

If Scouting isn't available in your community, why not think about opening a Group near you? Make contact with your District or Regional Commissioner and they will give you support and guidance along the way.

A Scout Group is formed in either the community, at an NGO/Church or in a school when they enter into a partnership agreement with SCOUTS South Africa. This agreement can be found here. <https://www.scouts.org.za/ratified-social-partnership-agreements/>

If there is a Development Officer for the area where you are living, they will help you start up the group, in conjunction with the DC and RC.

It is simple and easy, and if the following steps are followed you will have success!

1. Identify Youth Members
2. Make contact with Scouting Leadership / Regional Commissioner / District Commissioner
3. Decide what type of group you would like to start (Community, Schools, Church, NGO)
4. Find a Venue
5. Recruit Adult Leaders and plan their training
6. Enrol your Committee and hold a committee meeting
7. Register your Group
8. Enrol youth membership
9. Training the Adult Leaders
10. Get help!

### **1. Identify Youth Members**

Firstly you need to find out who would be keen to join. You would need to have at least 12 or more youth per branch to join to make it viable.

We have 3 branches available and they are:

Meerkats – from 5 to 6 years of age  
Cubs – from 7 to 10 years of age  
Scouts – from 11 to 17 years of age.

We also have Rovers from 18 to 30 years for helping our young adults grow.

### **2. Making Contact with Scouting Leadership**

In order to make contact with the correct Regional Commissioner in your area, it is advised to go onto the SCOUTS South Africa webpage (<https://www.scouts.org.za/>) and look under "Scouts near you" Here you will pick up the contact details for leaders in your area.

### **3. Types of Groups**

You will need to decide if your group is going to be only boys; only girls; or mixed with both girls and boys.

Will it be supported by the Community, School Governing Body or Church Council or an NGO?

You will then register it accordingly.

### **4. Find a Venue**

To run a Scouting programme, you will need a meeting place to hold the Scouting activities. This could be a hall, a church hall or a school hall.

It could even be out in the open as long as there is shelter should it rain.

### **5. Recruit Adult Leaders**

Identify adult leaders who you feel would enjoy the challenge and responsibility of serving the youth or helping them become better citizens.

The normal recruitment process and appointing Adult Leaders can be found here:

[https://www.scouts.org.za/wp-content/uploads/SSA-Adult-Support-2018\\_1.pdf](https://www.scouts.org.za/wp-content/uploads/SSA-Adult-Support-2018_1.pdf)

The volunteer will be interviewed by the group/district team and Confidential References will be done and checked to ensure suitability.

The booklet "This is Scouting for Adults" should be given to them and discussed before they decide to join.

The running of the group and implementation of the programme is the responsibility of the Group and hence a very important aspect. Having the good band of volunteers is vital to the success of the Group.

### **6. Committee**

From all the children who have joined, at least 3 of the parents will need to be prepared to join the Group Committee in order to support and run the group. There should be a Scout Group Leader (SGL) or Senior Scouter for coordination and Chair the Committee Meetings; a Treasurer to manage all the finances of the group, a secretary and at least one committee member.

Once the group is up and running, a member of each branch may also attend these meetings – Den Scouter; Pack Scouter; Troop Scouter and Rover Scouter. There could also be a Vice-Chair, Quartermaster and other members who attend if enough parents volunteer.

#### **6.1 Committee Meeting**

The initial meeting will be held to quantify the need and that there are sufficient youth and adult leaders to make a group viable. Items that need to be addressed at this meeting: -

- A decision as to whether the Group will start with a Den or a Pack or Troop in time or more of these units. Whether it will be a mixed or male / female unit. This decision will affect the number of adults that will be involved, especially for a mixed group, where both a male and female adult will be required.
- Day and times of the meeting.
- A warranted scouter within each unit needs to be appointed, if there is no warranted scouter initially then a warranted scouter must be obtained from within the District either on a permanent or temporary basis. During this time the potential new Scouter can do the necessary training to then take over and run the unit.

- **Group Uniform.** Each suburb or small town, needs to decide what sort of uniform they will use, founder's uniform or for example a school uniform option. The Uniform Policy can be downloaded from the following link:  
<https://www.scouts.org.za/wp-content/uploads/SSA-Uniform-Policy2018v1.pdf>
- **Group Name.** Each group needs to choose a name. It is useful and most common that this reflects the place where they meet e.g. 1<sup>st</sup> Pretoria. All units, the Meerkat Den, the Cub Pack and Scout Troop (and Rover Crew) in that place use the same name. Should another group start nearby then the second group could become 2<sup>nd</sup> Pretoria.
- **Group Scarf.** Each group needs to design a scarf which must be different from any other nearby group. Meerkats, Cubs and Scouts (and Rovers) in the same Group use the same scarf design. The scarf design, needs to be sent to the DC with the Group Application Form / SPA. It cannot be the same as another Group in the District.
- **Funding needs.** The committee will have to prepare a budget for the start up and running costs of the Group. The Group, preferably, (maybe the sponsor) should raise some money or source a donation to cover the cost of the scarf material and basic equipment and stationery that will be required to get the group operational. It is preferable to obtain sponsorship and donations for the start-up of a Group. The Group will then have to see how to fund the operating costs.
- **Parent Supporters.** It is a good idea to actively recruit parent supporters at an early stage and the parent members of the Group and other supporters should help with fund raising and other activities.
- **Storage.** Once a groups or unit starts to have a few resources they will need somewhere to store the equipment. This needs to be discussed and an action plan put in place to obtain it.

## **7. Documentation to register a new group**

### **Registration of a Group and the Social Partnership Agreement (SPA)**

The form for **Registration of the Group** can be downloaded here:

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

The form for the **Social Partnership Agreement (SPA)** can be downloaded here:

<https://www.scouts.org.za/ratified-social-partnership-agreements/>

- The completed Registration Form and SPA needs to be handed to the District Commissioner for approval. Once the DC has approved the New Group, the forms are passed on to the Regional Commissioner for final approval. Once the Forms have been signed by the RC, the Group may proceed and hold its first meeting.
- In the case of sponsored Groups, (Church, School) the forms must also be signed by the sponsoring Authority.

- Registration is effective for five years. Any updated Group information needs to be re-submitted on an annual basis.

## **8. Membership**

- Adult Volunteer:

The Adult Volunteer should complete the Application for Adult Membership – which can be downloaded here:

<https://www.scouts.org.za/wp-content/uploads/Application-for-Adult-Membership-May-2016v1.pdf>

Confidential References need to be taken for all new members. The form can be downloaded here:

<https://www.scouts.org.za/wp-content/uploads/11.-Confidential-Reference-October-2019-v0.11.pdf>

- Youth Member:

For all Youth Members the Application for Youth Membership form can be downloaded here. This form can be completed by the parents or guardians.

<https://www.scouts.org.za/wp-content/uploads/Application-for-Membership-Youth-October-2019-v1.pdf>

## **9. Training of Adult Leaders**

Training is offered to all new Adult Leaders of each Region

The following courses are available for new Adult Leaders.

- This is Scouting for Adults  
This training must be done in the District before completing the Application for Adult Membership.

"This is Scouting for Adults" booklet can be downloaded here:

- <https://www.scouts.org.za/wp-content/uploads/This-Scouting-for-Adults-v17-complete.pdf>

### **STAGE 1**

- Introduction to Adult Leadership Training – usually a one weekend training done by the Training Team which gives the volunteer a limited 18 months warrant.

### **STAGE 2**

- Warrant Course - which includes 2 weekends or 4 days

### **STAGE 3**

- Wood Badge Course – which comprises of a number of components.
- As well as many specialist courses usually one day or one weekend.

To enquire about training in your Region, please contact your District Commissioner.

**10. Resources who can help you.****10.1 Regional Commissioner or designated person**

- For the first month or so, it is recommended that the Regional Commissioner or a designated person assist you in getting the group running smoothly.
- They can assist you with the following:
  - Policies and Procedures and where to find them – <https://www.scouts.org.za/ssc-constitution-policies/>
  - Forms on the national web page
  - Job Descriptions on the national web page
  - YATAG (Year at a Glance)
  - Latest newsletter for Region
  - Scouts Digital
  - Recent National Announcements
  - Star Award forms for each branch

**10.2 Programmes**

- Programmes on a Plate
  - Meerkats (in progress)
  - Cubs
  - [https://scoutwiki.scouts.org.za/index.php?title=Programmes\\_on\\_a\\_Plate](https://scoutwiki.scouts.org.za/index.php?title=Programmes_on_a_Plate)
  - Scouts (in progress)

**10.3 Scouts Digital**

- Scouts Digital is our National membership data base and is also where the progress of each member is monitored. You will be required to register on this and make use of this. You will need to have access to a computer, tablet or smart phone.

We wish you all the best with your endeavour to set up a new Group.  
We are only a phone call away should you need any assistance in this regards

SCOUTS South Africa National Office  
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Phone: 0860 SCOUTS (0860 726 887)  
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Fax: +27 (0)86 453 2769  
Email: [info@scouts.org.za](mailto:info@scouts.org.za)

### Suggested Time-Frame to start a new Group

(This is a general overview of the timeline. However, some events run in parallel with others; or the one might occur before the next. See what suits your situation best)

|     | Process  | Time    | Suggestions  |
|-----|--|---------|--|
| 1.  | A Region identifies a community where there is a prospect of starting a new unit. This should be part of a Region's 3 year strategic plan to 2021.   | 1 month | This should preferably be within a reasonable distance (short taxi ride) of an existing unit.  |
| 2.  | An experienced Scouter (Development Officer/ DC) is appointed and tasked with visiting the community, contacting local leaders to market scouting and to identify potential new Adult Leaders. | 2 month | Must be able to "market" Scouting correctly and find suitable and willing leader(s) with potential and desire to help youth, preferably more than one.           |
| 3.  | Agreement with the community about starting a unit; what type(s) of unit; when can it start; when will it meet; where; to be led by who?   | 2 weeks | Must discuss Social Partnership Agreement.<br>Must try to involve parents to support and pay membership fee  |
| 4.  | Unit provisionally registered with Region/National.<br>Scarf designed  | 1 week  | Discuss who will make scarves and the costs involved.  |
| 5.  | Children recruited to join and come to demonstration meeting run by the DO. Youth apply to join  | 2weeks  | Hand out Application for Membership Youth forms. Get parents involved. Printing costs  |
| 6.  | New leader invited to observe an existing unit in action and meet DC and other leaders.  | 2 weeks |  |
| 7.  | Meetings must be run weekly by DO until such time(+/- 9 months) as the new leaders have been:  |         | Ensure the DO have sufficient skills to train the Cubs to Gold Wolf or Scouts to First Class?<br>Are they competent to implement the Patrol System from scratch? |
| 7.1 | Coached through "This is Scouting for Adults"  | 2 weeks | Printing costs of TiSfA and Safe Scouting Policy   |
| 7.2 | Signed AAM form  |         |  |
| 7.3 | References checked by District Warrants Committee  | 2 weeks |  |
| 7.4 | The new Adult Leader has:  |         |  |
|     | Bought uniform   | 2 weeks | Paid for by sponsor/community/ Region  |
|     | Been invested( preferably by DC)   |         |  |
|     | Attended IAL training (6 to 9 months because Region can only offer 1 course per year)  | 6mnths  | (6 to 12 months because Region can only offer 1 course per year). Cost of training and travel to training  |
|     | Issued with Limited Warrant  | 1 month |  |



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|     | <b>Process</b>  | <b>Time</b>          | <b>Suggestions</b>   |
|-----|---|----------------------|--|
|     | Unit supplied at no cost: Unit programmes on a plate; TS Working book or PS working kit, Scout or Cub Trail, register; badges; Starter Kit; other equipment etc |                      | Region or sponsor must have money for this   |
| 7.5 | Unit formally registered with Region and National. SPA signed   |                      | Registration fee needed  |
| 7.6 | Youth recruits have been invested and start on 1 <sup>st</sup> level advancement  |                      | Funding for badges   |
| 8.  | New leader now starts to run unit under supervision of DO   | 1 month              |  |
| 9.  | Leader has further skills training to cover advancement to First Class/Gold Wolf standard either given at District or by DO                                     | 3 month              |  |
| 10. | DC must visit from time to time right from start  |                      | Transport costs  |
| 11. | New leader invited to participate in all District and Regional events   |                      | Cost of transport  |
| 12. | DO continues to visit at regular intervals to train and coach, bi weekly then monthly, then quarterly.  |                      |  |
| 13. | The new leader(s) must attend Warrant training as soon as possible. Ideally within 3 to 6 months of completing IAL  |                      | They may have to wait 12 months for this because most regions only run 1 per year and sometimes not every year. Cost of training and travel. |
| 14. | New leader(s) issued with full Warrants   |                      |  |
| 15. | DO hands Group to DC for continuing support   |                      |  |
|     | <b>Total</b>  | <b>+/-<br/>24mnt</b> |  |