



Make friends. Don't add them.

2011 Parent's Guide

1st Carlisle Scouting



905-690-3700 | carlisle.scouter.ca

It starts with Scouts.

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



1st Carlisle Scouting Group Parent's Guide 2011

September 12, 2011

It Starts With Scouts...

Welcome to the 1st Carlisle 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 1st Carlisle, but for those of you who are not let me explain.

1st Carlisle has been providing Scouting programs to our community for 55 years. The 1st Carlisle Scouting Group is made up of different youth sections. This year we have Beaver Scouts (5-7), Cub Scouts (8-10), Scouts (11-14), and Venturer Scouts (14-17).

This year is an exciting year for Scouting as we begin wearing our revitalized uniforms—designed by Canadian clothing company Joe Fresh. As time goes on, you will see these new uniforms phase in across our sections. Parents should note, however that it is expected that youth will change uniforms as they outgrow their existing uniform, or change sections. You are not required to buy a new uniform if you are staying in the same program and have a uniform that fits!

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

We are chartered by Carlisle United Church, but supported by the parents of our members, by both financial and moral support in our fund raising effort, which includes such things as Paper Drives, Maple Syrup Sales, Popcorn Sales, etc. Moral support is your becoming an active member of our group, becoming involved in your child's section and/or the group committee.

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 everything. 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 1st Carlisle a stronger group.

This year, we have a need for adult leaders in both our Beaver Scout and Cub Scout sections. 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 1st Carlisle you are a member of the group committee. 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 bi-monthly, ask a leader about the next meeting date. 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, or contact us by e-mail at carlisescouts@bell.net.

What Is The Parent's 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 parents 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 Scout, Cub Scout, Scout, or even a Venturer Scout. 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

Applicants report **in person** to the Hamilton Wentworth Central Police Station, *Central Records Branch* at 155 King William Street. Two pieces of valid I.D., one with a photograph, must be presented at time of application. Fingerprinting may also be part of the process as well due to recent changes. Special Forms can be provided by Group Committee for the check. A letter from the Group Commissioner is required so that you can be given the special volunteer rate. This cost is \$15, which will be refunded by the Group.

The check takes 30 days to be completed and can be picked up in person from the Police Central Records Branch, or mailed to your home. Once the applicant has received the Security Clearance from the police, it must then be delivered or mailed to the Scouts Canada Administrative Office in Toronto.

All returning Leaders and Committee members will have already provided a Police Security Clearance Check to the Council 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 Andrea McRae at 905-690-3700.

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 1st Carlisle Group is **Carlisle United Church**, which provides us meeting space for our sections.

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 Commissioner 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. (1st Carlisle)

What Is A Group Committee??

The Group Committee is essentially responsible for providing service and support to the section leaders and providing for Quality Programs on behalf of Scouts Canada. Through the Group Commissioner, the Group Committee provides the administrative foundation for the section leaders to do their job.

A leader may not serve as Group Commissioner 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

- 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 COMMISSIONER



This person is recognized as the principal point of contact for the Group and assumes the leadership of the Group Committee, directly accountable to the Area Commissioner. The Group Commissioner's prime function is to ensure compliance with Scouts Canada's Policies and Procedures and Program Standards, and ensures that section leaders receive appropriate program service and support.

Where warranted, a Group Commissioner may be responsible for more than one Group.

Typical roles and/or responsibilities include but not limited to:

- Recruiting, Selecting and Appointment of leaders
- Review and approval of section programs and outdoor activities
- Policy, procedure, and Program Standards compliance
- Encourage an attitude favorable for growth
- Assist leaders where necessary
- Leader Development
- Relationships; Parents, Leaders, Partner/Sponsor, other Commissioners

Group Commissioners cannot do this solely by themselves. They must build a team appropriate to the size of the Group. The basics would be someone to take care of the financial responsibilities (the Group Treasurer/Fund-raiser), a Group Registrar and perhaps a Group Secretary. In larger Groups, a Group Administrator may be recruited to take care of many of the administrative responsibilities of the Group Commissioner.

GROUP ADMINISTRATOR

Effectively administer the non-program activities that are related to the Group and the well being of the Group as directed by the Group Commissioner.

Typical roles and/or responsibilities may include but are not limited to:

- Assume, at the request of the Group Commissioner, the chair of Group Committee Meetings
- Create/provide opportunities for growth
- Assisting with the preparation and approving of budgets
- Preparing for and participating in the Group Annual Review

- Ensuring that all potential members are accommodated and registered
- Group functions/events
- Recording and maintaining Group records
- Assist leaders as required

Note: The Group Administrator need not do everything themselves. Part of their responsibility includes assessing the needs of the Group, determining the amount of work to be done and, if necessary, building a team to ensure that all tasks/responsibilities are achieved.

Depending upon the size of the Group, positions may be merged or other positions added as required, i.e., large Groups may find it helpful to add a Group fund-raiser, or Quartermaster to look after the purchasing, storage, maintenance and insurance of equipment.

SECRETARY

The secretary's duties include the following:

- ensure that the chairperson is kept fully informed on all correspondence pertaining to the group
- 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
- renew all insurance policies

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 aquatinted 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 CO-ORDINATOR

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 (paper drives, sales etc) and where necessary, secures the approval of the next senior council
- consults with the leaders where the plans require the participation of the youth
- co-ordinates group participation in local council fund raising campaigns as requested

QUARTERMASTER

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

- look after the group's outdoor equipment to ensure that it is always repaired and ready for use.

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. Quite often you remember the times that youth from their section had set a goal and achieved it with their guidance, the look of determination while at camp to fulfill all the duties, they will remember the feeling of pride as youth from their section advance up to the next section. Although at times it seems like hard work nowhere and from no other position, can you receive 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 a Service Team at the Area level, along with Group Committee support, no Leader ever needs to feel they are doing it alone.

This position requires you to spend time with your section. There are weekly meetings with the youth as well as extra weekend type activities such as a hike, camp etc. You also need to be prepared to meet with your leadership team and prepare and plan your weekly and extra activities. And of course there are your training times. It is required that each Leader take the "Woodbadge Part 1" 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, only get out of Scouting 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:

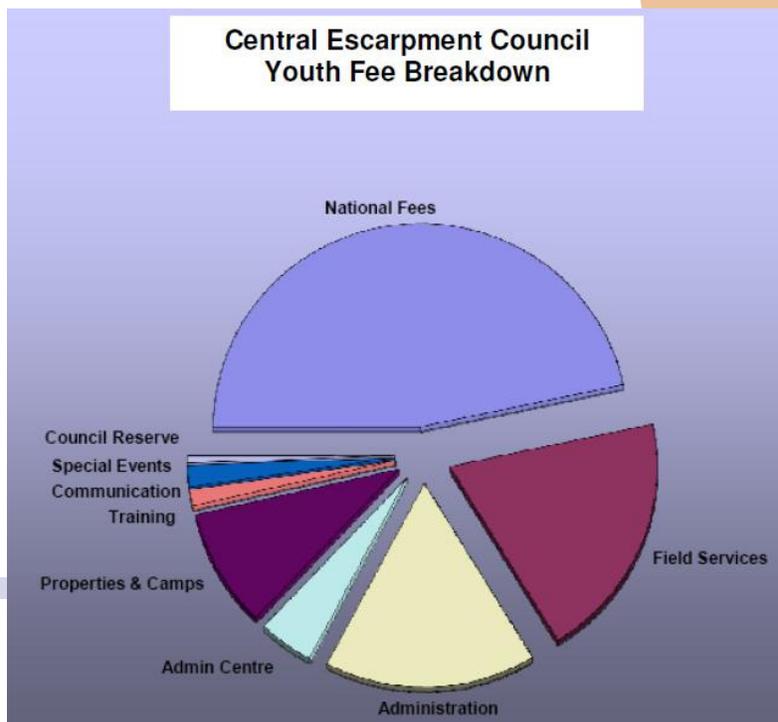
- exemplify its principles
- see that the intent of the program is carried to the youth with whom they work
- maintain a good relationship and communication with the organization through appropriate means

This responsibility is outlined in the "**Duty of Care**" policy printed in all Leader handbooks, and provided online at <http://www.scouts.ca>

A Word About Registration Fees

Your registration fees this year are \$165 for Beaver Scouts, Cub Scouts, Scouts and Venturer Scouts.

The registration cost for Scouting has been fairly stable for the past few years, however it may not stay so for the foreseeable future as we grapple with increased costs, most of which are beyond our control. Dollar for dollar, Scouts Canada's programs continue to be the best deal around. For example, many parents pay as much or more for programs that only function for three or four months. Many of our programs have activities that run all year long. Assistance is available for those youth who need it. No one will be left out because of financial hardship.



Scouting's programs not only enrich the youth participating but enhance the community as a whole. Our programs emphasize character development, leadership experience, outdoor activities and community service. As well, we provide access to camps, large-scale events and trained, security-screened Leaders who are positive role models.

In addition to our Registration, we hold fund raising efforts in order to meet the rest of our budget. The group incurs expenses such as equipment insurance and storage, Leader Training, lodge rentals, and helping each section with their program activities (camping, crafts, etc.). In general, each section usually submits a budget of, on the average \$800. That is a cost to the group of over \$2,400. The group committee also has a budget that is approximately \$1,000. So, the bottom line is that 1st Carlisle needs to **fund raise an average of \$3,400 each year in order to meet our commitments to the youth.**

If you can help, please come forward. **WE NEED YOU!!!!!!!**



Information At A Glance:

Central Ontario Administrative Office, 265 Yorkland Blvd, 2nd Floor Toronto ON M2J 5C7
Phone 1-888-Scouts-Now. *E-mail:* ebalyk@scouts.ca, *URL:* http://cec.scouters.ca

Burlington Area Commissioner: Andrew Dixon
Phone 289-838-5110, *E-mail:* burlington@scouts.ca, *URL:* http://bu.scouters.ca

Uniforms supplies and books may be purchased at:

Burloak Scout Shop, 165 Randall Street, Oakville Phone - 905-338-9135
OR
Hamilton Scout House, 375 James St. S., Hamilton, Phone - 905-528-5711

Camp Manitou - Twiss Rd, North Burlington. Directions: Take Carlisle Road through Kilbride to Twiss Rd. Left on Twiss Rd, down the steep hill, watch for Camp Manitou sign on your left. *URL:* http://manitou.burlingtonscouts.org

Section Meetings are held at Carlisle United Church

Beaver Scouts: Mondays 6:30 - 7:45 p.m.
Cub Scouts: Tuesdays 6:45 - 8:30 p.m.
Scouts: Tuesdays 7:00—9:00 p.m.
Venturer Scouts: Mondays 6:45 - 8:00 p.m.

Group Committee Members:

Group Commissioner: Andrea McRae 905-690-3700

Group Internet Information:

URL: <http://carlisle.scouters.ca>

Section Leaders:

Beaver Scouts: Jeff Brown 905-690-4947
Cub Scouts: Amy Prine 905-689-7213
Scouts: Blake Norton 905-331-9139
Venturer Scouts: Jenni Love 905-659-8495

