money is handled by the section concerned either through the Scouters or in the case of Venturers and Rovers, by the company or crew. For their protection, records should be audited annually. For major purchases of equipment, Scouters' training course fees and special events, the group/section shall establish a budget and determine what money they need and how to raise it. There are many ways of raising money, but the methods chosen must be acceptable to the sponsor/partner. Groups/sections should consult with their local council for ideas. Fundraising should follow *By-Law, Policies & Procedures* (Section IV) and should not put the group/section in direct competition with local merchants.

7. Religious Policy

Section programs should provide opportunities and encouragement for youth to participate in religious observations. Opening and closing ceremonies, grace at meals, church parades and worship services (Scouts' Own) can provide opportunities for participation. See *By-Law, Policies and Procedures* (Section IV).

It is, however, the duty of the Scouter to encourage each member to participate actively in the life of a religious community and to assume appropriate responsibilities to aid in carrying out the promise to "love and serve God". Scouters must accept the mission and principles of Scouts Canada and

must provide leadership to youth by participating actively in the pursuit of their faith.

All *Scouts* should be encouraged by Scouters to participate in the Religion in Life program.

8. Registration

a) Charter

Use the *Application for or Renewal of Group/Section Charter* to apply or renew a Scout Group/Section Charter. This application must be submitted to the governing body of the Partner/Sponsor for its approval and action.

b) Adults

All registered adults recruited into Scouting follow the Scouts Canada Volunteer Screening Process, which includes:

- ◇ The Application
- ◇ Interview
- ◇ Personal Reference Checks
- ◇ Probationary Approval
- ◇ Police Record Check
- ◇ Orientation and Probation
- ◇ Supervision and Further Development
- ◇ Evaluation

See the Scouts Canada Volunteer Screening Handbook for details on each step. Partner/Sponsor representatives who will be active in the operation of the group must be registered and follow the same steps as other adult volunteers.

On occasion, a committee may wish to approach a prospective Scouter who has apparently served as a leader in another district or province. Before any commitment is made, the committee should, through the local Scout council, obtain information from the provincial council regarding the Scouter's record of service.

c) Youth

An *Application for Youth Membership* form is used to register members annually. When the forms are complete, they are submitted to the local Scout council.

d) Additional Members

New members should be registered immediately to ensure protection through the national insurance scheme.

e) Volunteer Screening

Scouting has adopted a comprehensive program for screening adult volunteers. Sponsors/partners should have a thorough understanding of this process.

9. Transfers

a) Scouters

When a Scouter or committee member leaves a group, the committee should advise the local Scout council. This will ensure that their records are up to date. If they move to another district, this information is made available to the new Scout council.

b) Youth Members

When a member leaves a group, he/she should be provided with a *Transfer Certificate* available through Scout Shops or Scout Offices. It should be completed by the Scouter, and cover the member's complete record. The form is given to the member to give to his/her new Scouter. It is the responsibility of the section to which the member transfers to accept him/her and provide recognition for what he/she has already achieved.

10. Maintain Good Relationships

a) With the Sponsor/Partner

The group/section is a branch of the sponsor/partner's work in the institution or community. Therefore, the committee

should keep the sponsor/partner informed by means of minutes of meetings, newspaper articles, bulletin board announcements and regular reports, good turns, etc.

Officers and members of the sponsor/partner should be invited to attend *Scouting* activities. Plans and policies of the sponsor/partner should be taken into consideration when the group/section is preparing activities such as fundraising, weekend camps, banquets and “open house” nights.

b) With the Scouters

The committee and its section Scouters should work together in an atmosphere of trust, enthusiasm and cooperation. The Scouters should know what they can expect from the committee in the way of assistance; the committee should provide the assistance when and where it is required.

The committee should relieve the Scouters, as much as possible, of the administrative detail arising from the activities and business of the group/section.

c) With the Service Team/Commissioner's Staff

Groups and sections are serviced by groups of experienced Scouters known as Service Teams/Commissioner's staff. They are responsible for the overall servicing of the *Scouting* programs in their district. The servicing approach varies to meet local needs.

They work primarily with section Scouters and when they consult with administrative committees they do so as co-workers.

The administration committee should consult them in connection with current section program operations and problems, if any, and with the organization of new sections or the revival of lapsed ones.

d) With the Scout Council

Scout groups operate within the local Scout council which exists to encourage and promote the Movement within its area.

As members of the council, Scout groups have certain obligations to the council just as councils have obligations to the Scout groups.

Scout groups are entitled under by-laws to representation on the council. Such contacts help coordinate Scouting within the council; allow for sharing of experiences and problems; help in shaping council plans and allow full time use of the council resources and expertise.

e) With the Scouting Auxiliaries

Organizations of parents of section members and other adults constituted under the authority of the group/section committee for the purpose of assisting groups are designated as Scouting auxiliaries, and their members are entitled to wear the Scouting auxiliary badge. These organizations are purely auxiliary and in no way exercise the functions assigned to the group/section committee or section Scouters.

11. Resources

The following resources are available to help you.

- ◇ Youth and Adult Recruitment pamphlets and posters
- ◇ Volunteer Recruitment and Development booklet
- ◇ Scouting for Youth with Disabilities
- ◇ Religion in Life Program pamphlets (on the website: www.scouts.ca/ril/)
- ◇ Seven Keys to the Care and Maintenance of Volunteers
- ◇ National Indemnity Insurance pamphlet
- ◇ National Liability Insurance pamphlet
- ◇ Application for Membership and Appointment of Adults
- ◇ Application for Youth Membership
- ◇ Application for Group/Section Charter
- ◇ Application for Section Registration
- ◇ Application for Committee, Council and Service Team Registration
- ◇ Duty of Care
- ◇ Camping/Outdoor Activity Guide

Books: Handbooks for youth and resource books for leaders are available at Scout Shops or council offices.

Uniforms: Available from Scout Shops, Scout Dealers or by mail orders.

Badges: Available from Scout shops and some council offices or badge secretaries.

Catalogue: Scouts Canada publishes a catalogue each year. Available from council offices or Retail Services' dealers.

Magazine: "The Leader", the official magazine for Scouting leaders. All registered leader for each section receives the magazine directly.

Videos and CD-ROMS:

- ◇ *Leader Magazine* CD-ROM
- ◇ Program Builder CD-ROM
- ◇ "Mission Video"
- ◇ "Volunteer Screening — It's Our Duty — Interviews and Reference Checks"
- ◇ "JUMPSTART — Beavers"
- ◇ "JUMPSTART — Cubs"
- ◇ "JUMPSTART — Scouts"
- ◇ "The Grizzly Creek Solution — A Recruitment Video for Volunteers"

12. Basic Books and Publications

New leaders must have available to them the following resource books:

a) Beaver Leaders

- ◇ Friends of the Forest
- ◇ Beaver Leaders' Handbook
- ◇ JUMPSTART program packages and video
- ◇ Fun at the Pond Resource Book
- ◇ Colony Annual Records
- ◇ The Beaver Song Book

b) Cub Leaders

- ◇ Wolf Cub Leader's Handbook
- ◇ Wolf Cub Handbook
- ◇ JUMPSTART program packages and video
- ◇ Pack Annual Records
- ◇ The Pack Resource Book

c) Scout Leaders

- ◇ The Scout Leader's Handbook
- ◇ Scout Handbook
- ◇ Fieldbook for Canadian Scouting
- ◇ JUMPSTART program packages and video

d) Venturer Leaders

- ◇ Venturer Advisor's Handbook
- ◇ Canadian Venturer Handbook

e) Rover Leaders

- ◇ Rover Handbook

f) All Leaders

- ◇ Duty of Care
- ◇ How to Protect Your Child from Child Abuse: A Parents' Guide
- ◇ Fieldbook for Canadian Scouting
- ◇ Financial Record Book
- ◇ Camp Fire Book
- ◇ Song Book
- ◇ By-law, Policies and Procedures
- ◇ Camping/Outdoor Activity Guide

g) Group Committee

- ◇ Group Committee Handbook
- ◇ Scouts Canada's Volunteer Screening Handbook
- ◇ By-law, Policies and Procedures
- ◇ Financial Record Book
- ◇ Camping/Outdoor Activity Guide
- ◇ Duty of Care

13. Other resources

Visit Scouts Canada's official website, www.scouts.ca for useful resources, information and important updates. Leaders may also access the Program Help Line. This toll-free phone and e-mail service provides tips and advice to help leaders plan and deliver dynamic programs.

Produced by:

SCOUTS CANADA

Program and Volunteer Services

DECEMBER 1995

Revised: SEPTEMBER 1996

APRIL 1999

MAY 2001

Catalogue no. 94-315

