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WESTERN CAPE

Member of the World Organisation of the Scout Movement

Scout groups operate either under a sponsoring parent body or an NGO or School governing body which desires Scouting in their community and commit to provide resources (a place to meet and some equipment) and volunteer Adult leaders (over 18 yrs old) who are willing to be trained.

As a start please click these links to the SCOUTS SA Website <a href="http://www.scouting.org.za/library/thisisscouting">http://www.scouting.org.za/library/thisisscouting</a> for back ground information on what scouting is about, what we do and how it works, and for details on scouting in our Western Cape Province see <a href="http://www.scouting.org.za/westerncape/">http://www.scouting.org.za/westerncape/</a>

Scouting in the Western Cape can provide training and guidance. There are clearly laid out Policies, Rules and Guidelines for running a Scout Group (Cubs 7-11; Scouts 11-18; Rovers 18-30). (Scouting is in a transition to a newer streamlined operating model over next 12 months but this will not affect the start up of new groups).

If this is of interest and you would like to take it forward please do let me know and we can meet and discuss queries and concerns. Some simple steps to staring a new Group follow below.

If you are an NGO or a School Governing Body we would be delighted to discuss options for you to adopt the Scout program under a Social Partnership Agreement giving you access to the SCOUT SA program and infrastructure in return for you providing the Adult leaders and Resources needed.

**Paddy Milner** 

**Provincial Commissioner: Western Cape Province** 

e provcommwc@gmail.com m 083 629 0529





## Quick guide to the steps to follow:

A new group can be started as a cub pack only (7-11), a scout troop (12-18) Rover Crew (18-30) only or preferably a combination at the same time for a full Group.

- 1.Identify a group of youth members who are interested in Scouting and have parents or authorised representatives of your school or NGO who support the concept. Ideally you would want more than 12 or more potential Youth Members per unit (Troop or Pack)as a minimum. At least three of the parents will need to be willing to serve on a parents committee to support the activities of the Group. There should be a treasurer for the Group finances and a chair person for the coordination of the parents in supporting the Group. This could include transport, fundraising and or equipment.
- 2.Identify an adult volunteer(s) who would be willing to take up the responsibility of serving the youth as a uniformed adult member of the movement to facilitate the activities. This could be one of the parents or an interested third party. Part of the responsibility this person will be taking on is to complete the training necessary for the role they will be fulfilling. This requires as a minimum a one weekend introduction course and a two weekend "warrant course" that will teach them the skills for the running of the programmes for the youth. Usually the group pays for the training which is at a nominal fee to cover costs.
- 3.Identify a venue that could be used for the meetings this could be a church hall, a community centre, one of the parent's homes or an open piece of land that is available for the activities. The only requirement for a meeting space is a place with some open space and the ability to store (which could initially be at someone's home) the group's equipment for programmes.
- 4. Approach the District Commissioner (or the development officer) with the concept and complete the documentation to register the new group and to allow for the formal review of the adult volunteers by the district team. You can find out who the District Commissioner (DC) for your area is from HQ at the details below.
- 5.The volunteer will be interviewed by the District Team and references checked to ensure as far as possible the suitability of the person for the role. The documentation for the registration of a group can be downloaded from: http://www.scouting.org.za/westerncape/forms/F30NewGroupRegistration.pdf and the form for application as an adult volunteer is at: http://www.scouting.org.za/library/forms/AdultAppointmentApplication.pdf.

These forms are also available from Scout Headquarters at the following address: Riverside Mall

Rondebosch

GPS: -33.9623 S, 18.4699 E

Tel 0860 SCOUTS (0860 726 887)

Fax 021 685 9050

Email: westerncape@scouting.org.za

Once you have registered the group, the district will assist you with people to start with programmes for the youth as soon as possible, possibly even before the nominated volunteer for the new group has completed their training.

The District Commissioner's team will assist you in getting your parents committee up and running as well as with the other necessary processes behind registering your youth members and the systems for running the troop.

Should you have any questions or queries please contact the office as above or email <a href="mailto:provcommwc@gmail.com">provcommwc@gmail.com</a> or on 083 6290529

## Hints for Registering a New Group

The registration form for a new group can be found at:

http://www.scouting.org.za/westerncape/forms/F30NewGroupRegistration.pdf

The guideline to rules on the form can be found in Policy, Organisation and Rules (POR) (to be replaced late in 2013) at <a href="http://www.scouting.org.za/library/por/">http://www.scouting.org.za/library/por/</a>

A typical time line for starting a group could be:

Day 1: Start by reading documentation

Day 10: Gather adult helpers, support and potential leaders as well as possible youth members names together - approach each to get support.

Day 14: Contact the local Scouts SC District Commissioner (DC) and express your interest.

Day 20: Suggest hold an open meeting to decide on starting the group or unit - at this stage it would be useful to contact the District Commissioner and invite the DC to your meeting to answer questions and give guidance. If meeting decides to go ahead begin preparation of the Application for Registration of a Group in discussion with the DC.

Day 30 Submit form to the DC for progressing

Day 45 Confirmation from HQ of due process underway and likely confirmation of registration date.