Go to this weebly website to download any of the files

[Sydney North Region Scouts Resources for leaders, adult helpers, parents & youth. - Virtual Scouting (weebly.com)](https://sydneynorthregionscoutsresources.weebly.com/)

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| **Building a Better Scout Group - Best Practice.  Suggested basic steps to get up and running and have an understanding of what should be happening in all the various sections & committees (with new GLs in mind).                Do this in conjunction with your District Leaders STEP 1** **New to the GL role ?**lets get the basics going to**Build a Better Scout Group** & work through all the steps over the next few months. Collect details from the following. **Group Council meeting.** All leaders, PLs etc Intersection activities, Group activities, District, Region options. Ideally monthly as there is lots to discuss. **Group Committee meeting.** Chair, treasurer, secretary, hall hire, GL etc & maybe 1 invited leader each time. Discuss Group & family activities, fundraising, promotions, membership & Annual fees. **​District Section meetings**. Seeonee etc District activities, hikes, camps, leadership courses.                                              Samples​ ​**Planning In the Group made Easy.**3 year planning NSW Form M7  **STEP 2** **Patrol & Unit meetings.** What do we want to do. Agenda & minutes samples ​  **STEP 3** **Term programs decided & printed** and issued to all members. Program shows dates & activities for Record Book. Update books twice a term. Terrain or s/sheet updated. Program shows patrol meetings and Unit council dates, also Milestone Challenges, OAS, SIA etc.   **GL makes a summary** of the various Section activities from the programs so everyone can see what is happening each week. Samples attached  ​**Record books and Terrain    Used to engage the scouts with their activities​**  **STEP 4** **Operoo or Permission "forms" I**ssued at the start of the term**.** To be accepted/declined within 2 weeks of issue. This gives the leaders and PLs time to plan their hikes, camps etc  (food, transport), not at the last minute. **Terrain**   Scouts Australia Program Resources      ​          **​**  **Congratulations, the sections are up & running & everyone knows what is going on in the Group for the next 3-12 months**  **STEP 5** **Scoutlink.** NSW. Group details & Trainee Leaders modules completed etc  **On Demand Training** for trainees, existing leaders, adult helpers, committee members. use Scoutlink etc to keep in touch with member training.  **STEP 6** **The sections now have interesting & exciting activities and the youth are telling all their mates & inviting them to come along.**  **Don't let them down. Meet the parents, send a welcome email, invite them to be at the hall for 4-6 nights & invite the family to the investiture.** **New chum's form, Welcome email**  New chum form completed on night 1.  Basic details for GL. Welcome email sent to parents.    Week 1 & 2 visits, week 3 talk re intro to scouting with parents, Invoice issued, week 4-5 invested. **Parent & Youth initial Interviews         Introduction to scouting** **​                                                                Interviewing parents & children ​                                                                Suggested jobs on the committee**  **STEP 7 Interviewing new leaders & training    Step 1, 2, 3 & ongoing training   ​**  **​STEP 8** **20+ Promotions for the Group.**See this website **"Promotions" tab**        Do some promotions every year **Leader Support Guides.**See Scouts NSW ​ **REPEAT THE ABOVE EACH TERM** ​**​**  **STEP 9** **Membership fees billed annually.**   Sample spreadsheet       It is important to decide on the fee structure by 30th November.                         This will allow timely billing of the fee invoices early in the following year.    ​**Advantages of a printed program** PLs & members can see the program, who is on duty & leading activities New members are fascinated by the variety of activities & tell friends Easy access for parents to plan their family activities Members can use it when updating their account in Terrain Useful when preparing permission forms Can be put in a school newsletter Can be stuck on the hall/den notice board Can be stuck on the fridge or in bedrooms Can be added to websites Can be used when discussing the program at Councils (Unit, leaders, committee  etc ) Can be sent to new members, others Units and District leaders Gives the members/leaders satisfaction in seeing how their planning comes together District leaders can see what the Units are up to & plan visits accordingly Is a template for new leaders either joining or taking over the Unit Great for handouts on promotion days | These files are on the website [groupleader\_term\_plan.docx](https://sydneynorthregionscoutsresources.weebly.com/uploads/1/2/8/5/12851030/groupleader_term_plan.docx)  [1group\_functions\_summary1page.pdf ​ ​ ​](https://sydneynorthregionscoutsresources.weebly.com/uploads/1/2/8/5/12851030/1group_functions_summary1page.pdf) [council\_minutes\_draft.docx](https://sydneynorthregionscoutsresources.weebly.com/uploads/1/2/8/5/12851030/council_minutes_draft.docx) [committee\_minutes\_draft1.docx](https://sydneynorthregionscoutsresources.weebly.com/uploads/1/2/8/5/12851030/committee_minutes_draft1.docx) [audit\_of\_group\_getting\_ready.xlsx](https://sydneynorthregionscoutsresources.weebly.com/uploads/1/2/8/5/12851030/audit_of_group_getting_ready.xlsx) [amembership\_1st\_ingleside\_sample.xlsx](https://sydneynorthregionscoutsresources.weebly.com/uploads/1/2/8/5/12851030/amembership_1st_ingleside_sample.xlsx) [audit\_\_\_annual\_fees\_collection\_sample.xlsx](https://sydneynorthregionscoutsresources.weebly.com/uploads/1/2/8/5/12851030/audit___annual_fees_collection_sample.xlsx) [16\_point\_plan\_for\_gls\_\_\_dcs.xlsx](https://sydneynorthregionscoutsresources.weebly.com/uploads/1/2/8/5/12851030/16_point_plan_for_gls___dcs.xlsx)   [district\_cub\_activities\_terms\_1-4.xlsx](https://sydneynorthregionscoutsresources.weebly.com/uploads/1/2/8/5/12851030/district_cub_activities_terms_1-4.xlsx)  [www.nsw.scouts.com.au/members-services/state-forms/](https://www.nsw.scouts.com.au/members-services/state-forms/)  ​[patrol\_meeting\_report.docx](https://sydneynorthregionscoutsresources.weebly.com/uploads/1/2/8/5/12851030/patrol_meeting_report.docx) [unit\_council\_report.docx ​](https://sydneynorthregionscoutsresources.weebly.com/uploads/1/2/8/5/12851030/unit_council_report.docx)  [term\_program\_unit\_draft.docx](https://sydneynorthregionscoutsresources.weebly.com/uploads/1/2/8/5/12851030/term_program_unit_draft.docx) [program\_all\_sections\_listed.docx](https://sydneynorthregionscoutsresources.weebly.com/uploads/1/2/8/5/12851030/program_all_sections_listed.docx) [group\_program\_2021.xls](https://sydneynorthregionscoutsresources.weebly.com/uploads/1/2/8/5/12851030/group_program_2021.xls) [term\_program\_unit\_sample1.docx](https://sydneynorthregionscoutsresources.weebly.com/uploads/1/2/8/5/12851030/term_program_unit_sample1.docx) [term\_program\_unit\_sample2.docx](https://sydneynorthregionscoutsresources.weebly.com/uploads/1/2/8/5/12851030/term_program_unit_sample2.docx) [term\_programming\_7\_steps\_\_pd.docx ​](https://sydneynorthregionscoutsresources.weebly.com/uploads/1/2/8/5/12851030/term_programming_7_steps__pd.docx) ​[​](https://sydneynorthregionscoutsresources.weebly.com/uploads/1/2/8/5/12851030/committee_minutes_draft.docx)See Scout Shop and pr.scouts.com.au  Operoo. Create an Event and mail all members or Issue a permission form  [pr.scouts.com.au/ ​ ​ ​ ​ ​](https://pr.scouts.com.au/)  GLs Log onto Scoutlink.  State database ​Scouts Australia  On Demand Training ​Queries to State office Training ​ ​  ​[first\_night\_details\_of\_child\_andparent.xls](https://sydneynorthregionscoutsresources.weebly.com/uploads/1/2/8/5/12851030/first_night_details_of_child_andparent.xls) [welcome\_to\_our\_group\_email1.docx ​](https://sydneynorthregionscoutsresources.weebly.com/uploads/1/2/8/5/12851030/welcome_to_our_group_email1.docx)  [intro\_to\_scouting\_\_\_section\_nyp.docx](https://sydneynorthregionscoutsresources.weebly.com/uploads/1/2/8/5/12851030/intro_to_scouting___section_nyp.docx) [interview\_new\_parents\_\_\_youth.docx](https://sydneynorthregionscoutsresources.weebly.com/uploads/1/2/8/5/12851030/interview_new_parents___youth.docx) [jobs\_on\_sections\_committee\_council.docx](https://sydneynorthregionscoutsresources.weebly.com/uploads/1/2/8/5/12851030/jobs_on_sections_committee_council.docx)  [​](https://sydneynorthregionscoutsresources.weebly.com/uploads/1/2/8/5/12851030/committee_jobs_for_parents.docx) [1st\_interview\_andregister\_onlinensw.docx](https://sydneynorthregionscoutsresources.weebly.com/uploads/1/2/8/5/12851030/1st_interview_andregister_onlinensw.docx) [2nd\_interview\_after\_refs\_called.docx](https://sydneynorthregionscoutsresources.weebly.com/uploads/1/2/8/5/12851030/2nd_interview_after_refs_called.docx) [3rd\_interviewtraining\_modules\_etc.docx](https://sydneynorthregionscoutsresources.weebly.com/uploads/1/2/8/5/12851030/3rd_interviewtraining_modules_etc.docx) ​[3rd\_leader\_books\_for\_training.docx](https://sydneynorthregionscoutsresources.weebly.com/uploads/1/2/8/5/12851030/3rd_leader_books_for_training.docx) [3rd\_shirt\_badge\_layout\_colour.pdf](https://sydneynorthregionscoutsresources.weebly.com/uploads/1/2/8/5/12851030/3rd_shirt_badge_layout_colour.pdf) [4th\_training\_ongoing\_current\_members.xlsx ​](https://sydneynorthregionscoutsresources.weebly.com/uploads/1/2/8/5/12851030/4th_training_ongoing_current_members.xlsx) [promoting\_the\_groupand\_sections.docx](https://sydneynorthregionscoutsresources.weebly.com/uploads/1/2/8/5/12851030/promoting_the_groupand_sections.docx) [www.nsw.scouts.com.au/bravo/](https://www.nsw.scouts.com.au/bravo/) ​www.nsw.scouts.com.au/members-services/policies-and-resources/  [audit\_\_\_annual\_fees\_collection\_sample.xlsx](https://sydneynorthregionscoutsresources.weebly.com/uploads/1/2/8/5/12851030/audit___annual_fees_collection_sample.xlsx) ​[sample\_annual\_fees\_invoice.doc](https://sydneynorthregionscoutsresources.weebly.com/uploads/1/2/8/5/12851030/sample_annual_fees_invoice.doc) [annual\_fees\_olympic\_standard.docx](https://sydneynorthregionscoutsresources.weebly.com/uploads/1/2/8/5/12851030/annual_fees_olympic_standard.docx) |