

6th Burlington

Scouting Group

Parent 's Guide 2007



ARE YOU ONE???

Are you an **ACTIVE** Member - the kind that would be missed?
Or are you just content that your name is on the list?
Do you attend the meetings and mingle with the flock?
Or do you stay at home and criticize and knock?
Do you take an **ACTIVE** part to help the work along?
Or are you satisfied to be the guy or gal who just belongs?
Do you work on Committee's - to do this is no trick?
Or leave the work to just a few and talk about the Clique?
So come to meetings often and help with hand and heart.
Don't be just a member but take an **ACTIVE** part.
Think it over Member - you know right from wrong.
Are you an **ACTIVE** member or do you just belong??????

Author Unknown



6th Burlington Scouting Group Parents Guide 2007

September 17, 2007

Welcome to the 6th Burlington Scouting Group. I hope you had a great summer and are ready for a full and active Scouting season. Some of you are familiar with 6th Burlington, but for those of you who are not let me explain. 6th Burlington carries on a long tradition of providing Scouting programs. We have been providing Scouting for Youth for over 50 years! The 6th Burlington Scouting Group is made up of different youth sections. We have Beavers (5-7); Cubs (8-10), Scouts (11-14), Venturers (14-17) and Rovers (18-24).

We are an organization under Scouts Canada that is operating in the Burlington Area of Central Escarpment Council. We can continue to operate only through the volunteering of people like yourselves, in positions of leaders and active Group Committee members.



We are fully sponsored by the parents of our members, by both financial and moral support in our fund raising effort, which includes such things as Chocolate Bar Sales, Popcorn Sales and Apple Day. Moral support is your becoming an active member of our group, becoming involved in your

child's section and/or the group committee.

There are several positions that make up the executive of our group committee: Group Administrator, Secretary, Treasurer, Registrar and Fund Raising Coordinator. We are always looking for volunteers to help us in a common goal - Adults helping our youth grow to full adulthood with the knowledge of responsibility, confidence and enriched childhood memories.

You may ask yourself - "What can I do to help?" Our answer is anything and every-thing. If you have time to fulfill a Leader's role or become a Group Committee executive - Great! If you only have a few hours each month - Great! The bottom line is we need everyone's help in order to make 6th Burlington a stronger group.

**Our programs cannot run without the help of adult leadership and guidance. Give a few hours of your time –
*THE YOUTH NEED YOU!***

The Group Committee would like everyone to know that our meetings are not for Committee members only. As the parent of a registered youth in 6th Burlington you are a member of the group committee because the parents sponsor the group. We would like to assure you that the meetings are open to everyone who is interested in our youth. Each parent of a registered youth has the right to vote on any issue put forth. Attending a meeting will help parents understand the functions within the Scouts Canada movement. It will enable you to voice your concerns and recommendations. Parent involvement helps our leaders to better serve the youth in their section. Meetings are held on the first Monday of each month from 9:00 – 11:00 PM. Please join us for a meeting, see what we are about, and help us maintain an excellent program for our youth. Please contact a member of our Group Committee for more information on how to get involved.

Who Knows How Far They'll Go

Parents Guide 2007

What Is The Parents Role?

Scouting has a carefully designed program which is presented weekly by trained and caring leaders. But no matter how caring, the leaders cannot do it on their own. As a parent or guardian you play an important role in helping your children succeed and benefit from their Scouting experience.

Here's how you can help:

- Take an active interest in your child's participation in the program.
- Review each weekly meeting with your child and encourage their enthusiasm.
- Visit a regular meeting from time to time.
- Offer to help as a resource person at a meeting.
- Gently remind your child of their Scouting promise and law when they step out of line.
- Attend special programs, camps and banquets with your children and show a real interest in their crafts and activities.
- Help your Cub or Scout to complete badge and star requirements at home.
- Call the leaders to confirm program details which seem unusual or mixed up.
- Call the local Scout office if you have any concerns about program or leadership.
- Attend Group Committee or parent meetings and ask questions about the program.
- Throw yourself into the game of Scouting and become a leader.
- Take a Scouting training course to learn more about the program.

**BE PREPARED!
GET INVOLVED!
CATCH THE SPIRIT!**

Volunteer Screening: Protecting Our Youth

We live in a changing world, a world which in many ways is quite different than when most of us were young enough to be a Beaver, Cub, Scout, or even a Venturer. As parents and leaders, we all want our children and youth entrusted to our care to have the best and safest possible Scouting experience. Too often we have read or heard about persons in positions of trust, taking advantage of their position, even to the point of physically or sexually abusing the children entrusted to them. Unfortunately the Scouting movement has not been and is not immune to this sort of thing.

In an attempt to ensure that we as an organization have the right people in the right jobs while, at the same time, also ensuring that we have taken all possible steps to protect our youth members, Scouts Canada has established screening procedures for any person applying for a position as a Registered Leader or Registered Group Committee member.

The procedure for registering as a new Leader or Committee member involves the following steps:

- 1 Obtain a **Police Security Clearance Check**
- 2 Fill out an **application form**, including 3 personal references
- 3 Participation in a compulsory **interview/information session**
- 4 After the security clearance has been received, a **three month probationary period** prior to investiture

The security check involves a short, personal visit to any Halton Police detachment to apply for a Police Security Clearance Check. Two pieces of valid I.D., one with a photograph, must be presented at time of application. Photographs and fingerprinting are not part of the process!

The check can take anywhere from three days to three weeks to be completed and can be forwarded to the applicant's address by mail, or picked up from Police Headquarters on Bronte Road. Once the applicant has received the Security Clearance from the police, it must then be delivered or mailed to the Scouts Canada Regional Office in Toronto. The cost for the check is \$15.00, which will be reimbursed by 6th Burlington.

All returning Leaders and Committee members will have already provided a Police Security Clearance Check to the Regional Scouting Office prior to working with the youth.

The interview session mentioned gives the group the chance to see which role in the group you would be best suited for, as well as giving you the chance to ask any questions you may have. If you have any questions or concerns about this procedure, please contact Doug Entwistle at 905-333-9786

How Our Group Works...

Sponsors

Today, in every part of Canada, more than a quarter million people belong to one of the five Scouting programs which are made available to them through sponsors-associations, institutions, organizations and individuals who use one or more of these programs to serve the needs of youth and youth in their communities.

The "Sponsor" for the 6th Burlington Group are the parents of the members of the group.



Charter

Charters for the operation of sections or groups are granted by Scouts Canada through provincial councils to sponsoring bodies. These charters are renewed annually, may be cancelled at any time and remain the property of Scouts Canada. The charter requires that the appointment of all leaders is subject to the approval of Scouts Canada and the group is operated in accordance with the Purpose/Aim, Principle, Objectives and Operating Policies of Scouts Canada.

Sponsors are the motivating force behind organizing Scout groups. They obtain the charter, arrange for facilities and provide supervision and leadership required. A sponsor lends its name to the Scout Group and lays down general operating policy. Its group committee carries out the policy in conjunction with Scouts Canada policy and reports to the sponsor on the activities of the Scout Group. The group committee is in effect the sponsor manager and is expected to conduct the sponsor's business in the most effective manner.

The sponsor's representative or appointee is the person who each year signs the Form 1 – Application for a Renewal of Group Charter.

It is the responsibility of the group committee chairperson to keep the sponsor informed of the progress of the Scout group and any problems that may arise. The sponsor annually appoints or provides for the election of the group committee from members of the sponsoring body, parents of the youth, other interested adults in the community or any combination of such people.

What Is A Group/Section??

A Scout group comprises one or more sections. (Beavers, Cubs, Scouts, Venturers, Rovers) Groups are usually identified by a number assigned by the council where they operate and may also carry identification with their sponsor. (6th Burlington)

What Is A Group Committee??

Annually the district appoints or provides for the election of a group committee from members of the sponsoring body (you, the parents) and/or other interested adults from the community. The leader in charge of each section of the group (Colony, Pack etc.) automatically becomes a member of the group committee.

A leader may not serve as chairperson or hold an executive position.

The committee administers the business of the group on behalf of the sponsor to which the group belongs. A representative of the sponsor should attend each group committee meeting.

Responsibilities

A committee is responsible for ensuring that the programs are operated to achieve maximum benefit for the youth and support to the leaders. Committee activities fall into two major categories – program and administration.

Program

(Most of these duties are performed by the Group's Group Scouter)

- to provide for the operation of the programs in accordance with the Purpose/Aim, Principles, Program Objectives, Operating Policies of Scouts Canada and in keeping with the goals and ideals of the sponsor.
- to secure and appoint leaders
- to assist leaders in preparation for camps and other special events and to approve arrangements and budgets.
- to encourage leaders in their personal development by making opportunities for training available to them
- where necessary, to assist leaders in the operation of the group
- to ensure that the program resources and personnel, as required are available.

Administration

- to establish and provide for the continuous operation of the group
- to register the group annually to secure adequate facilities such as a meeting place for the group
- to audit annually the accounts of the group and section
- to prepare and submit to the supervising Scout council (Central Escarpment) and the sponsor an annual report including financial statement
- to promote harmonious relationships within the group and any institutions or organizations in contact with or affecting the group
- to assume responsibility for all property and ensure it is adequately insured
- to raise funds as required in accordance with the policy on finance of Scouts Canada and those of the sponsor and local council

- to provide for an annual review of group leaders and to ensure that the appropriate recognition is provided
- if, in the opinion of the group committee, a leader should be suspended for cause, this action should be taken jointly with the supervising Scout Council with the local council being notified.



Duties of Committee Members

A group committee must operate in a business like manner, having officers such as a chairperson, secretary, and treasurer and must keep minutes covering decisions made. Since the committee is dealing with public money, financial records must be kept and audited each year.

The leaders in charge of each section are full members of the committee. They help to identify those items on which the committee should focus its efforts. Leaders may not hold executive positions on the group committee, their primary role is to operate the program sections and provide

information on the progress of each section to the committee.

GROUP ADMINISTRATOR

The group administrator must be an effective communicator, a planner, organizer, delegator and arbitrator. This person is most responsible for the direction taken by the group and performs the following duties:

- ensures good relationships are maintained between the group and the sponsor
- ensures that adequate meeting facilities are available for section meetings
- ensures that the committee is giving full supervision and support to the leaders
- recruits and appoints able persons to serve on the committee and its sub-committees
- conducts regular meetings
- presides at all meetings and receives reports of section leaders, treasurer, chair people of standing committees and special committees
- assists the Area Commissioner in the appointment of a Group Scouter
- checks regularly on activities of all committee members to ensure work is on schedule
- together with the secretary, ensures that registration and rechartering of the group takes place on time and that fund raising events are appropriate, well timed and give value for money received
- together with treasurer, ensures the distribution of funds (according to approved budgets) to the sections
- ensures that leaders and committee people are aware of and take training courses
- sees that leaders and committee members receive appropriate group recognition including service awards, warrants of appointment and recognition for training taken
- presides at group functions such as Annual Scout Banquets, annual meeting etc.
- presents annual report to the sponsor and the local Scout council.

The administrator should ensure the development of an annual plan to determine group objectives and how they are to be reached. The chairperson will usually do this together with the section leaders, the committee members and the sponsors' representatives. Once a plan has been developed it must be reviewed periodically to see that it is being followed.

GROUP SCOUTER

The Group Scouter's role is to ensure, in conjunction with the Area Service Team, that communication is of the highest priority between themselves, the group, and the Area Service Team. Priority is given to reporting on group needs in the following areas:

- That section Scouters are appropriately trained;
- That Scouting's programs are being effectively delivered;
- That all Scouts Canada policies are adhered to;
- That risk management is followed in the delivery of all activities;
- Facilitating servicing;
- Providing assistance in the orientation of new members;
- Applying coaching skills to encourage excellence in programming;
- Providing encouragement to participate in community activities;
- Providing information on strengths and needs of the Group;
- Ensuring appropriate and timely recognition of volunteer service in their Group.

SECRETARY

The secretary's duties include the following:

- ensure that the chairperson is kept fully informed on all correspondence pertaining to the

- sees that notices of regular meetings of the committee are sent out giving date, time and place
- in consultation with the chairperson, prepares an agenda for each meeting
- keeps the minutes of the meetings of the committee
- has a copy of By-law, Policies, and Procedures at all the meetings of the committee
- sees that council notices and bulletins are passed to the person for whom they are intended
- with the chairperson, sees that the group is registered and a charter applied for
- ensures that appropriate registration fees accompany the completed registration forms
- assists leaders where necessary, in setting up appropriate records for their section
- prepares the annual report of the group, including financial statements and schedule of property for the committee with copies for the sponsor and the next senior scout council
- keeps record of all group property, such as books, training, equipment, camp gear etc. and where it is located
- ensures that all insurance policies are renewed



TREASURER

The treasurer is responsible for the following duties:

- keeps a record of all financial transactions of the group
- arranges for the annual audit of the books of each section of the group
- prepares financial statements and reports as required by the group committee
- serves as a member of the finance committee or such committee as are formed for the purpose of raising money
- assists leaders to prepare and submit budgets for their sections, for the approval of the committee
- is acquainted with the By-Law, Policies and Procedures and provincial policy dealing with finance

Group financing falls into two categories. Members pay weekly dues and each section usually administers these funds. The treasurer administers outside money raised through authorized means.

FUNDRAISING COORDINATOR

The group committee member responsible for fundraising has the following duties:

- determines the methods by which the group funds are to be raised and makes the necessary detailed plans where necessary, secures the approval of the next senior council
- consults with the leaders where the plans require the participation of the youth
- coordinates group participation in local council fund raising campaigns as requested

PHONE COMMITTEE

- assists the group committee and leaders by informing parents of upcoming events and activities.

LEADERS

When an adult volunteers to become a Leader they are, at first, unfamiliar with the role and responsibility placed on them. After a few meetings with their section and discussions with previous experienced Leaders, new Leaders come to realize the vast and rewarding fulfillment that they undergo during the season. The youth have learned to respect their leaders, realizing that here are adults who believe in them. A Leader once stated, "This is a thankless position". Reflecting upon the statement, he remembers the times that youth from his section had set a goal and achieved it with his guidance, the look of determination while at camp to fulfill all the duties, he remembers the feeling of pride as youth from his section advance up to the next section and then stated, "Although at times it seems like hard work and a thankless job, nowhere and from no other position, have I received such a good feeling."

It is realized that Leadership is one of the most important functions in

the Scouts Canada movement. With this in mind training programs are available through the Area. Achievement awards have also been set through the Area. Having the Area Service Team along with the Group Committee support, no Leader ever needs to feel he is doing it alone.



activities. And of course there are your training times. It is suggested that each Leader take the "Basic Program Delivery" course in your first year to help you with your duties. At least one leader from each section is required to attend the monthly Group Committee meetings to report on the section's activities. Having been a leader for a very long time, may I say, "you and the youth you work with, get out of Scouting only what you have put into it."

Leaders Responsibilities

SECTION LEADERS: In each section there is appointed one person who accepts the role as Section Leader. This person usually has had several years experience as a Leader. It is his/her role with the aid of their leaders to set up the season's program for their own section. They attend and run weekly section meetings, co-ordinate representation at all group functions and meetings, and oversee the organization of outings and group camps. This is the most demanding position held in each section, making it vital the correct number of dedicated Leaders are available to give aid when called upon.

LEADERS: Within each section individuals must perform duties. These duties vary widely depending on the section, full details of these duties would be available by speaking to the Section leader. Duties may include: Treasurer, Crafts, Badges, and Quartermaster. Each of these duties does not solely rest with only one leader, each leader receives the support of their fellow leaders along with Group Committee.

Please give leadership a try - we guarantee a season of fun and adventure. Just ask your section leader or any group committee member, how you may become a leader.



Scouter's Responsibilities

A Scouter has responsibility to the youth to:

- respect their rights as individuals
- see that they find much that they joined for, in the program
- see that they participate in stimulating activities
- foster goodwill among them and the other Scouters
- increase his ability as a Scouter through whatever training means available

A Scouter has responsibilities to parents to:

- look after health and safety (not just physical) of their children while in their care
- keep them informed about activities and their child's progress
- to maintain good relationships with them

A Scouter has responsibility to sponsoring body to:

- carry out its intent in sponsoring Scouting
- to keep it informed of activities, requirements and progress
- to maintain good relationships with it

A Scouter has responsibility to Scouts Canada to:

- exemplify its principles
- see that the intent of the program is carried to the youth with whom they work
- maintain a good relationship and communication with the organization through appropriate means

This responsibility is outlined in the

“**Duty of Care**” policy printed in all Leader handbooks, and provided online at <http://www.scouts.ca>

WE NEED YOU!!!!!!!!!!



6th Burlington

Information At A Glance:

Central Escarpment Office, 265 Yorkland Blvd; 2nd Floor, Toronto
E-mail: ceroffice@scouts.ca URL: <http://cer.scouts.ca>

Burlington Web Site, URL: <http://www.burlingtonscouts.org>

Burlington Area Commissioner: Currently vacant

Uniforms supplies and books may be purchased at:

Oakville Scout Shop, 165 Randall St., Oakville, Phone 905-338-9135

Toronto Scout Shop, 265 Yorkland Blvd. 2nd Floor, Phone 416-490-6313, toll free 866-535-6556

Hamilton Scout House, 375 James St. S., Hamilton, Phone - 905-528-5711

Or ordered on-line at <http://www.scouts.ca/catalogue.asp?cmPageID=318>

Camp Manitou - Twiss Rd, North Burlington. Directions: North on Appleby Line to Derry Rd. Left on Derry Rd. to Twiss Rd. (past Guelph Line) Right on Twiss Rd, down the steep hill, watch for Camp Manitou sign on your left. URL: <http://manitou.burlingtonscouts.org>

Group Committee Meetings - First Monday of each month, - 9:00 - 11:00 p.m.

Section Meetings are held in the gyms at:

Beavers: St. Patrick's School, Mondays 6:30 - 7:30 p.m. (tentative)

Cubs: Pineland School Mondays 7:00 - 8:30 p.m.

Scouts: Frontenac School Thursdays 7:00 - 9:00 p.m.

Group Committee Members:

Group Administrator: Lorelei Adams

Group Scouter: VACANT

Secretary: VACANT

Treasurer: Krithia Trueman 905-681-6931

Registrar: Doug Entwistle 905-333-9786

Fundraising: AVAILABLE



Group Internet Information:

E-Mail: dougentwistle@hotmail.com

Section Leaders:

Beavers: Luke Gartner

Cubs: Doug Entwistle 905-333-9786

Scouts: D'Arcy Crossman



Special thanks to Bill Kowalchuk, 15th Burlington, who assembled much of the info and designed this group letter