

KEAS

CUBS

SCOUTS

VENTURERS

ROVERS

LEADERS



Scouting and Scout Groups

An Introduction for Committee Members

**ADVENTURE
PLUS!**



SCOUTS[®]
New Zealand

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Scouting and Scout Groups – An Introduction for Committee Members
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Welcome to SCOUTS New Zealand.

This book is to provide information on SCOUTS New Zealand and what SCOUTS New Zealand and its members may expect from you as a committee member.

SCOUTS New Zealand makes a positive contribution to the community in New Zealand by helping young people develop. It encourages their physical, mental, emotional, social and spiritual development so they may take a constructive place in our society.

The opportunity to 'learn by doing' is provided in the Scout programme. All adults in SCOUTS New Zealand must make sure the Scout programme is fun and exciting, while making sure that it is safe. The role of a committee member is to help provide the support, through a variety of roles, to ensure that these programmes can run. SCOUTS New Zealand's policies, rules, code of conduct and risk management policy are there to help adults make sure the young people in their care stay safe while they enjoy themselves and learn.

For over 100 years, SCOUTS New Zealand has ensured the youth in our care have been able to develop themselves to their highest potential. Household names throughout the world, highly successful in their own lives had their start in Scouts.

It can be very rewarding to be a member of the Group Committee. You have the opportunity to provide the resources and support to assist leaders to enhance the lives of young people.

Thank you for supporting our youth.

Alex Warriner
National Training Leader
DIRECTOR OF ADULT LEADER TRAINING

ADVENTURE PLUS! SCOUTS New Zealand

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MISSION: The mission of Scouting internationally is to contribute to the education of young people, through a value system based on the Scout Promise, to help build a better world where people are self-fulfilled as individuals and play a constructive role in society.

AIM: The aim of SCOUTS New Zealand is to encourage the physical, mental, emotional, social and spiritual development of young people so that they may take a constructive place in society.

METHOD: The method of achieving the aim of SCOUTS New Zealand is by providing an enjoyable and attractive scheme of progressive training based on the Scout Law and Promise, guided by adult leadership.



Welcome to the Group Committee

Thank you for agreeing to serve on the Group Committee. We sincerely hope you will find it a happy and rewarding experience. You are now one of over 1800 people serving the Scout Movement other than as a uniformed leader. The task you have accepted by becoming a member of a Group Committee is an important one for the well-being of your Scout Group and for the Scout Movement as a whole.

WHAT IS A GROUP COMMITTEE?

It is usually composed of parents of young people from each section of the Scout Group, other interested persons, former Scouts, etc. Its purpose is to assist the Group Leader with the management and administration of the Group, so that the warranted leaders can concentrate on the delivery of the training programme.

The Group Committee is responsible to the Group Leader. The Group Committee is elected at the Annual Meeting of the Scout Group and subsequently elects its own Chairperson, Secretary, Treasurer, and other officers it considers desirable. The Chairperson of the Committee is a crucial team member assisting the Group Leader. The two should work in partnership for the good of the Group and the young people.

WHAT DOES THE COMMITTEE DO?

The Group Committee meets twice or more times per school term but may meet more often if this is considered necessary. The main functions of the committee are to:

- provide the Group with sufficient Leaders
- arrange and maintain the meeting place for Keas, Cubs, Scouts and Venturers
- control and administer the Group assets and finances
- provide adequate equipment and property to support the Section programmes
- assist the Group Leader with liaison between the Group and the community
- encourage social activities to assist the Group
- assist the Leaders with camp arrangements, and if members have the skills, with technical or specialist instruction where necessary
- hold an Annual Meeting

A number of other tasks will be dealt with from time to time depending on the needs of the particular Group.

Committee Roles and Responsibilities

The three essential roles are: Chairperson, Minute Secretary and Treasurer.

Chairperson

You are the Leader of the non-uniformed team in the Group, and work in partnership with the Group Leader.

Responsibilities:

- Call and chair meetings
- Confirm the agenda with the Group Leader
- Manage the committee members and focus them on the tasks such as fundraising, helping recruit leaders, providing and maintaining equipment, maintaining the hall, providing transport for activities etc.

Minute Secretary (a professional or perhaps a former personal assistant. Even an experienced note taker.)

Responsibilities:

- Send out meeting reminders and agenda
- Take notes / minutes of each Group Committee meeting and circulate them after the meeting

Treasurer (Someone with an accounts background preferably)

Responsibilities:

- Keep up to date records of all transactions
- Receive all cash and bank regularly
- Review and pay all accounts on due date and list them for approval at the next meeting
- Ensure that all cheques have two signatures and resist requests to pre-sign cheques
- Prepare a budget in consultation with the Group Leader, Chairperson and Section Leaders
- Supply each committee meeting with a financial report supported by the latest bank statement
- Review the cash situation of the Group monthly and warn the Group Leader of pending cash flow issues
- Issue invoices for the membership levy to the parents of youth members and work with the Membership Officer (if any) to collect the funds
- Prepare the Annual Accounts and arrange for either an audit or review

Other possible roles are described below which may be utilised depending on the size of the Committee and the capabilities of members. Group Committees whatever their size, should also co-opt other parents or supporters to assist. These people on a short term basis can take on a personal project to carry out a task for the committee or join a project team.

Membership Officer

Your position is also very important in assisting the Treasurer

Responsibilities:

- Work with the Treasurer to collect any unpaid fees
- Maintain a database of members that can be used for census
- Provide the leaders and the committee with lists from the database for communication and contact purposes
- Assist the Group Leader to complete the annual census and forward it to the Zone Leader on time

Equipment Officer / Quartermaster (A handy person who can fix things)

Responsibilities:

- Issue and receive activity equipment from the store and ensure all gear is accounted for
- Make simple repairs to damaged equipment as soon as possible so that it is readily available again
- Seek approval from the Group Leader and Chairperson to have major repairs completed in a timely manner
- Warn the Group Leader and Chairperson of equipment needing replacement and by when
- Maintain a current list of equipment for the Treasurer to attach to the annual accounts each October

Transport Officer (A friendly and outgoing person)

Responsibilities:

- Using the lists supplied by the Membership Officer, respond to requests by leaders for transport to activities by contacting the parents of the youth involved and arranging cars, trailers, vans, etc.
- Obtain quotes and arrange for transport to and from major events like Jamborees, Cub days and Kea days

Communication and Newsletter Officer

(A person who collects and writes interesting articles, and is skilled with computers.)

Responsibilities:

- Collect information and photos from leaders and parents for use in a regular newsletter that will attract the attention of the families and supporters of the Group
- Publicise forthcoming events to the parents
- Liaise with local newspapers as and where appropriate to maximise positive publicity for the Group

Hall Manager (Needs to be readily available, practical and well organised.)

Responsibilities:

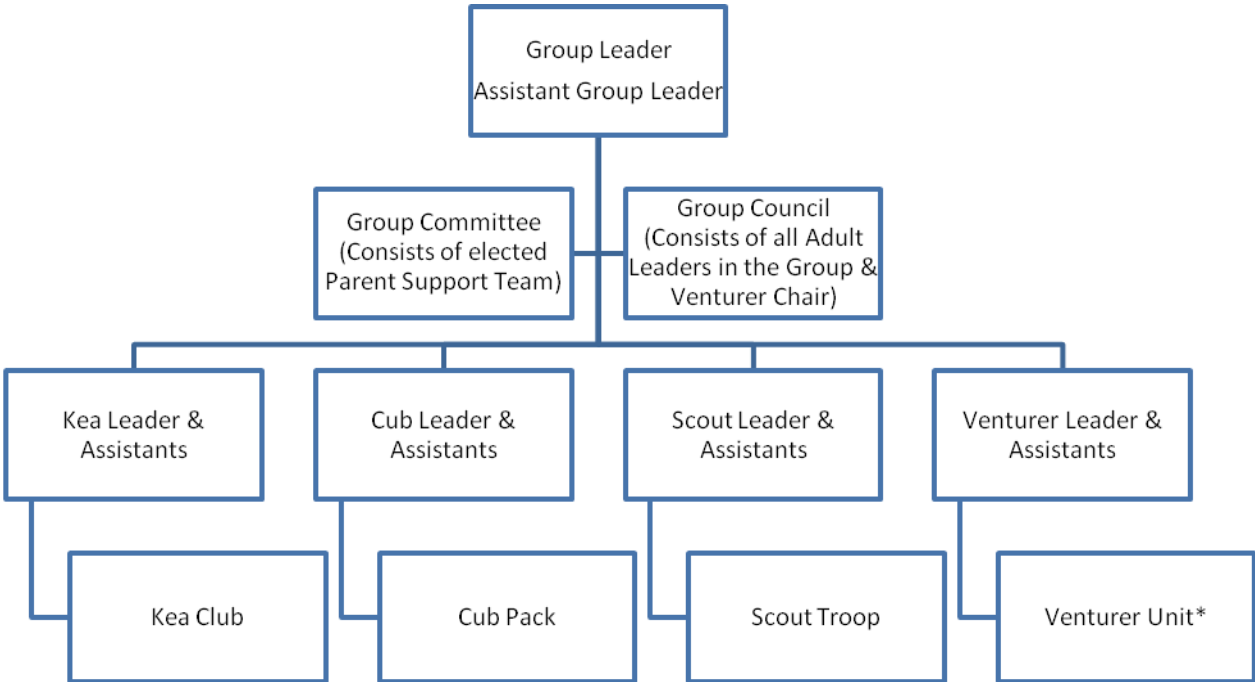
- Manage any bookings for the hall and ensure any rental payments are made on time
- Keep the committee and the Group Leader aware of any maintenance needs so they can prioritise and plan for them
- Organise repairs and maintenance to be carried out subject to financial approval from the committee
- Advise the Group Leader and the committee if the hall and its facilities fail, or are likely to fail, to comply with the relevant safety regulations

Fundraising Officer (Able to work with the Treasurer to source funding.)

Responsibilities:

- Liaise with local organisations (e.g. The Warehouse, Bunnings, Mitre 10, etc) regarding fundraising opportunities
- Apply for grant funding for major events and activities
- Manage National Office fundraising opportunities on behalf of the Group eg chocolate sales, work week, phone recycling etc.

Structure of the SCOUT GROUP



A Group can consist of one or more of the individual Sections shown e.g. two Cub Packs.

*This could be a Combined Venturer Unit in a Zone which is not attached to a particular Scout Group.

Support Structure

There are approximately 375 Scout Groups in New Zealand.

Support is provided by 33 Scout Zones which form 5 Scout Regions.

The National Scout Centre which is staffed by a small professional team and is located in Wellington.

Youth Sections

Keas (School years 1 - 3)

The Kea Clubs provide a safe and nurturing environment for children to develop their creativity. Keas interact with nature and learn to share through co-operation and teamwork. They engage in active and quiet games, stories, creative crafts, play-acting and singing. The Keas motto is: 'I care, I share, I discover, I grow.'

Cubs (School years 3 – 6)

Cub Packs offer learning programmes where children are encouraged to experience, experiment, and explore. They work in groups of six with a youth leader called a 'Sixer' responsible for the Six. This arrangement gives the Six an introduction to team work and the Sixer an introduction to basic leadership skills. Instruction for activities and badges however, are carried out by the adult leaders.

Scouts (School years 6 – 10)

Scouts learn by doing, in a programme of exploration and leadership based in a variety of patrol groupings. These youth enjoy more self-reliance with greater outdoor activities than the younger members. Scouts can earn the Chief Scout's Award.

Venturers (School years 10 – 13+)

Venturers develop their own programmes - from vocational activities developing self-confidence, to leadership courses and team building exercises. A progressive award scheme enables Venturers to extend their range of skills and earn certificates that lead towards the Queen's Scout Award and the Duke of Edinburgh Hillary Gold Award.

Rovers (Aged 18 – 26)

The aim of the Rover Programme is to encourage the self development of young adults between the ages of 18 and 26 by providing an active and balanced programme of service to SCOUTS New Zealand and to the community, outdoor pursuits, continuing skill development and social interaction. The management of the Programme is based on Crew decisions which are implemented by the Crew Executive.

Air Scouts

While part of their programme is based around aviation, Air Scouts also complete all the other adventurous activities available to Scouts throughout New Zealand. Air Scout Groups may be awarded Air Recognition by the Royal New Zealand Air Force.

Sea Scouts

They use water activities such as sailing, canoeing, swimming and rowing as their programme delivery. Sea Scouts also complete the same award scheme as Scouts and Air Scouts. Naval recognition is bestowed upon Groups by the Navy in recognition of all round excellence.

We also have **Scouting Associates** and **The Baden Powell Guild** for adults who support SCOUTS New Zealand but are not directly involved with youth on a regular basis.

Youth members who live too far from a Scout Group and are prevented from attending regular scout meetings can become **Lone Scouts**. They may link up to the closest Group and take part in some activities, but work on their Award Scheme at home.

International Scouting

Scouting continues to grow internationally. There are over 28 million Scouts in 160 countries and territories. SCOUTS New Zealand is a member of the World Organisation of Scout Movements (WOSM) which offers world-wide support.

New Zealand is part of the Asia Pacific Region (APR) which has a busy programme of seminars and conferences on common issues and provides a useful forum for the exchange of programme material and development issues. The APR office is staffed by professionals and is based in Manila, Philippines. Membership in APR stands at over 17 million.

By visiting www.scout.org you can find out more about Scouting around the World.



Resources

There are a number of resources available to committee members.

- **Websites** – The National Scout website is www.scouts.org.nz
A number of websites are also maintained at Regional, Zone and Group levels.
- **Publications** – The following publications will be useful and are found on the National Website under “Downloads”.
 - Policy Organisation and Rules
 - Managing a Scout Group
 - Introduction to SCOUTS New Zealand for Leaders
 - Managing Group Finances
 - Recruitment and Retention of Volunteers

Your Group Leader can access or provide these publications for you.

- **Fact Sheets** – The National Website lists some 30 or more ‘Fact Sheets’ that cover a wide variety of topics including:
 - Finance
 - Funding
 - Public Relations
 - Risk Management
 - Promotions

Your Group Leader can access or provide the Fact Sheets for you.

- **Scout Zone**
 - There are experienced volunteer Leaders in the Scout Zones whose role is to support the Groups.
- **Regional Service Centre**
Two professional staff members, a Regional Development Manager and Regional Administrator are based in each of the Service Centres:
 - Upper North Island – Auckland
 - Central North Island – Hamilton
 - Lower North Island – Wellington
 - Upper South Island – Christchurch
 - Lower South Island – Dunedin

These Service Centres provide support to Scout Zones and Groups in respect of training, programme support, administration, finance, property matters, event organisation etc.

Property Ownership and Leases

All property owned by a Scout Group, Zone or Region is vested in and legally owned by The Scout Association of New Zealand. This is necessary in order to provide protection for these assets as the Association is a legal entity incorporated under an Act of Parliament and registered with the Incorporated Societies.

Scout Groups, Zones and Regions are not constituted as separate legal entities.

Scout halls are a major asset, of value to both SCOUTS New Zealand and the community. Their appearance showcases SCOUTS New Zealand to the community and the Group Committee has the responsibility for both the maintenance and improvements.

Many Scout halls are owned by SCOUTS New Zealand but are on leased land. The Scout Committee should ensure that the requirements of the lease are followed. SCOUTS New Zealand is in a privileged position as most of these halls were established on reserves many years ago and have retained their use. Other organisations cannot now obtain such leases. The Regional Service Centre manages the lease negotiations with the assistance of the Group.

Where extensive work needs to be carried out on a Scout hall, it is advisable to set up a separate projects team for this purpose so that leaders and committee members can concentrate on the normal running of the Group.



Group Committee Check list

- | | | |
|---|-----|----|
| 1. Has the Committee had An Introduction to SCOUTS
New Zealand – Committee Role, delivered to them? | Yes | No |
| 2. Has the Committee a copy of "The Rule Book"? (available online at
www.scouts.org.nz) | Yes | No |
| 3. Has the Committee a copy of "Managing Group Finances"? | Yes | No |
| 4. Are new families joining the Group asked to fill in the three forms:
Welcome to our Scout Group
Welcome to Scouts
Consent and application to Join SCOUTS New Zealand
available from www.scouts.org.nz | Yes | No |
| 5. Does the Committee receive copies of Newsflashes from the National Office,
or Newsletters from the Zone and/or Regional Service Centre? | Yes | No |
| 6. Do the parents play a full part in the life of the Group? | Yes | No |
| 7. Has the Group a Development Plan? | Yes | No |
| 8. Does the Committee have adequate Group family activities? | Yes | No |
| 9. Does the Group have a Quartermaster? | Yes | No |
| 10. Is the Group making enough use of parents and supporters for projects? | Yes | No |
| 11. Are the agreements for leasing buildings/land up to date? | Yes | No |
| 12. Is the hall insurance realistic considering present day values? | Yes | No |
| 13. Is the hall a credit to the community? | Yes | No |
| 14. Does the signage at the Hall have the latest SCOUTS NZ branding? | Yes | No |
| 15. Is the local community aware of SCOUTS? | Yes | No |
| 16. Does the Group take a leading part in the life of the Community? | Yes | No |
| 17. Does the committee keep an eye out for internal upsets that could destroy
the Group? | Yes | No |
| 18. Does the Committee help in finding Adult Leaders? | Yes | No |
| 19. Has the Committee nominated any member for an Award recently? | Yes | No |
| 20. Have all the Group and Section accounts got two signatories? | Yes | No |
| 21. Is the Committee setting an example of progressive leadership? | Yes | No |
| 22. Does the committee take a full and active part in Group and Zone Activities? | Yes | No |

Scout Promise

SCOUTS New Zealand has a personal pledge known as the 'Promise' that all uniformed members must make when officially joining the Movement by being invested.

The Scout Promise all Scouts, Venturers and Leaders make is:

On my honour I promise to do my best,
to do my duty to my God, to the Queen and my country,
to help other people
and to live by the Scout Law.

Code of Conduct for Adults

This Code of Conduct is expected of all adults i.e. Uniformed Leaders, Committee members, parents and helpers, who work within SCOUTS New Zealand, recognising that at all times they should act responsibly and exercise a 'duty of care' to the youth members.

Adults in SCOUTS New Zealand must

- respect the dignity of themselves and others.
- demonstrate a high degree of individual responsibility, recognising that at all times their words and actions are an example to other members of the Movement.
- act at all times in accordance with SCOUTS New Zealand principles, thereby setting a suitable example for all.
- do not use the Movement to promote their own beliefs, behaviours or practices where these are not compatible with SCOUTS New Zealand principles.
- act with consideration and good judgement in all interpersonal relationships, both inside and outside SCOUTS New Zealand.
- respect everyone's right to personal privacy at all times. They take special care where sleeping, changing of clothing, bathing and ablutions is associated with any Scouting activity.
- avoid unaccompanied and unobserved activities with youth members wherever possible. Remember, 'in sight - out of hearing'.
- for their own protection, should avoid potentially compromising situations by ensuring, where reasonably possible, that at least two adults are in attendance whilst supervising and/or accompanying youth members. It is recognised that, in certain circumstances, it may be necessary for a Leader or adult, whilst acting responsibly and exercising their "duty of care", to be alone with a youth member.
- realise that bullying, physical, verbal or cultural abuse, sexual harassment, neglect or any other type of abuse, is unacceptable conduct by any member of SCOUTS New Zealand.

The Duty of Care

Position Statement

The primary responsibility of adults in SCOUTS New Zealand is the welfare and progress of youth members. The single most important function of the warrant process is to ensure that, as far as possible, unsuitable adults are not given authority or control over children and young persons.

Our programme and our ethic requires us to provide an environment in which children and young people feel valued and secure and can grow as individuals, developing a sense of self-worth, personal integrity and increasing competence through the acquisition of skills and achievements. Any adult behaviour which is not supportive of this developmental process is inappropriate.

We have a duty of care to keep youth members safe and protect them from physical and emotional harm. In adventurous activities this duty is exercised through appropriate risk management and in our programme activities, this duty is exercised through a respectful, caring, empathetic and friendly relationship with young people. In the selection and evaluation of Adult Leaders, their personal standards, character and ability to develop this relationship is much more important than any technical or practical skills or experience.

An Adult Leader's peers and the person s/he is responsible to, have a duty to ensure that this duty of care is fulfilled. In any situation of doubt, the youth member's safety and protection must be the deciding factor. No suspect situation can be allowed to continue in deference to the adult's "rights".



Scouting History

The Founder

Robert Baden-Powell, known to us as B-P, founded Scouting over 100 years ago. He was born on 22nd February 1857, the date that we celebrate annually as "Founder's Day".

As a young army officer in the Boer War he successfully used small units or patrols working together under a leader during the successful defence of the town of Mafeking. On his return to England he found that youth leaders and teachers all over the country were using his methods of training soldiers. B-P was persuaded to work out a scheme to provide greater variety in the training of boys in good citizenship. In 1907 he led an experimental camp on Brownsea Island, to try out his ideas, and 'Scouting for Boys' was published in 1908 in six fortnightly parts.



Sales of the book were tremendous and boys formed themselves into Scout Patrols to try out his ideas. Scouting spread throughout the British Commonwealth and to other countries until it was established in practically all parts of the free world.

The first international Scout Jamboree took place at Olympia, London in 1920. At its closing ceremony, B-P was unanimously acclaimed as Chief Scout of the World. In 1933 he was made a peer and took the title of Lord Baden-Powell of Gilwell (Gilwell Park being the International Training Centre for Scout Leaders just out of London).

On the 8th January 1941, Baden-Powell died at the age of 83. He is buried in a simple grave at Nyeri within the sight of Mount Kenya.

Much has been written about B-P and his exploits. Further details are available in books and via the web. One suggested site is:
www.scout.org/en/about_scouting/facts_figures/baden_powell

Early Scouting In New Zealand

New Zealand Scouting was established in Christchurch by Major (later Colonel) Cossgrove. Copies of 'Scouting for Boys' reached New Zealand and patrols of Scouts quickly formed with the first Patrol officially becoming part of the NZ Scout Movement. The Patrol, led by Scout Leader Mr Mallasch, was officially invested on July 3 1908, by Major Cossgrove who went on to become the first Chief Scout of New Zealand.

Today the principles of SCOUTS New Zealand are as relevant as ever and provide an opportunity for young people around the world to learn and grow. This system is used just as successfully in today's corporate world.

Since 1988 all sections have included girls in their membership.

Glossary – Useful things to know

Accounts	Each Group must keep financial accounts for the year to 30 September.
Audit	Accounts must be audited or reviewed by an independent person. Copies of Group accounts must be sent to your Zone Leader, Zone accounts to the Regional Development Manager.
Activity Intention Forms	These are required to be completed by section leaders, or youth members responsible for a particular activity, prior to the undertaking of certain activities listed on the form itself. The Group Leader is required to ensure that Section Leaders/Activity Leaders are qualified and competent to lead that activity.
AGM	Groups must hold an Annual General Meeting each year soon after 30 th September.
Air Recognition	Registered Air Scout Groups may apply to be recognised by the Royal New Zealand Air Force (RNZAF) if they reach a certain standard. The RNZAF may extend privileges to recognised Groups.
Air Scouts	Air Scouts follow the same programme and award scheme as other Scouts but may carry out additional air activities and skills.
Alcohol	The Alcoholic liquor policy is covered in rule 11 of Policy, Organisation and Rules.
Association	The Scout Association of New Zealand is the body of which all uniformed and lay persons are members. It is the legal entity which is registered under the Scout Association of New Zealand Act 1956.
Aviation School	A residential activity arranged by National Scout Centre for Air Scouts and all interested Scouts.
Badges	Badges earned by youth members are presented by the Adult Leaders. Group badges must be approved by National Scout Centre.
Bank Accounts	All bank accounts must be in the name of The Scout Association of New Zealand 'xyz' Group. All accounts must require that cheques and withdrawal slips etc. be signed by two authorised persons – not from the same family.
Budgets	A budget is a plan for the next year's activity and operation expressed in financial terms.
Buildings	No building for Scout purposes shall be erected on any property unless the written consent of the Chief Executive is first obtained.
Census	Groups complete a census form each year reporting their membership as at 30 June and renewing registration as a unit of the Scout Association of New Zealand. It is the Group Leader's responsibility to ensure that the forms are correctly filled in and returned without delay to the Zone Leader. A copy of the census return remains with the Group for planning and record purposes. It is very beneficial studying the state of the Group at census time so that steps can be taken to rectify any deficiencies.
Ceremonies	Ceremonies play an important part in the life of a Scout. They should be kept simple and to the point. The Group Leader should play a personal part in some Section Leader's ceremonies, especially at an investiture where he or she would normally present the Group scarf. Here is an opportunity to meet each new Scout and that Scout's parents or caregivers, and to say a few well-chosen words about Group traditions.

Charge Certificate	Qualification issued for water or aeronautical activities.
Cheques	Cheques on the Group's bank accounts must be signed by two persons from a short list of authorised signatories appointed by the Group Committee. No one should ever sign a blank cheque or one where all the details have not been completed.
Chief Executive Officer	The CEO is the senior professional staff member.
Chief Scout	The Governor General is the Chief Scout of New Zealand. Any communication to the Chief Scout must be sent via the National Scout Centre.
Chief Scout's Award	The highest achievement award for youth members in the Scout section.
Constitution	The governing document of The Scout Association of New Zealand.
Cooksey Course	A leadership training course for Venturers.
Cossgrove Course	A skills training course for Scouts.
Development & Expansion	Every Group has an obligation to provide SCOUTS New Zealand programme for every child in its catchment area if they want to join. This may require the forming of new Sections from time to time to cater for demand and a constant eye should be kept on the situation. In new housing areas in particular, established Groups may be able to assist the formation of new Groups or may have to make temporary expansion to cater for those who may later be absorbed in newly formed Groups. If waiting lists are used, these should not be allowed to become too big. When sufficient children of Kea or Cub age warrant the forming of a new Kea Club or Cub Pack, steps should be taken to do just that. This may mean re-organising Leaders, but this must be done for the good of the Group as a whole.
Discipline	The Group Leader must set the tone for the whole Group by loyalty to the Zone, upholding the principles of the Movement, and by the manner in which they accept rulings, Zone Leader directions and instructions, and by the respect they show for those with whom they work. This same loyalty is expected of the Group Committee/Parent Support Team and the Leaders of the Group. Group Leaders should ensure that reasonable standards of discipline are maintained in the Sections of the Group and should discuss any short-comings in this respect with the Group Council.
Dismissal	Only the Group Council (meeting of all Adult Leaders) may dismiss (expel) a youth member. The youth member has the right to appeal to the Zone Leader.
Disputes	Any dispute between members or between the Group Committee and the Group Leader should be referred to the Zone Leader.
Faith Policy	The Scout Movement includes members of many different forms of faith.
Flags	The New Zealand ensign is the correct National Flag.
Founder's Day	22 nd February was Lord Baden-Powell's birthday. It is usual for some form of celebration/activity to be held on the nearest Saturday or Sunday to this date.
Gallantry	An act of bravery with risk to the person doing it. Awards are made by National Scout Centre. The highest award is the Bronze Cross.
Gang Show	A special SCOUTS New Zealand variety show of music, drama and humour.
Gilwell Park	The training headquarters in the UK and world training centre and the title taken by Lord Baden-Powell of Gilwell.

Gilwell Woggle	Woggle presented to an adult leader when they have completed the Initial and Practical blocks of their training.
Girl Guiding	Friendly relations should be established with your local Girl Guide Company. Combined activities are encouraged.
Girl Membership	Girls can join all sections of SCOUTS New Zealand on the same basis as boys.
Grants	Financial grants are available from many sources. The most significant are COGs and community grants.
Group Chairperson	Elected at the first committee meeting after the Group AGM.
Group Committee/ Parent Support Team	Assists the Group Leader to run the group. Elected annually, mostly from parents attending the Group AGM.
Group Council	A regular meeting of all Adult Leaders in the Group. At least once per school term.
Group Leader	The manager of the Scout Group.
Income Tax	SCOUTS New Zealand is exempt from paying income tax.
Insurance	Groups must arrange their own property and equipment insurance. National Scout Centre arranges legal liability insurance often known as public liability.
International letter of introduction	This is an identification document issued to persons travelling overseas as an introduction to overseas Scouting officials. It is available from National Scout Centre to Leaders and lay people who wish to make use of it. Application is made on Form available from your Zone Leader or National Scout Centre.
Investments	Scout Groups may invest only in registered bank and Government guaranteed securities. Groups may not buy shares.
Jamboree	Jamborees are large gatherings of Scouts, held so that Scouts can meet Scouts from other parts of their country and from other parts of the World. The programme includes a wide range of attractive activities. World Jamborees are held at four yearly intervals around the World and New Zealand sends a contingent to each one. New Zealand holds a National Jamboree every three years so that every Scout should get the chance of attending at least one of these events during their time in the Scout Troop. The Group Leader should encourage participation in these events.
Medals	Medals associated with SCOUT Awards are: Medal of Merit, Bronze Tiki, Silver Tiki, Silver Tui. These are worn at all Scout functions attended by the Chief Scout, National Chairman, or National Commissioner and on such other occasions as may be decided by the Zone Leader, Regional Development Manager or National Scout Centre. Both uniformed and non-uniformed personnel are entitled to wear Scout medals.
Money	All money received in the name of SCOUTS New Zealand is trust money and a high degree of accountability and checking is required.
National Council	The National Council is the policy making body of the Association. It usually meets once each year.
National Executive Committee	The National Executive Committee governs the Association in conformity with the Constitution and General Policy determined by the National Council.

National Scout Centre	The National Scout Centre is made up of professional staff members, located in Kaiwharawhara, Wellington. Its purpose is to provide and arrange the services and facilities needed by those leading the Movement at all levels. It is rather like a business organisation in that a number of committees and advisory panels provide Groups with information, services, instructions, equipment and material for the promotion and maintenance of Scouts in the local communities.
National Schools	Organised for Scouts and Venturers. They include Aviation, Caving, Canoe, Mountaincraft, Photography, Snow and Walsh Memorial Flying Schools.
Naval Recognition	Registered Sea Scout groups may apply to be recognised by Royal New Zealand Navy (RNZN) if they reach a certain standard. The RNZN may extend privileges to recognised Groups.
Non Active	If a Group has become non-active the Zone leader should make a formal report to National Scout Centre via the Regional Development Manager, for the disposal of its assets. Usually equipment is utilised by other nearby groups and any funds go either to another Group to which the youth members have transferred or is held in trust by the National Scout Centre. Unused real property and buildings often become a liability but sometimes can be sold for another community use. The aim is to retain full value of funds raised in the name of SCOUTS New Zealand.
Obtaining badges	Badges are obtainable from Scouts Direct via the website.
Pack Holidays	Cubs may be taken on a Pack Holiday provided indoor accommodation is available for sleeping and activities in the event of bad weather.
Parent helpers	Parents are encouraged to visit all Scout meetings and activities and help on a roster basis. Regular helpers should be checked through the warrant procedure.
Patrols	Patrols are the most important grouping within the Scout Troop. The Scout method is founded on small group activity.
Politics	SCOUTS New Zealand is not connected with any political body.
P.O.R.	A document covering the Policy, Organisation and Rules of the Association together with attached Management Procedures.
Programme Evaluation	The Programme Evaluation is an important mechanism for monitoring the quality of Scouting offered at all levels.
Promise and Law	Acceptance of the Scout Promise and Law is a condition of membership for children and adults; it is the basis of all Scouting.
Property	All real property (land and buildings) must be held in the name of the Scout Association either freehold or by lease, licence or other legal agreement.
Public Liability	The National Scout Centre holds adequate legal liability insurance covering any legal liability arising from any SCOUTS New Zealand activity conducted within the Association's rules.
Queen's Scout	This is the highest achievement Venturers can gain by their own efforts. It is authorised by the Reigning Monarch. It is a very highly regarded award requiring all-round skill, planning, physical, community and mental qualification.
Raising Money	There are certain limitations on methods of raising money for SCOUTS New Zealand. It is expected that value will be given for all money raised.
Records	The Group Leader must see that proper, though simple, records are efficiently kept. This applies to the various Sections as well as the Group Committee.

Recruitment	The recruitment of Leaders is necessary to keep the Group fully staffed. Bear in mind that a person not willing to take out a warrant may well be willing to serve in another capacity and could be recruited as a committee member, examiner or instructor. Do not accept anyone however, that you know nothing about. The best method for recruitment is to form a special committee for the purpose.
Regattas	Regattas are large gatherings of Scouts & Venturers. The programme is dominated by water based activities and usually includes other adventurous activities. SCOUTS New Zealand generally holds a Regatta every three years so that every Scout should get the chance of attending at least one Regatta during their time in the Scout Troop or Venturer Unit.
Region	There are five regions in New Zealand. Upper North Island (UNI), Central North Island (CNI), Lower North Island (LNI), Upper South Island (USI) and Lower South Island (LSI).
Regional Development Manager	Each region has a Regional Development Manager who is a professional staff member of SCOUTS New Zealand.
Regional Rover Council	The functions of the Regional Rover Council are to promote the aims of Rovering, to co-ordinate Rover Scout Activities in the Zones, to provide a forum for discussion of matters relating to the Rover Scout Section, provide liaison with other Sections in the zones and assist in the recruitment and development of new crews.
Resignation	When a Leader resigns for any reason, the Group Leader should recover his or her warrant and hand it to the Zone Leader for cancellation. If the warrant is not available the Zone Leader should still be informed. Where appropriate, the Leader should receive a letter of thanks and due recognition for the services given.
Rovers	Rover Scouts are young men and women 18 to 26 years old. There are also older associate Rovers. Rovers follow a programme of service.
Rover Moot	Rover Moots are gatherings of Rovers held each Easter. It is the practice at the present time for arrangements to be made at one Moot for the holding of another the following year. World Moots are held from time to time.
Rover Badges	There are two achievement Awards for Rover Scouts – the B-P Award and the St Georges Scout Award.
Sandford Course	Sandford courses are leadership skills training courses for Scouts. Named after Major Sandford, New Zealand's first National Training Commissioner.
Scarves	Scarves are recognised worldwide as a distinguishable item of Scout clothing. Designs are registered with the National Scout Centre.
Sea Scouts	Sea Scouts follow the normal Scout programme but may have a particular emphasis on things nautical, such as sailing, rowing, lifesaving and swimming.
Section	Section is the name given to the youth groupings of the Movement, Kea Section, Cub Section, and Scout Section etc. It can mean just one section or the whole of the section nationwide, depending on context.
Scouting Associates	Scouting Associates is a pool of skilled adults to support programme delivery, activities and the operation and administration of Scouting.
Special Needs	Scouts with physical or mental disability should, as far as is possible, be invested into local Scout Groups.
Suspension	A Leader within a Scout Group may be suspended by the Zone Leader if it is believed that a serious breach of the rules has taken place.

Velocity Course Venture	<p>An Introductory Workshop for Venturer Scouts.</p> <p>A Venture is a large gathering of Venturer Scouts, normally on a national basis. The programme includes a range of adventurous activities and also a four day expedition. New Zealand holds a Venture every three years so that every Venturer should get the chance of attending at least one during their time in the Venturer Unit.</p>
Warrants	A warrant is an Adult Leaders certification for service to Scouting.
Woggle	An article that is used to hold a scarf in place.
Wood Badge	<p>The Wood Badge is the main training award and is awarded to Leaders who successfully complete the full training requirements. The Wood Badge consists of two small wooden beads on a leather thong and is worn round the neck.</p>
World Scout Bureau	<p>The World Scout Bureau is the headquarters of Scouting throughout the World. It is based in Geneva in Switzerland and has a fulltime staff. The purpose of the Bureau is to co-ordinate the efforts of Scouting in all countries and to maintain standards. Much research and development is carried out and support material circulated to all member organisations. The Bureau has established offices in regions throughout the World. New Zealand belongs to the Asia-Pacific Region which has its office in Manila, in the Philippines.</p>
Youth Award Scheme	The Youth Award Scheme is a range of activities in each section that young people can be challenged, achieve recognition for their endeavours and have fun.
Zones	Zones are groupings of up to 20 Scout Groups. Several Zones make up a Region.
Zone Leader	The Zone Leader is the senior Scouting volunteer in each Zone. Group Leaders are responsible to the Zone Leaders.

NATIONAL SCOUT CENTRE

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