



a comprehensive guide on how to start a new scout group



be prepared



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Contents

- 1. What Now? 3
 - 1.1. Do you have the time? 3
 - 1.2. Which unit do you want to open first? 3
 - 1.2.1 Meerkats (5- to 6-year-olds) 3
 - 1.2.2 Cubs (7- to 10-year-olds) 3
 - 1.2.3 Scouts (11- to 17-year-olds) 3
 - 1.2.4 Rovers (18- to 29-year-olds) 4
 - 1.3. What type of Group? 4
 - 1.4. How many Adult Leaders do you need? 4
 - 1.5. Do you have a venue? 4
 - 1.5.1. Ideal Venue Requirements 5
 - 1.5.2. Popular Venues 5
- 2. First Steps 5
 - 2.1. Read the information available 5
 - 2.1.1. Scouting for Adults Handbook..... 5
 - 2.1.2. Scouts Wiki 5
 - 2.1.3. SCOUTS South Africa Website 5
 - 2.1.4. Mailing List..... 5
 - 2.2. Contact your local District Commissioner 6
 - 2.3. Group Name 6
 - 2.4. Correspondence 6
 - 2.5. Recruit Adult Volunteers 6
 - 2.5.1. Uniformed Members 6
 - 2.5.1.1. Scout Group Leader 6
 - 2.5.1.2. Unit Scouters 7
 - 2.5.2. Non-Uniform Committee Members 7
 - 2.5.2.1. Group Secretary 7
 - 2.5.2.2. Group Treasurer 7
 - 2.5.2.3. Group Fundraiser 7
 - 2.6. Create an Agenda for your AGM 8
 - 2.6.1. Group Committee Appointment/ Vote 8
 - 2.6.2. Group Bank Account 8
 - 2.6.3. Venue 8
 - 2.6.4. What Unit/s? 8
 - 2.6.5. What type of Group? 8
 - 2.6.6. Logo? 8
 - 2.6.7. Uniforms 9
 - 2.6.7.1. Scarf 9
 - 2.6.7.2. Cap 9
 - 2.6.7.3. Group Tape 9
 - 2.6.8. Equipment 9



be prepared

- 2.6.9. Fundraising 10
- 2.6.10. Timeline/ Goals 10
- 2.6.11. Next Meeting 10
- 2.7. Secure a Venue 10
- 2.8. Register your Group 10
- 3. What Next? 11
 - 3.1. Sign Up and Register/ Invest Adult Leaders 11
 - 3.2. Scouts Digital 12
 - 3.3. Training 12
 - 3.3.1. Adult Leader Training 13
 - 3.3.2. Group Committee Member Training 13
 - 3.4. Set up a Bank Account 13
 - 3.5. Draw up a Budget 14
 - 3.5.1. Registration Fee 14
 - 3.6. Recruiting Youth Members 14
 - 3.6.1. Distribution Channels 15
 - 3.6.2. Things to Consider 15
 - 3.6.3. Application for Youth Membership 15
 - 3.7. Adding a Family to Scouts Digital 16
 - 3.8. Unit Resources 16
 - 3.8.1. Meerkat / Cub/ Scout/ Rover Trail 16
 - 3.8.2. Interest Badges 16
 - 3.8.3. Scouter Working Kits 17
 - 3.8.4. Programmes on a Plate 17
 - 3.8.5. Shared Programmes 17
 - 3.8.6. Ceremonies Document 17
 - 3.9. Uniforms 17
 - 3.9.1. Meerkats 18
 - 3.9.2. Cubs/ Scouts 18
 - 3.9.3. Rovers 19
 - 3.9.4. Adult Leaders 19
 - 3.9.5. Optional Items 19
 - 3.10. Badge Placement 20
 - 3.11. Important contact names and numbers to keep on file 21



A Comprehensive Guide on how to start a new Scout Group

Congratulations! You have taken the first step on your way to starting a Scout Group. Whether it be for your own children or to add something of value to your community, we can guarantee you that there is a reason that Scouting is the biggest youth development programme in the world, and you are about to embark on a grand adventure! This step-by-step guide is to help assist you on your way.

1. What Now?

Before you get on your way, there are a few things you need to consider at the outset.

1.1 Do you have the time?

Scouting is a commitment. There are no two ways around this. If you decide to embark on this journey, you need to know that your time will be invested in making the Group run effectively. If you are looking for something that will provide you with plenty of outdoor activities to engage in, something to allow you to spend more time with your children, and a space to use your creative muscle to draw up exciting programmes to develop and nurture the children of your community, then you are in the right place!

1.2 Which Unit do you want to open first?

There are currently 4 branches of Scouting in operation, these branches make up the different Units of your Group. The Unit/ Units you open depends on what resources you have available.

1.2.1 Meerkats (5- to 6-year-olds):

The recommended size for a Den is 16 children (4 x Burrows of 4 Meerkats). Parents are expected to attend with their child, so you do not require a lot of Scouters (Adult Leaders) at the outset. However, there is a very quick turnaround time at this level so you will need to get a Cub Pack up and going quickly to cater for Meerkats aging out and moving to Cubs.

1.2.2 Cubs (7- to 10-year-olds):

The recommended size for a Cub Pack is 24 children (4 x Sixes of 6 Cubs). The Scouters do not require special skills, provided they have a love for the outdoors and a willingness to learn. If you target to recruit children between the ages of 7 - 9, this will give you a year to open a Scout Troop for Cubs aging out (if not done simultaneously).

1.2.3 Scouts (11- to 17-year-olds)

The recommended size for a Troop is 32 (4 x Patrols of 8 Scouts). Ideally one of your Scouters should have experience in Scouting as the Troop requires



specialised Scout Skills. If one adult has these skills, they can train the rest of the team accordingly. While experience helps, a love of the outdoors will suffice while you and your new team learn the necessary Scout skills required.

1.2.4 Rovers (18- to 29-year-olds)

A Rover Crew is run by the Rovers themselves through a Crew Council made up of a Crew Chairman, Crew Secretary and Crew Treasurer. The Crew is overseen and guided by a Rover Scouter (this person should be at least 5 years older than the Crew Chairman). This Unit will usually only open in an established Group once a Scout Troop is in operation.

1.3 What type of Group?

In the past, there was a significant distinction between the three different branches in Scouting i.e.:

- Land Scouts focused on camping and hiking skills
- Sea Scouts focused on sailing and water skills
- Air Scouts engaged in flight skills and spent a lot of time at the airfield

Nowadays, even though there are still different Groups, much of the skills overlap and you can find Land Scouts out on the water, Sea Scouts at the airfield and Air Scouts traversing the mountain ranges.

The most obvious difference these days is the colour of the uniform – Land = Khaki, Sea = Navy Blue and Air = Light Blue.

This is only applicable if you are looking at opening a Scout Troop at any stage. The skills developed at Meerkat and Cub stage are the same across the board. You can defer this to a later date if you are not opening a Troop at the outset but consideration should be taken right at the start as it can be costly to change uniforms later.

1.4 How many Adult Leaders do you need?

- A Meerkat Den requires one adult per four Meerkats.
- A Cub Pack requires one Scouter per six Cubs.
- A Scout Troop requires one Scouter per eight Scouts.
- A Rover Crew only requires one Rover Scouter, as the Rovers are adults and can manage themselves.

1.5 Do you have a venue?

Your Group will need a regular meeting place for your meetings. It can be a simple space that is safe and allows outdoor activity and shelter in inclement weather. A venue is imperative to being able to run a successful Group but can be one of the most challenging parts of your journey.

1.5.1 Ideal Venue Requirements

- A large indoor space like a hall.
- A large outdoor space surrounded by nature.
- Ablution facilities.
- A safe environment.
- Storage facilities for your equipment.
- A Kitchen.

1.5.2 Popular Venues

- Church halls.
- School Halls.
- Community Centres.
- Sports Clubs.

Ideally the venue should be in the area you are running the Group from, but if you cannot find something suitable, the adjacent suburbs will do. Try to keep costs as low as possible to keep your fees down. R 1 000.00/ month should be the maximum rental you aim to pay. A lease or Memorandum of Agreement between the landlord and the Group will need to be in place to be able to open a Group bank account.

2. First Steps

2.1 Read the information available

- 2.1.1 Scouting for Adults Handbook:** A great document to read before embarking on your journey is “This is Scouting for Adults”. This will give you insight into your role as an adult volunteer, as well as the programmes, and the policies and aims of Scouts South Africa. Although it refers to Scouting, it also applies to Meerkats, Cubs and Rovers. You will receive this at your Intro to Adult Leadership Training Course.
- 2.1.2 Scouts Wiki:** Another excellent resource to explore is the Scouts Wiki that you can access here: <https://scoutwiki.scouts.org.za/wiki/>
- 2.1.3 Scouts South Africa Website:** This is also a great resource to peruse in your own time: <https://www.scouts.org.za/>
- 2.1.4 Mailing List:** There are a number of mailing lists available for each region. You can sign up for yours here: <https://www.scouts.org.za/about-us/contact-us/mailling-lists/>

2.2 Contact your local District Commissioner

A District Commissioner oversees the Groups in his/ her area and will be able to guide you and assist you with any questions you may have. Contact SCOUTS SA



HQ at info@scouts.org.za and confirm where you would like to open the new Group so they can advise who the District Commissioner is in your area.

2.3 Group Name

You will need to decide on your Group name. Scout Group names traditionally follow their suburb of meeting i.e., 1st, 2nd, or 3rd etc., depending on how many Groups are in your area, followed by the name of the suburb you are operating in i.e., 1st Lakeside (a second Group in the area would be 2nd Lakeside and so on). This can be discussed with the District Commissioner for your area.

2.4 Correspondence

Create an email address specific to your Group name i.e., 1stlakeside@gmail.com, for ease of communication with interested parties. You can use Gmail initially, but once your Group has been registered, you can request an official address i.e. 1stlakeside@scouts.org.za. Click here: <https://www.scouts.org.za/2020/12/11/scout-org-za-email-addresses-for-members/>

2.5 Recruit Adult Volunteers

The Scouting programme sells itself to the youth and their parents, however you need to recruit adult leaders to support the demand.

Marketing your intention to open a new Group in your area on social media channels is a great way to garner interest. In particular, the Community Pages within your community, as well as close by, are a great place to market the new Group and to put out a call for adult volunteers. Posters tend to get more attention than plain text. For more about branding rules when it comes to marketing Scouts South Africa, have a look at the Marketing Toolkit here: <https://www.scouts.org.za/members/marketing-toolkit/>. Any media releases should be endorsed by your District Commissioner.

Alternatively, you can request the District Commissioner to put out a call to the District or Region for potential Scouters who may like to assist with opening the Group.

You will need to fill the following roles:

2.5.1 Uniformed Members:

2.5.1.1 Scout Group Leader:

The Scout Group Leader manages the Scouters (adult leaders) and Group Committee.



2.5.1.2 Unit Scouters:

You will need an adult leader in the role of Troop Scouter, Pack Scouter or Den Scouter and Assistant Scouters who assist them in their role. You can view the job descriptions of adult leaders here:

<https://www.scouts.org.za/members/adult-leaders/adult-job-descriptions/scout-group-job-descriptions/>

2.5.2 Non-uniform Committee Members:

These are the Group's resource support team and form part of the Group committee managed by the Scout Group Leader.

2.5.2.1 Group Secretary:

The Group Secretary is responsible for basic Group Administration such as preparing the Committee meeting agenda, sending out notices and/ or thank you letters, minute-taking and the distribution of minutes thereafter.

2.5.2.2 Group Treasurer:

The Group Treasurer is responsible for the accounting side of the Group and will deal with things like the annual budget, fees and payments, and general bookkeeping duties and is required to submit a financial report at Group Committee meetings.

2.5.2.3 Group Fundraiser:

The Group Fundraiser is responsible for the fundraising side of the Group and will often lead a team of their own that manages and runs Group Fundraisers. Although this role is not essential to the Group Committee, it is advisable to fill this role when you are opening a new Group as there will be costs involved in training your team as well as sourcing suitable equipment and extra funds will not go amiss.

Other non-uniform roles include PR/ Marketing, Quartermaster and so on, but are not as essential as those listed above and can be implemented later.

The Group Committee is made up of non-uniformed Committee Members, the Unit Scouter of each unit and the Scout Group Leader. They should meet as often as required to take care of the overall management of the Group. Some Group Committees meet once a month while others meet every 6 weeks. This will be up to your Group Committee and will vary according to what is going on at any given time. When you are opening a new Group, you will find that you will meet much more frequently due to the work involved in getting the Group going but this will ease off once things are functioning properly.

N.B. It is important that the non-uniformed member roles are filled by parents who are not already in uniform. Do not overload your volunteers even if they

insist that they can hold more than one role. It is good to have input from the parents in the Group who are not a part of the programme as this gives insight that may otherwise be missed

2.6 Create an Agenda for your AGM

Once you have your team together, your Committee meeting should be set up as an Annual General Meeting that is chaired by the Scout Group Leader with the Secretary taking minutes. You should choose a neutral place to host this meeting like your new venue, or a church hall. Meetings should not be laborious and take hours nor should they be so short that nothing is adequately covered.

A Group Letterhead for documents like agendas and minutes can be created by your secretary or one of your administration team. You can view the branding rules about Group Letterheads here: <https://www.scouts.org.za/wp-content/uploads/2014/04/SCOUTS-SA-Letterheads-Branding-Guidelines-2013.pdf>

The following points should be covered in this meeting:

2.6.1 Group Committee Appointment/ Vote

The Group Committee and Unit Scouter/ s must be nominated and ratified at this meeting.

2.6.2 Group Bank Account

The decision to open a Group Bank Account as well as the decision of who will have access to the funds will need to be discussed, confirmed and minuted.

2.6.3 Venue

What venue options are available in your area and who has contacts and/ or who will contact the various places available.

A minuted mandate on a Group letter head covering 2.6.1, 2.6.2 and 2.6.3 are required to open a Group bank account.

2.6.4 What Unit/ s?

Do you want to start a Den, Pack or Troop or all three? This will depend on the capacity and skillset/ knowledge you and your team are happy and comfortable with.

2.6.5 What type of Group?

Do you want to be a Land, Sea or Air Scout Group? This will affect the colour of the uniform your Group wears.

2.6.6 Logo?

Do you want your own identifiable logo? This is allowed but needs to fall in line with the Branding Policy. If you are unsure, please contact



pr@scouts.org.za or check the Brand Guidelines here: <https://www.scouts.org.za/brand-guidelines/>. This should be done later and must have DC endorsement.

2.6.7 Uniforms

The core of our uniform is the Scout Scarf and World Scout Logo. The shirt, shorts, woggle, and socks are standard when it comes to uniform, but you will need to decide what you want your scarf to look like and why. Scouts traditionally use scarf colours to differentiate between groups. Your scarf represents your Group, and it is wonderful for the children if the scarf has meaning behind it. Every uniformed member of your Group will wear the same scarf. You will also need to ensure that the colours are not already in use by an existing Group. You can check this with your District Commissioner. Caps can also be custom designed but will need to be approved. Please contact pr@scouts.org.za to confirm. The Group Tape (your Group's Badge) also needs to be custom made. Allocate someone on the team to investigate what it should look like and what sort of costs are involved. Our Regional HQ in Claremont sells uniform needs and can advise on suppliers.

2.6.7.1 Scarf – the recommended scarf size for Meerkats/ Cubs is 75 x 75 x 100cm, and for Scouts/ adults is 90 x 90 x 130cm.

2.6.7.2 Cap – We would recommend a 6-panel 100% cotton cap as a "one size fits all".

2.6.7.3 Group Tape – This is a badge with the name of the Group on it, that is sewn onto the right shoulder. This varies from Group to Group.

The Group should pay for the uniform and badges for adult leaders, however, if you are a new Group, it is unlikely that these funds are available. You could start a "members loan account" where the adults cover their costs but then get refunded once fees start coming in. This also goes for training. The Group Treasurer should account for this through the financials.

2.6.8 Equipment

What equipment will you need to run the programme for your Unit/s? Does your Group Committee have contacts that you can source the equipment from? If you are unsure about what equipment you will need, it is advisable to contact your District Commissioner who will assist you or point you in the right direction. As a Group you will need your own Group Flag. The Scout Shop sells these flags here: <https://shop.scouts.org.za/?s=flag>. There are different flags for each unit (Meerkats/ orange, Cubs/ yellow, Scouts/ green, Rovers/ red). A



First Aid Kit also needs to be on your equipment list. Here's a list of what you need: https://scoutwiki.scouts.org.za/wiki/First_Aid#First_Aid_kit.

2.6.9 Fundraising

To cover start-up costs and not rely too heavily on the new adult members it is advisable to start fundraising for the Group. You will only be able to do this once the Group has been registered and a Bank Account has been set up but there is no harm in discussing what options are available. It is a good idea to read the Financial Policy here: scouts.org.za/wp-content/uploads/SSA-Finance-Fundraising-and-Administration-Policy-2019v1.pdf

2.6.10 Timeline/ Goals

Once you have determined what sort of timeline you would like to work toward, set some goals for yourself and your team to accomplish before the next meeting. Don't overwork yourself but also be aware of becoming too complacent. You need to keep the ball rolling and the excitement high to get the Group up and running effectively.

2.6.11 Next Meeting

The date of the next meeting depends entirely on how soon you want the Group to be up and running by. In general, Committee Meetings take place every 6 weeks, but if you are pressed for time, every 2 weeks gives you enough time to complete each task and recalibrate.

2.7 Secure a Venue

You will need to secure a venue in order to register your Group as well as open a new bank account. This venue should be in a safe environment with enough space to cater for your requirements. You will need to sign a memorandum of agreement with the owner. You cannot commit Scouts to an agreement before you know that you can finance or meet the lease requirements. Many organisations will use a less formal usage agreement, rather than a full lease.

2.8 Register your Group

Now that all the tasks above have been completed, you can register your Group. You will need to complete the following forms and send them to your District Commissioner or your appointed Scouts SA contact person.

New Group Registration – This document is the formal registration of your Group. It requires details of your Group Committee, adult leaders and Group scarf, and should be completed by your Scout Group Leader.

<https://www.scouts.org.za/wp-content/uploads/Registration-of-Group-Form-2017v1E.pdf>



Social Partnership Agreement – This document is a Memorandum of Understanding between your Group and SCOUTS South Africa that confirms that you will run your Group in accordance with SSA’s policies and aims.

<https://www.scouts.org.za/wp-content/uploads/SSA-Social-Partnership-Agreement-Community-Group-2018v1.pdf>

You can submit these forms digitally (provided they are completed online). The original will still need to be submitted to HQ via your contact person. SCOUTS South Africa HQ will register the Group upon the leadership endorsement and confirm when the registration is completed.

Congratulations! Your Group has been registered! You now have a Scout Group but there is still much to do before you can officially open.

3. What next?

3.1 Sign up and Register/ Invest Adult Leaders

All adult leaders need to complete the following:

- Application for Adult Membership: <https://www.scouts.org.za/wp-content/uploads/Application-for-Adult-Membership-February-2021-v0.17.pdf>
- RALA1 form: <https://www.scouts.org.za/members/adult-leaders/adult-leader-forms/role-application-rala-1-may-2020-v4-0-2/>

Adult leaders also need to undergo a Criminal Check. A Criminal Check is quicker, cheaper and as effective as a Police Clearance. This can be done at SCOUTS SA HQ in Belvedere Road in Claremont. There is a cost to this which the Group should also cover. Initially this will need to be covered by the adult leader and added to the “member’s loan account” which will be refunded by the Group once fees start coming in.

The signing up of adult leaders is orchestrated by the Scout Group Leader. Once all forms are completed the SGL should then submit them to the District Commissioner (with a copy of each adult leader’s ID) to be reviewed.

3.2 Scouts Digital

Scouts Digital is a Scout Group and Membership Management System. When your Group has been registered, the District Commissioner will add your Scout Group Leader to your Group’s profile and he/ she, in turn, will add the respective adult leaders and Group Committee Members to the Group’s Profile. This system is where you will be able to store the Group’s information, book training, manage the financial side of the Group, as well as manage the advancement/ interest

badges of the youth members signed up to the Group. The team at Scouts Digital offer help with setting up your profile for a small fee, but if you require further training, your District Commissioner will be able to assist you with basic guidance. You can also direct any questions you may have to the SCOUTS South Africa Help Desk here: <https://scoutshelp.freshdesk.com/support/home>.

3.3 Training

Once they have been added to Scouts Digital, both adult leaders and Committee Members should sign up for Training. The Scouts Regional Training Team provides training which can be booked through Scouts Digital. You can view the calendar of what upcoming training is available here:

<https://westerncape.scouts.org.za/whats-on/>

3.3.1 Adult Leader Training

Introduction to Adult Leadership

All Scouters will need to sign up for this course before they can work with children (unless they have an existing warranted Scouter working with them). As its name suggests, this course is an introduction to adult leadership and the Scouting Movement. Although this course is meant for Scouters, it will also provide a lot of insight for your Group Committee Members if they would like to attend.

Once an adult leader has completed this course, the SGL will need to complete the RALA2 form here: <https://www.scouts.org.za/wp-content/uploads/Application-for-Warrant-RALA-2-May-2020-v0.15.pdf> and submit it to the DC who will then issue the Limited Warrant/s to the Scout Group Leader. This allows the adult leader to work with the children and gives them 18 months to be able to do their specific Warrant Course in order to become a fully warranted Scouter.

Meerkat/ Cub/ Scout/ Rover/ SGL Warrant

IAL training is a prerequisite for this course, which is the second stage of training to become an adult leader and is specific to the role you have undertaken. This course needs to be completed for you to be eligible for a full warrant which lasts for 5 years. Once this course has been completed, the adult leader will need to fill in a fresh RALA2 form here:

<https://www.scouts.org.za/wp-content/uploads/Application-for-Warrant-RALA-2-May-2020-v0.15.pdf> and submit it to the District Warrants Committee via the District Commissioner. The DC then recommends the Warrant and SCOUTS HQ issues it for presentation.

These are the two most important courses to complete to become a fully qualified adult leader. There are a variety of other specialised courses available such as First Aid, Water Awareness, Mountain Awareness, Cub Camping License and many more that fully equip the adult leaders in your Group. We would highly recommend getting the most of the training available.

3.3.2 Group Committee Member Training

There are currently a handful of courses available for non-uniform members. While they are not imperative, they provide a comprehensive background to policies in place which affect the various roles. It is advisable that your Group Committee attend the courses relevant to their role.

3.4 Set up a Bank Account

Once you have had your first AGM, elected your Group Committee Members, and secured a venue, you are now ready to set up a bank account. SCOUTS South Africa policy is that all bank accounts should have the following naming structure: *SCOUTS South Africa – Name of the Group*. You are required to have at least two signatories, one of which needs to be a member of the regional support team of SCOUTS South Africa. Your District Commissioner will be able to advise you of who this person is in your District. The standard practise is for the Treasurer and Scout Group Leader to be the two representatives for the Group. For more information regarding the Financial Policy of SCOUTS South Africa, please read more here: <https://www.scouts.org.za/wp-content/uploads/2014/03/Finance-Fundraising-Admin-policyF.pdf>.

Your bank will require the following documents:

- A copy of the minutes of your AGM detailing your elected Group Committee members and your decision to open a bank account, as well as who the authorised signatories will be.
- ID and proof of residence of all signatories and Group Committee Members.
- The Memorandum of Agreement/ Lease of your venue.
- Group Registration Documents.
- Constitution of SCOUTS South Africa

The last two documents will be submitted by HQ. Please get into contact with Eleanor Brown (Regional Administration) at eleanor.brown@scouts.org.za to organise this.

Once you have opened your bank account, you should add the details to your Group Profile on Scouts Digital. To find this, login into Scouts Digital and on the left-hand navigation panel, select Groups → Manage Groups → Actions → Edit Group → Bank Details.

3.5 Draw up a Budget

One of the important parts of running a Group is to determine what fees to charge. It is advisable to contact local Groups in your area to find out how much they charge so as not set your fees too high in comparison, but you do still have to cover your costs to make the Group viable. The annual fee per Scout comprises 3 elements: a Capitation fee (R300ppm in 2022), a District Levy and the Group fee.

The following costs should be covered when setting your budget:

- Group Fee
 - Hall Rental
 - Adult Training
 - Adult Uniforms
 - Meerkat/ Cub/ Scout Programme
- Capitation Fee
- District Levy

To keep the fees as low as possible, any additional costs should be covered by funds raised by your fundraising team.

3.5.1 Registration Fee

This fee should cover the following costs:

- Scarf
- Cap
- Group Tape
- District Badge
- Sixer/ Patrol Patch
- Year Badge

The above will be provided by the Group to the Youth Member during the investiture ceremony. The Unit Scouter will need to ensure that there is sufficient stock for this.

We would recommend that you try to recruit as many Youth Members as possible before your first meeting, provided you have enough adult leaders available. Both Application Form and Registration should be in before the first meeting.

3.6 Recruiting Youth Members

Now that your venue has been secured, your Group has been registered, and your bank account has been set up, it is time to recruit your Youth Members. We would recommend drawing up an action-filled poster, with information like venue, day, time, and contact details clearly displayed.

3.6.1 Distribution Channels

- Community Facebook Pages.
- The members of your Group can share via their own social media channels.
- Ask your District Commissioner if they can share it among the existing Scouting Community as many Groups have waiting lists full of people wanting to get their children involved in the Movement.
- Flyers in post boxes.
- Poster up at the venue.
- Family and friends of existing members.

3.6.2 Things to Consider

- *Age:* You should have an even spread of ages in your Group so that this does not become an issue at a later stage. If you have opened a Pack and intend to open a Troop, make sure that you have allowed yourself time to open the Troop before the eldest Cub ages out.
- *Gender:* Try to have a balanced of both girls and boys in your Group.
- *Welcome Pack:* You will need to put a Welcome Pack together for your Group with all relevant information that can be sent to people who inquire.

If there is a high demand, it is advisable to ask potential parents to complete an Application for Youth Membership

<https://www.scouts.org.za/wp-content/uploads/Application-for-Youth-Membership-July-2020-v2.3.pdf> and to pay the Registration Fee as a

non-refundable deposit to ensure that there are no last minute cancellations.

3.6.3 Application for Youth Membership

You can assist your new parents by completing the first section of the application form with the relevant details. Please ensure that this form is completed and signed in full. You will use this form to add the family to Scouts Digital. No child is to be allowed to attend the meeting without this form being handed in.

3.7 Adding a family to Scouts Digital

You will need to add each youth member as well as their parents to Scouts Digital to manage the children's development as well as the financial account of the family. To do so, we would advise that the Group Treasurer add the family accounts so that they keep on top of who the parents are in the Group, and when they join in relation to fee payments. They will also be aware of siblings across the different Units, which the different Unit Scouters are not always privy to.



To add a family, your Group Treasurer will need to create a Family Account on Scouts Digital. Account numbers vary across Groups, but the standard seems to be the first three letters of the family/ child's surname followed by 001 or 0001, for example, John Smith would be SMI001 or SMI0001. Michael Smithers would be SMI002 or SMI0002 and so on. Family accounts for families who have different surnames will be at the Group's Discretion.

Once the Group Treasurer has created the Family Account, they will need to notify the Unit Scouter so that they can add the parents and children. As Rovers are adults, they will have their own account number which is not linked to their parents.

3.8 Unit Resources

To run a successful Group, it is important to have vibrant, engaging programmes to keep the Youth active and involved. SCOUTS SA has provided a number of resources that you can use before you start writing your own programmes.

3.8.1 Meerkat/ Cub/ Scout/ Rover Trail

The following documents cover the advancement of each unit but may make more sense once you have completed your warrant training:

- Meerkat Trail <https://www.scouts.org.za/wp-content/uploads/The-Meerkat-Trail-Final-20-Sep2019.pdf>
- Cub Trail <https://www.scouts.org.za/wp-content/uploads/The-Cub-Trail-2017.pdf>
- Scout Trail <https://www.scouts.org.za/wp-content/uploads/Scout-Trail-v2020.pdf>
- Rover Trail https://www.scouts.org.za/wp-content/uploads/The-Rover-Trail-2020-ePub_compressed.pdf

3.8.2 Interest Badges

Interest Badges are a fundamental part of Scouting and are there to encourage the Youth to become proficient in hobbies/ activities that interest them. These become more and more challenging as they progress through the Programme.

- Meerkats https://scoutwiki.scouts.org.za/wiki/Meerkat_Interest_Badges
- Cubs https://scoutwiki.scouts.org.za/wiki/Cub_Interest_Badges

- Scouts https://scoutwiki.scouts.org.za/wiki/Scout_Interest_Badges
- Rovers https://scoutwiki.scouts.org.za/wiki/Rover_Proficiency_Awards

3.8.3 Scouter Working Kits

These are available from the Scout Shop. Most of them are live kits and subject to updates and thus a work in progress. You can view/purchase them here:

- Meerkats - Den Scouter Working Kit (coming soon)
- Cubs - Pack Scouter Working Kit
<https://shop.scouts.org.za/shop/books/pack-scouters-working-file/>
- Scouts - Troop Scouter Working Kit
<https://shop.scouts.org.za/shop/books/troop-scouters-working-file/>
- Rovers - Rover Scouter Working Kit
<https://shop.scouts.org.za/shop/books/rover-handbook/>

3.8.4 Programmes on a Plate

Programs on a Plate are aimed to be a 'ready to run' program to aid Unit Scouters. Whilst there are many shared programs (see 3.8.5) currently only the Cub section has a formal set of linked PoP's. You can access them here

https://scoutwiki.scouts.org.za/wiki/Programmes_on_a_Plate.

3.8.5 Shared Programmes

Scouts Digital provides Groups with the option to share the programmes they write. This is a great place to find existing programmes that are being run at various Groups. Simply log onto Scouts Digital, use the left-hand navigation panel to click on Shared Programmes, and select the Unit that you are currently running to access all the shared programmes available across the country.

3.8.6 Ceremonies Document

Ceremonies form a big part of Scouting, and it is advisable to have a good understanding of how these are run. You can view this document here <https://www.scouts.org.za/wp-content/uploads/SCOUTS-South-Africa-Ceremonies-v2021.1.pdf>.

3.9 Uniforms

The most recognisable part of Scouting is the Scout Scarf and the World Scout badge. There are options available for uniform, but the Scarf and World badge are the 2 critical items. Please read the Uniform Policy here:

<https://www.scouts.org.za/wp-content/uploads/SSA-Uniform-Policy2020v1clean.pdf>.

The following list details what is required for both Youth and Adult Members. These can be bought at the Scout Shop in Claremont here:

<https://shop.scouts.org.za/>.

3.9.1 Meerkats

- Golf Shirt: <https://shop.scouts.org.za/shop/uniforms/meerkat-golf-shirt/>
- Hat: <https://shop.scouts.org.za/shop/uniforms/meerkat-hat/>
- Woggle: <https://shop.scouts.org.za/shop/uniforms/leather-scout-woggle/>
- WOSM Badge: <https://shop.scouts.org.za/shop/badges/world-scout-membership-badge/>
- ScoutsSA Badge: <https://shop.scouts.org.za/shop/badges/scouts-south-africa-badge/>

3.9.2 Cub/ Scouts

- Scout Shirt: <https://shop.scouts.org.za/shop/uniforms/scout-uniform-shirts/>
- Scout Shorts (jeans/ cargo pants can be worn in Winter): <https://shop.scouts.org.za/shop/uniforms/shorts-boys/>
- Belt: <https://shop.scouts.org.za/shop/uniforms/belt-webbing/>
- Woggle: <https://shop.scouts.org.za/shop/uniforms/leather-scout-woggle/>
- Socks: <https://shop.scouts.org.za/shop/uniforms/socks/>
- WOSM Badge: <https://shop.scouts.org.za/shop/badges/world-scout-membership-badge/>
- ScoutsSA Badge: <https://shop.scouts.org.za/shop/badges/scouts-south-africa-badge/>
- WC Badge: <https://shop.scouts.org.za/shop/badges/western-cape-badge/>

The rest of the uniform for the Youth is provided by the Group and covered by the Registration Fee (as per above). Dark coloured, closed shoes should be worn.

3.9.3 Rovers

- Scout Shirt: <https://shop.scouts.org.za/shop/uniforms/scout-uniform-shirts/>



- Shorts (if you want but jeans/ chinos are fine):
<https://shop.scouts.org.za/shop/uniforms/shorts-boys/>
- Belt: <https://shop.scouts.org.za/shop/uniforms/belt-webbing/>
- Woggle: <https://shop.scouts.org.za/shop/uniforms/leather-scout-woggle/>
- Socks: <https://shop.scouts.org.za/shop/uniforms/socks/>
- WOSM Badge: <https://shop.scouts.org.za/shop/badges/world-scout-membership-badge/>
- ScoutsSA Badge: <https://shop.scouts.org.za/shop/badges/scouts-south-africa-badge/>
- WC Badge: <https://shop.scouts.org.za/shop/badges/western-cape-badge/>
- Rover Badge: <https://shop.scouts.org.za/shop/badges/rover-badge/>
- Rover Epaulettes: <https://shop.scouts.org.za/shop/badges/rover-epaulettes-pair/>

The rest of the uniform (i.e., scarf, cap, Group tape, and District Badge) should be covered by the Rover themselves unless they become a Scouter of the Group. This can be built into their fees or paid separately but will be up to the Crew. Dark coloured, closed shoes should be worn.

3.9.4 Adult Leaders

- Scout Shirt: <https://shop.scouts.org.za/shop/uniforms/scout-uniform-shirts/>
- Woggle: <https://shop.scouts.org.za/shop/uniforms/leather-scout-woggle/>
- Belt: <https://shop.scouts.org.za/shop/uniforms/belt-webbing/>
- Shorts (if you want but jeans/ chinos are fine):
<https://shop.scouts.org.za/shop/uniforms/shorts-boys/>
- ScoutsSA Badge: <https://shop.scouts.org.za/shop/badges/scouts-south-africa-badge/>
- WOSM Badge: <https://shop.scouts.org.za/shop/badges/world-scout-membership-badge/>
- WC Badge: <https://shop.scouts.org.za/shop/badges/western-cape-badge/>
- Rank Patch: <https://shop.scouts.org.za/shop/badges/rank-patch/>

The adult leader will need to be refunded by the Group for the costs incurred for their uniform. The scarf, cap, Group tape and District badge is provided by the Group. Dark coloured, closed shoes should be worn.

3.9.5 Optional Items

- SCOUTS South Africa T-Shirt: <https://shop.scouts.org.za/shop/sa-scout/scouts-sa-t-shirt/>

- SCOUTS South Africa Hoodie: <https://shop.scouts.org.za/shop/sa-scout/scouts-sa-zip-hoodie/>
- SCOUTS South Africa Cap: <https://shop.scouts.org.za/shop/sa-scout/scouts-sa-cap/>
- SCOUTS South Africa Buff: <https://shop.scouts.org.za/shop/sa-scout/ssa-neckwarmer/>

3.10 Badge Placement

You can view the uniform badge placement for youth members here: https://scoutwiki.scouts.org.za/wiki/Uniform_badge_placement.



Adult Leader Badge Placement



3.11 Important contact names and numbers to keep on file

| | | |
|------------------------|----------------|--|
| SCOUTS South Africa HQ | 068 0699 463 | info@scouts.org.za |
| SCOUT Shop | 067 693 2560 | shop@scouts.org.za |
| Regional Commissioner | Paddy Milner | paddy.milner@scouts.org.za |
| Regional Administrator | Eleanor Brown | eleanor.brown@scouts.org.za |
| Regional Group Support | Jenny Martin | jenny.martin@scouts.org.za |
| Regional Finance Rep | Charles Prince | charles.prince@scouts.org.za |
| RTC Meerkat Programme | Angela Hillier | angela.hillier@scouts.org.za |
| RTC Cub Programme | Nicky Jonas | nicky.jonas@scouts.org.za |
| RTC Scout Programme | Nigel Forshaw | nigel.forshaw@scouts.org.za |
| RTC Rover Programme | Ubayd Bapoo | ubayd.bapoo@scouts.org.za |
| RTC Adult Resources | Paul Innes | paul.innes@scouts.org.za |
| RTC Adult Training | Peter Otzen | peter.otzen@scouts.org.za |

You now have all the information you need to bring your Scout Group to fruition and then get going with active, fun, adventures for your Youth members - and your adults too!

Congratulations! We hope you enjoy your Scouting journey, and we thank you for making the time to give back to your community! We can promise you that the value and fulfilment you will receive from what you are doing will be worth more than the amount of work you put in. You are building the future leaders of this world. We can assure you that this is the start of the best adventure yet!

"The most worth-while thing is to try to put happiness into the lives of others."

~ Robert Baden-Powell, founder of the Scouting Movement.