

# scout group leaders guide to inducting new adult leaders



be prepared



# induction guidelines

There is no denying that first impressions are important! Whether you are meeting a new friend or being introduced to a new workplace, that first impression is what counts. The same holds true for an engaging and informative induction process for any of our valuable volunteers.

This guideline is here to support you, the Scout Group Leader (SGL), as you take the new volunteer through the different aspects of the role as well as introduce them to your team.

- ✓ **Welcome letter** – This generic letter can be used as is or tailored to suit your requirements. This can be emailed out to the new volunteer.
- ✓ **Useful names and numbers** – This can be filled in and included when you email the welcome letter to the new volunteer. It lists the names and contact details of Adult Leaders in the Group as well as the District Commissioner (DC) and Regional Commissioner (RC) together with the Regional Office and Scout Shop in the Region.
- ✓ **SGL checklist** – This is a checklist that the SGL can go through to ensure they have gone over the basics for the new volunteer.
- ✓ **Adult Leader's checklist** – This document can be shared with the new volunteer within the first 6 months of joining. This will give you, the SGL, an idea of their knowledge about Scouting and whether there are any questions they could have.

# welcome letter

(Please copy into your Group letterhead)

Date

Name of new Volunteer  
Name of Group  
Address

Dear (name),

## **Welcome to the (name) Scout Group!**

We are excited to have you join our Scout Group and look forward to you becoming part of the team!

Our Group has been in existence for some time now and we pride ourselves in the knowledge that we offer exceptional Scouting to the local community. We have a fantastic team of volunteers to help you as you start your journey along the Scouting Trail and we take this opportunity to wish you all the best.

All our leaders are committed and abide by the Vision and Values of SCOUTS South Africa, together with the Aims and Principles.

Each and every leader must select a Mentor for themselves; someone who they feel comfortable to engage with and who is preferably from the same District. This enables the new leader to ask questions, find answers and receive the necessary support, as you start out on your new role. Either myself or a member of the District Support Team can assist you to find a suitable Mentor if necessary.

We ask that you take your time to understand the Scouting way and spend time with your immediate team of fellow Scouters to gain insight into how we operate. As the Scout Group Leader, I will always be available to help and support you.

Remember, no matter the difficulty, there will always be someone available to help you, and all you need to do is ask!

Also included herewith are the names and contact details of the other Adult Volunteers in our Group, District and Region who you will come into contact with regularly.

All the best.

Yours in Scouting,

(name)  
**SCOUT GROUP LEADER**

## group & district contact info for a new volunteer

NAME OF GROUP:	
Address of Group	
Scout Group Leader	
Crew Leader Name and Cell	
Troop Scouter's name and Cell	
Pack Scouter's name and Cell	
Den Scouter's name and Cell	
District Commissioner's name	
Regional Commissioner's name	
Regional Office contact number	
Regional Scout Shop contact number	
Support Team Member's name	
STM's Cell number	
Mentor's name	
Mentor's Cell number	
Training coordinator in the District	

# new volunteer induction checklist for the sgl

**NAME OF NEW VOLUNTEER:**

Notes

The new volunteer makes it known that they are interested in joining the Group. They will be interviewed by the Group and given the AAM (Application for Adult Membership) forms to complete; also reminding them that they will need to attach a valid Criminal Clearance Certificate or Police Clearance Proof of Payment to the AAM Form as well as their certified ID. These can be returned via email to the SGL. Find the latest versions [here](#).

The SGL will send out a **Welcome Letter and Group/District info** via email. Email address:

Send out **"This is Scouting for Adults"** as well as **Worksheet** (if appropriate) to the new volunteer so they can familiarise themselves with it. As SGL you will go through the pertinent aspects with the new volunteer. Find the latest versions [here](#).

The SGL makes contact with the new volunteer and sets up a meeting conducive to both parties.

At the meeting the SGL can take the volunteer through information that is not known to them.

Some suggestions are:

- This is Scouting For Adults
- Go over the Worksheet
- Branches of Scouting and ages relevant to each branch
- Uniforms and what is required for this Group
- New Volunteers Role (Role Description)
- Training available
- Group / District / Regional Structure
- Year at a Glance and events for the Group/District/Region
- Meetings the Group holds
- Next-in-line Scouter for the new volunteer
- [Recognition and Awards Programme](#)

The SGL will ensure that the AAM Form is correctly filled out and that the Criminal Clearance or Police Clearance proof of payment

and certified ID, is attached. These documents will be passed on to the Warrants Committee.

The new volunteer is advised to take a look at all the policies on the SCOUTS South Africa national website [here](#). SGL to discuss the importance of these policies.

SGL to introduce the new volunteer to the Member Management System (MMS) [Scouts Digital](#) and give a brief overview on our national database

SGL to introduce the new volunteer to the training section on the MMS and book them on their IAL Course to get them started.

SGL to introduce the new volunteer to the SCOUTS South Africa Resource Wiki and explain its function. Find it [here](#). There are a number of FAQ (Frequently Asked Questions) that the new volunteer can take a look at, which will help them understand Scouting better.

SGL to set up a time to introduce the new volunteer to the District and Region.

Very importantly, the SGL is to explain the role of the Mentor. When they start the new volunteer will 'buddy up' with someone, either from within the Group or the District. Once the new member has completed their Warrant training and has some experience of Scouting, they will be able to select a Mentor of their own.

SGL will assist the new volunteer to complete the documentation for obtaining a limited Warrant and then a full Warrant after training has been completed. These forms can be found [here](#).

After 6 months, the SGL can hold a "[Moments that Matter](#)" with the new volunteer to ensure that they are progressing well.

# new volunteer's checklist

(After 4 months)

## SCOUTS SOUTH AFRICA

- I have gone through "This is Scouting for Adults" and understand the basics of Scouting. On the whole, I understand the purpose, aim and principles of Scouting in South Africa.
- I have read the key policies and understand the importance of them.
- I have read and understand the Safe from Harm, Child Protection Policy and Code of Conduct and the importance thereof.
- I know what is required of me and what I should do in case of an emergency. I have gone through the Safe Scouting Policy.
- I understand the different branches of Scouting – from Meerkats to Rovers.
- I understand how I fit in and how the structure works in my Group.
- I have taken a look at the [SCOUTS South Africa National website](#) and understand that anything I need will be available on this webpage or via my Group.

## MY ROLE

- I have read my Role Description and understand what is required of me.
- I have read the Adult Support Policy, as well as the Recognition and Awards programme and know where to find information on [SCOUTS South Africa's National website](#).

## SUPPORT

- I know who my Support Team Member is.
- I have a Mentor.
- I know that if there is anything I am unsure of, I can either ask my next in line Scouter, my Support Team Member or my Mentor.