Email via Operoo etc Activity form with box for a reply

Hi,

Our joeys, cubs & scouts have a learning process built into their program called “Assist & Lead”. They start off assisting with activities and move up to organising & running activities. We have the same principle for running the group, with the help of our families.

There are a bunch of activities that need to be actioned over the year and I ask for your “assistance” in volunteering for those jobs. This is a team effort to have an enjoyable & active scout group and I invite you to join me on the team in what ever capacity you can manage.

WhatCan I do to help

Start out assisting, and learn on the job from current leaders & committee.

Buddy up with a friend, either as a leader or on the committee

|  |  |  |
| --- | --- | --- |
| Position | Leaders, assistants & adult helpers | Our expectation is that each family makes a contribution in any of these positions each term in one way or another. |
| **Group Leader** | Management of the scout sections and parent committee | Vacant  |
| Leaders | Manage the youth activities  | Joeys, PaulCubs, GaryScouts, David |
| Assistant Leaders | Assist in managing the youth activities.We aim to have a team of leaders in each section to share the activities. Usually 4-5 |  Joeys, none  Cubs, Jennifer, Dave Scouts. Jarrod, Carine,  |
| Adult Helpers  | Assist leaders with small activities on a night. Or assist by doing the **administration** for a Section. Registration with Scouts NSW allows you to go on scouting activities, camps etc  | Log onto Scouts NSW. “For Parents” & “ Join Scouts” and complete the A2 Adult application form |
|   | Parent Support Group. PSG |  |
| **Chairperson** | Management of the non-scouting activities of the Group. See below | Graham |
| Secretary | Record the meeting minutes for what needs to be done & follow up actions. Assist with issuing and collecting annual fees | Vacant |
| Treasurer | Pay invoices, record receipts & payments. Assist with issuing & collecting annual fees | Paula  |
| Grants | Apply for Grants when available  | Vacant. |
| Fundraising | Australia day, Xmas trees etc . Organise the activity & a roster | Jenny Part of a team |
| Promotions & recruitment | “Bring a Friend”, school newsletters, banners, A frames. Organise the flyers etc  | Sid. Part of a team |
| Family activities | Family Camps, hikes, nights (trivia etc), special weekends  | Vacant. Part of a team |
| Hall hire | Hall Hire paperwork, cleaning, toilets, kitchen. | Helen + assistants |
| Hall upkeep | Lighting, electrical, fire & inspections  | Contractor |
| Hall inspections & equipment list for insurance | NSW P10 form & repairs, termite insp. Equip list for insurance | Jeremy + assistant |
| Maintenance of Equipment & trailers | Check trailer for roadworthiness | Vacant |
|  | Discuss any option with Group leader or current incumbent  |  |