



# 243 Tuscany Scouts

## Group Bylaws, Policies and Procedures

### Aide Memoire 2010-2011



#### **INTRODUCTION**

This document is a supplement to the 243 Tuscany Scouts group Bylaws, Policies and Procedures document. It is meant to provide you with a quick reference to some very relevant procedures and decisions regarding our group and its operations. For more details please review the full Bylaws, Policies and Procedures document.

#### **GROUP OFFICERS**

The following people are the group's executive officers. For more detail on their role and responsibilities, please refer to both the group's Bylaws, Policies and Procedures document, accessible on the internet via: <http://www.tuscanyscouts.ca/> as well as Scouts Canada's Bylaws, Policies and Procedures, accessible on the internet via: <http://www.scouts.ca/>

Group Commissioner	Elka Schrijver
Group Administrator	Shelley Cruikshank
Treasurer	Vacant
Secretary	Gayathri Pani-Krishna

#### **GROUP SECTIONS**

The 243 Tuscany Scouts group consists of the following sections with the following leaders in charge:

Beaver Colony	Steve Neubauer
Wolf Cub Pack	Scott Suvanto (Akela)
Scout Troop	Scouter Brian Paulssen
Venturer Company	Scouter Chris Stott
Rover Crew	Scouter Lynn Kasper

#### **GROUP COMMITTEE**

The Group Committee consists of the group officers and a representative from each section. The Group Committee meets on a monthly basis. Meetings are held every first Tuesday of each month from September to May inclusive in the upstairs meeting rooms of the Tuscany Club starting at 7 PM, lasting approximately 2 hours.

The Group Committee meetings cover all subjects relevant to the successful operation of the 243 Tuscany Scouts group and program delivery based on the Scouts Canada mandate and program standards. Agenda and meeting minutes are available via the group secretary. The meetings are open to all group members and the parents and/or guardians of youth members.



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**GROUP SUB-COMMITTEES**

The successful operation of the group is dependent upon a significant amount of volunteer tasks. To ensure this workload is shared as much as possible and tasks can be completed with the required attention to make them go smoothly, the following sub-committees have been set up, with the people listed below chairing:

Registrar	Claire Stott
Quartermaster	Rick Marshall
Website design / maintenance	Darin Gregson
Popcorn Drive coordination	Kathy Glenn
Bottle Drive coordination	Sean Cochlan
Group Event coordination	Vacant
Group Communications coordination	Kim Suvanto
Nominating Committee	Vacant

The sub-committee chairs will report progress in their specific areas to the Group Committee when relevant.

**GROUP SECTION MEETING DAYS, TIMES AND LOCATIONS**

Beaver Colony	Friday, 6:00 pm – 7:00 pm	Tuscany Club Gym
Wolf Cub Pack	Friday, 6:30 pm – 8:30 pm	Tuscany Club Gym
Scout Troop	Friday, 7:30 pm – 9:30 pm	Tuscany Club Gym
Venturer Company	Friday, 7:30 pm – 9:30 pm	Tuscany Club Gym
Rover Crew	Friday, 7:30 pm – 9:30 pm	Tuscany Club Gym

**ANNUAL GROUP EVENTS AND CEREMONIES**

Every year the group has a number of activities that are undertaken with all sections of the group at the same time. These activities, events and ceremonies are an important part of the group, and helps strengthen the link between the various sections of the group and brings home to our youth members that there is more to our group than just the section they belong to. It provides an opportunity for all to take a glimpse at what is special and unique about the other parts of our group. Attendance of all youth at these group events is very important and attendance of parents and siblings is highly recommended.

**Investiture / Group camp**

A few weeks into our new Scouting year we hold our investiture ceremony. All new members in a section will have had a chance to get acquainted with the program and some of the key elements of their section. The investiture ceremony is when all new members formally become part of their section by being called forward by their leaders, reciting the section promise and receive the uniform parts that belong with their section.



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This can include a group neckerchief and council, area, and group badges for new members to the group, and section epaulets, six or patrol badges, for members new to a section.

The investiture ceremony is a major part of the all-section Group Camp, which will be held September 24 (Friday) - September 26 (Sunday), at Camp Gardner.

#### **Baden-Powell Banquet**

Every year on, or as close to as is possible, February 22<sup>nd</sup> we hold a banquet to celebrate the birthday of our organization's founder Lord Robert Baden-Powell (February 22, 1857).

The Group Event coordination sub-committee is in charge of organizing this event for the group. The banquet is typically set up as a potluck dinner, and the program includes a brief commemoration of Lord Robert Baden-Powell and the origins of our Scouting organization, as well as presentation of achievement awards. The Baden-Powell Banquet will be held on February 18 (Friday), 2011 at the Tuscany Club.

#### **Swim-Up / Leap-Up / Climb-Up**

Towards the end of our Scouting year we hold our Swim-Up / Leap-Up / Climb-Up ceremony. The oldest members in each section that are ready to move on to the adventures and challenges of the next section will be formally presented to and accepted in the next section. The White Tail Beavers will Swim Up into Cubs, the 3<sup>rd</sup> or 4<sup>th</sup> year Cubs will Leap Up into Scouts and the 3<sup>rd</sup> or 4<sup>th</sup> year Scouts will Climb Up into Venturers. The date for this event has not yet been set.

#### **FUNDRAISING**

Fundraising is an absolute necessity for the operation of our Scout group.

#### **Registration Fees:**

The registration fees paid by you upon registering for the program are the fees set by Scouts Canada to cover the national and regional organization's expenses, including insurance. The registration fees paid by you go directly 100% to the Scouts Canada organization, not to the Tuscany Group. A \$10 uplift on the registration fee is kept by the group and is used to pay for our group's equipment storage facility.

#### **Use Of Fundraising Proceeds:**

The program for the entire group needs to be entirely funded out of our fundraising efforts. Bottle Drive and Popcorn Drive proceeds will be allocated to the sections for their section programs and to the group for group events. Each section will receive a fair portion of the fundraising proceeds based on the approved program and budget for the section.

The cost of uniform vest or brown shirt (depending on section) is the responsibility of the parent / member. All other uniform parts, such as neckerchief and badges will be provided by the group. The group will charge for the replacement cost of lost uniform items though. The cost of handbooks and other Scouting equipment are also the responsibility of the parent / member.

#### **Popcorn Drive**

- The annual popcorn drive is a major fundraising event each season. It is coordinated by Scouts Canada and is a major revenue source for both the individual groups and for Scouts Canada.



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- To ensure the success of this event, the Group Committee establishes a sub-committee of volunteers with a chairperson to organize and run this event. The sub-committee reports directly to the Group Committee.
- To make this a successful fundraiser, each youth is expected to achieve a minimum sales goal of \$200.00. Of this \$200.00, 40% goes to pay for the popcorn sold, 10% goes back to the youth in the form of Scout Bucks, 5% goes to the Chinook Council to cover the operational cost for the Popcorn Drive and contribute to leader registration cost, and 45% goes to the group to fund programming.
- On registration, parents will provide a post-dated cheque (dated October 31, 2010 for a value of \$200.00) for each youth registered with 243 Tuscany Scouts. The deposit cheque shall be destroyed if the youth and parents participate in the Scouts Popcorn fundraiser and achieve the minimum set sales goal. If a youth / family fails to meet the sales goal, their post-dated cheque shall be cashed.
- The popcorn drive takes place in late October / early November.
- Rules established by the National / Regional councils pertaining to the sale of the popcorn must be adhered to at all times.
- The popcorn drive coordination sub-committee distributes all the relevant paperwork to each individual unit prior to the commencement of the popcorn drive.

#### **Bottle Drives**

Bottle Drives project a positive image of our organization in the Tuscany community and provide a major source of our annual revenue requirements. To make these events successful, each family is expected to participate in each of the 2 bottle drives. We require **4 adult hours participation per youth per drive**, to a maximum of 8 adult hours. Beavers and Cubs are expected to help out in the morning with collecting. Scouts and Venturers are expected to help out for the entire day. If siblings are brought along to help, the same age thresholds are applied.

- On registration, parents will provide two post-dated cheques (dated October 16, 2010 and April 9, 2011 for a value of \$150.00 per cheque) for each youth, to a maximum of 2 youths, registered with 243 Tuscany Scouts. These deposit cheques will be destroyed if the youth and family participate in the planned bottle drives for the specified amount of time. If a youth or family fails to complete their commitments in the drives, their cheques will be cashed.
- Cancellation and subsequent rescheduling of a bottle drive will be reviewed by the Group Committee upon recommendation of the bottle drive organization committee and only approved upon due consideration of reasons for and consequences of rescheduling.
- The running of a bottle drive is influenced by the Bottle Depot. In the event the depot cannot / will not be available, the drive will be rescheduled.
- In the event of a cancellation and/or rescheduling, all group members and parents will be notified at the earliest opportunity.
- The bottle drive dates for the 2008/2009 year are as follows:
  - October 16, 2010                      9:00 am start



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- April 9, 2011                      9:00 am start
- The publicity member(s) will ensure that the bottle drive notice boards are displayed at locations around the Tuscany community five to six days prior to the bottle drive date.
- The venue for each bottle drive will be centralized at a designated collection/sorting area for the above dates. Locations will be confirmed and youth/family notified in advance. If there are any changes regarding dates, times or location, the youth's leader(s) will advise each youth/family.
- Youth attending a Bottle Drive are required to wear their Scouting uniform (vest, neckerchief and hat for Beavers; brown shirt and neckerchief for Cubs, Scouts, Venturers and Rovers).
- On arrival at a bottle drive, it is the responsibility of the parents and/or youth to sign the attendance sheet and record their selected/allocated route number or indicate if they will be sorting.
- Parents are responsible for the safety of their children at all times during bottle drive events.

#### **TRAINING**

Training and personal development is an important part of the Scouting program. This goes for both youth and adult members.

#### **Adult / Leader Training**

Adult training is critical to becoming an effective leader and to providing the maximum benefit to the youth for whom you are responsible. For specific information regarding training courses available please refer to the Chinook Council website - <http://www.chinook.Scouts.ca>

#### **Basic Training (Woodbadge I Certification)**

Scouts Canada requires expects every new leader to take the Basic Training course within their first four months of their first year of Scouting. This course provides the basic skills and knowledge to run a successful Scouting section.

#### **Advanced Training (Woodbadge II Certification)**

The group expects every Section head to take the Advanced Training course within six months of accepting their Section head role. This course provides the advanced skills and knowledge to run a successful Scouting section.

#### **First Aid Training**

The group expects every section to have at least one First Aid certified leader available at each section event. The group provides the opportunity for all leaders to achieve their First Aid certification or recertification.



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#### Youth Training:

##### **Sixer Training**

As part of the Cub program the youth leaders of each Cub unit, called a Six, is encouraged to participate in youth leadership training, the Sixer training. The Group provides the opportunity for all Sixers and Seconds to participate in this training.

##### **Patrol Leader and Assistant Patrol Leader Training**

As part of the Scout program the youth leaders of each Scout unit, called a Patrol, are encouraged to participate in youth leadership training, the Patrol Leader (PL) and Assistant Patrol Leader (APL) training. The Group provides the opportunity for all PL's and APL's to participate in this training.

##### **Executive Training**

As part of the Venturer program the Executive Council of each Venturer company are encouraged to participate in youth leadership training. The Group provides the opportunity for all Venturer Executives to participate in this training.

##### **First Aid Training**

The group provides the opportunity for all 3<sup>rd</sup> year Scouts and Venturers to achieve their First Aid certification and recertification as part of the program.

#### JAMBOREES

- Typically, the Scout and Venturer sections are faced with a major Scouting event every two years. The option to participate in these events is voluntary.
- When Scouts or Venturers from the 243 Tuscany Scouts elect to attend a particular Scouting event, we must, as a group, implement a planning process for the event as soon as possible. Initial planning must be constructive and fair to ALL members of the group. In addition to the Group Committee, Parents and / or guardians must be informed of the planning progress and any noted shortfalls.
- The following process must be adhered to from the outset:
  - Formation of a sub-committee, the chairperson preferably being a volunteer parent
  - The number of sub-committee members must be in the ratio of 50% parents and 50% adult advisors or leaders and an agreed number of youth members.
  - The Group Treasurer, along with the Sub-Committee chair, is responsible for managing the account and maintaining an up-do-date balance.
  - The sub-committee will hold regular meetings.
  - Minutes of sub-committee meetings must be recorded and copied to the Group Committee as part of the section's routine report to the Group Committee.
  - Fundraising activities must be approved by the Group Committee and coordinated by an adult leader.
  - Fundraising activities must be spread over a reasonable period of time (discourage all last-minute fundraising initiatives).



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- Agenda items to be addressed in the early stages of planning include:
  - Determining the number of youth and leaders who will be attending.
  - Agreement on the breakdown of cost coverage (% Group funding, % fundraising, % donations, % parents)
  - Method of transportation and associated transportation costs.
  - Required equipment
  - Estimated food costs
  - Determination of a maximum cost per person
  - Agreement on costing for each leader
  - Keeping Group Committee informed of all correspondence and expenditures relative to the event
- All Jamboree cost coverage agreements must be approved by the Group Committee as part of the planning process.

#### **SECTION BUDGETS**

- The Group Committee is responsible for the overall distribution of funds and allocation of unit budgets.
- At the commencement of each Scouting season, the treasurer will produce an estimated budget for each unit for final approval by the Group Committee. Unit heads are accountable for operating their respective sections within the constraints of their approved budget.
- Unit heads are required to maintain precise records of all income and expenditures along with supporting documents and valid receipts.
- Unit heads are responsible for raising concerns associated with their unit's budget allocation. Overspending against your allocated budget and then coming to Group Committee for additional funding is unacceptable.