

5th Letchworth Scouts

New Parent Information Pack

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Quick Facts about 5th Letchworth

We are one of nine Scout Groups in the “Letchworth & Baldock” District, which also covers the villages of Ashwell and Weston.

5th was originally styled “Father Greville’s Own” and met at the former Spring Road chapel (that’s what our building used to be). It disbanded at some time in the 1930’s. We re-formed in 1957, initially at Westbury School and later back at 35 Spring Road, where we have met ever since.

The Group is led by the Group Scout Leader (GSL) Gareth Howell with the help of the Group Executive Committee, which is elected by the parents and chaired by Hannah Nixon. (See later for contact details)

Beavers (for boys & girls aged 6 to 8 years of age)

Our Beaver Colony meets on Wednesday evenings at 5:30PM under the leadership of Sarah and John Hayward.

Cubs (for boys & girls aged 8 to 10½)

Our Cub Pack meets on Tuesday evenings at 6:30PM under the leadership of Joni Trulock.

Scouts (for boys & girls aged 10½ to 14½)

Our Scout Troop meets on Wednesday evenings at 7PM under the leadership of Nick Howell, Helen Doherty and Geoff Smith.

Section Leaders and Assistant Section Leaders

The Group is very lucky to have a willing and enthusiastic band of leaders. All of them are unpaid volunteers and give their time freely. Please support them as much as possible. (See later for details on how you can help)

Young Leaders

5th is also lucky to have a number of Young Leaders assisting in the sections. Young Leaders are Explorer Scouts aged between 14 and 18 who have chosen to help run Beavers, Cubs or Scouts.

Parent Volunteers

There are lots of things that need to be done to keep an active group like 5th Letchworth going. Parents donating time keeps our costs (and hence subs) down and free leaders to develop and deliver an exciting, dynamic programme of activities for our young people.

There are many ways in which parents can help: administration tasks, serving on the executive committee, organising fund raising activities, maintaining our hall and equipment, cutting the grass. It all needs to be done. Even if you can only offer us one hour a month, we can make use of it, so please get involved.

There is a fuller list of tasks at the end of this document and on the website, along with a form you can complete to volunteer. Or you can talk to one of the leaders.

Scouting in a nutshell

As of 2012, there were over 30 million scouts in 161 countries around the world. In fact, there are only six countries without scouting. In the UK, there were over 430,000 scouts: making it the largest co-educational, community based youth charity in the UK.

The purpose of scouting is to develop young people into responsible citizens in a non-formal educational environment. The aim is to produce young people who understand and appreciate that they are members of a family, community and wider society and who share values based around honesty, trust, morality and friendship.

Scouting is a worldwide family and we impress on our young people that scouts come from all walks of life, all religions and all races. Irrespective of their race, colour, language or religion, a scout from another country is their brother or sister and should be treated as such.

How do we achieve this?

We provide an environment in which young people can develop relationships with new friends, bond together in lodges, sixes and patrols, learn technical and life skills and achieve challenging tasks. This is all done through a combination of activities and tasks whilst having FUN!

We believe that leaders need to be enjoying themselves as well. It's brilliant that people are prepared to give up their spare time to be leaders. The least we can do is ensure that they have a good time as well.

This sense of enjoyment rubs off on the young people and they then also enjoy themselves.

The Programme

The programme is a seamless progression of adventurous, creative and community activities. It aims to help young people grow in a number of personal development areas. The idea is that they 'learn by doing' rather than just being told what to do.

Badges and Awards

Young people work towards many badges during their time in scouting. (For more details view the comprehensive resources on <http://www.scoutbase.org.uk>)

Most of the badges are section specific but some are generic.

Membership Award

Those who have not previously been a member of the scouting family will start by working towards the Membership Award. This award introduces them to scouting and ensures that they understand how their section works and the commitment they need to make in the form of the Promise and the Law.

Once they have gained the Membership Award they are invested as full members of the scouting movement and can proudly wear the Group's necker and badges.

Moving On Award

If a member is moving on from one section to another (e.g. from Beavers to Cubs) they work towards their section's Moving On Award, which is the link badge between the sections. To achieve this they need to learn the appropriate promise and attend 1-2 meetings of the next section.

This is usually awarded as part of the Going Up ceremony when they leave their current section.

Challenge Awards

The programme is built around activities that lead towards a number of Challenge Awards. Some, like the Outdoor Challenge, are repeated in each section but get progressively harder. Others are specific to a particular section.

Activity Badges

Each section has a large number of Activity Badges that beavers, cubs and scouts can do, often outside of normal meetings. Some Activity Badges are "staged" to reward greater levels of achievement. An example is First Aid. Others are awarded for doing more of the same activity. An example is Nights Away, which rewards more and more nights spent away from home.

Chief Scout's Award

Completion of all the Challenges meets the requirements of that section's "Chief Scout's Award". This is the highest award in each section and is the ultimate aim for each section member.

Section	Chief Scout's Award
Beavers	Bronze
Cubs	Silver
Scouts	Gold
Explorers	Platinum
Scout Network	Diamond (Queen's Scout)

As you can see, the Chief Scout's Awards go right up to the ultimate UK Scouting achievement – to become a Queen's Scout.

What do we expect from our young people?

Join in and take an active part

Put simply, we expect our young people to join in. Scouting is not a youth club where attendance is optional. Neither is it a child-minding service. We expect our members to take a full and active part in the activities that are laid on: to the extent that they are able, and subject to school commitments.

Attend regularly

To get the most out of scouting, young people **must** attend regularly. Activities are often spread over several meetings and missing a week may cause disruption and mean the young person doesn't achieve the award or badge that is being worked on.

We do have an Attendance Policy that must be followed. Failure to attend regularly without good reason can result in dismissal and disqualification from attending camps and special events. See later for more details.

Behave appropriately

To maintain a positive and friendly environment in which to learn and have fun, each section has its own Code of Behaviour that is relevant to that age group. All members have to sign up to abide by the section's code of behaviour. Failure to abide by the code of behaviour can result in temporary suspension or even dismissal from the group.

The Behaviour Code can be found in a later section.

What do we expect from parents?

We hope that parents will want to support their child and the scout group. There are many ways in which this support can be given:

- Make sure your son/daughter attends regularly and takes a full part in activities.
- Inform the Section Leader whenever they cannot attend.
- Keep Leaders up to date with your child's health, medication needs etc.
- Ensure your child wears their uniform to meetings
- Pay promptly for trips and subscriptions (preferably online)
- Attend the Group's Annual Meeting in May
- Donate some of your time to the group
 - Assist at weekly meetings or camps.
 - Organise and support fund raising activities
 - Serve on the Group Executive Committee
 - Assist with general maintenance and decoration
 - Assist with administration

If you have a particular skill or interest, maybe we can benefit from it?

To ensure the safety of its members, the Scout Association requires that all adults (i.e. those over 18) who take an active part in the scout group undergo a Disclosure and Barring Service (DBS) check (previously known as a CRB check). *This applies even if you are just supplying transport.*

Those supplying transport must have adequate insurance and their vehicles must be properly taxed and maintained (with a current MoT certificate if appropriate).

Online Scout Manager

To make it easier for leaders and parents to stay in touch, and to collect subs and fees, the group uses Online Scout Manager (OSM) for all administration. OSM manages contact details, badge records, programmes and events, and finances.

Please respond when you are sent an invitation to join, as this will be the only way for your son or daughter to register for camps and events.

See www.onlinescoutmanager.co.uk for more information.

If you don't have any Internet access, talk to a leader.

Financial Matters

Scouting is a charity, but it does cost money to run, though the leaders do their best to offer quality scouting for the lowest possible cost.

Subscriptions, Camps and Event Fees

The main source of income for the group is the Subscription Fee paid by all members. Subs are currently paid on a per term basis and are due on the first day back. The current rate is £35 per term.

Please consider signing up to a Direct Debit on OSM as this means that subs are always paid on time. The Direct Debit instruction can be cancelled at any time and is covered by the Direct Debit Guarantee.

Failure to pay subs promptly may result in the exclusion of the young person.

The membership fee covers: the use of the hall, heat, light etc. national subscription fees, insurance, and the running of meetings in the hall. Sometimes we ask for a contribution towards activities over and above the 'normal' weekly meetings. We hope parents appreciate the need for us to ask for a little extra on occasions to help pay for the extensive range of activities undertaken.

Gift Aid

As a charity, the group is entitled to an additional 25% of all subscriptions payments that are made under the Gift Aid scheme. That means for every £1 you pay us, we actually get £1.25: but only if you have signed up.

If you pay income tax, or if subs are paid from the bank account of a taxpayer, you can register, and we can claim the tax back. Please help us by confirming your agreement to this on OSM. Alternatively, complete and return the Gift Aid form at the back of this pack.

Uniform

Members are expected to own and wear full uniform to all meetings. Uniform can be bought from the Scout and Guide Shop, which is located behind District HQ in Icknield Way (next to Busy Bees Nursery). The shop is open in term time on Tuesday and Thursday evenings between 6PM and 8PM.

Sometimes, second hand uniform is available. Please ask for help if required. The same applies to specialist items of clothing.

We appreciate that feet grow very quickly during your child's time at scouts, so the group also runs a "boot library". If your son or daughter needs boots, please ask a leader. Please also consider donating boots to the library when you no longer have any use for them.

Advice on Equipment

All of us are parents as well as leaders, so we understand that bringing up children and young people can be expensive!

Please ask a leader if you are not sure what equipment to buy for your son or daughter. We can often suggest options that meet the need whilst keeping the price down.

Camps and Trips

Camps and trips usually need to be self-financing. Payment for camps usually consists of a deposit when a member signs up for a trip and then the balance closer to the event. Deposits are NOT generally refundable as they are often used to pay deposits for buildings and transport many months in advance. Sometimes it is possible to refund the balance for a camp if a child falls ill, but this depends on the nature of the trip and the number of participants.

A place will not be reserved on any activity until a deposit has been received.

As covered in the Attendance Policy (see later), attendance at camps is dependent on regular attendance at normal meetings. Failure to maintain a record of regular attendance can result in exclusion from a camp: even if the deposit has been paid. In this event, the deposit will not be returned.

Financial Help

Scouting is for all children, regardless of their background. Financial help might be available to allow members to attend camps who would otherwise be unable to take part. Please contact a leader in the strictest of confidence if we can offer help in any way.

Cheques

We always prefer subs and fees to be paid through OSM as it reduces the load on the leaders and eases our administration. If you do need to pay directly, payments should be by cheque payable to: "5th Letchworth Scout Group".

We strongly discourage payments being made in cash.

Attendance Policy

Principles

The Programme is planned over a whole term, or even longer. To gain maximum advantage and gain their badges, Beavers, Cubs and Scouts must attend weekly meetings on a regular basis. Failure to attend on a regular basis without good cause may result in expulsion.

Attendance

Young people are expected to attend every weekly meeting unless:

- there is a pressing school or family commitment;
- they are on holiday;
- they are sick.

Parental Responsibilities

Parents should ensure their son/daughter attends on a regular basis.

Parents should let the Section Leader know in advance if their son/daughter cannot attend. Except in the case of illness, at least 24 hours notice should be given.

Failure to attend

Failure to attend a meeting without good reason will be recorded.

If this is the second occasion in a month, and no good reason has been given, the Section Leader will contact the Parents to find out why.

If this is the third occasion in two months, and no good reason has been given, the Section Leader will report this to the Group Scout Leader, who will contact the Parents to find out why.

If there continues to be no reasonable explanation, or if the young person is felt to be a consistently irregular attendee at weekly meetings, the Group Scout Leader may choose to remove them from the Group and release the place to somebody else

Parents have the right of appeal to the Group Executive Committee.

Camps and sleep overs

Attendance at camps (including sleep overs) is an integral part of the scouting experience. Many challenges and badges can only be completed at camps and it will not be possible to achieve the Chief Scouts Award without attending a number of camps or sleepovers.

Parents should encourage their son/daughter to attend camps whenever possible to allow them to take full advantage of scouting.

Qualifying for Camps

Failure to attend weekly meetings on a regular basis may result in a young person not being eligible to attend a camping experience.

Special Events – St George's Day and Remembrance Day

In addition to regular meetings, Young People are required to attend two additional special events that hold particular significance for the Scouting Family.

Every year on the Sunday closest to 23rd April, St George's Day, Scouts all round the UK meet to renew their Promise and celebrate.

On the Sunday closest to 11th November, Remembrance Sunday, Scouts join the rest of the nation to remember the dead and injured from two world wars and other conflicts in which the UK armed forces have been involved.

Attendance at both events is compulsory unless a compelling reason is given.

Behaviour Code

We, the Beavers, Cubs and Scouts of the 5th Letchworth Scout Group undertake to keep the following behaviour code and understand that not doing so may result in a verbal warning or a Yellow/Red Card.

- We will come along to meetings regularly, on time and in proper uniform.
- We will come to meetings to enjoy ourselves and have fun, understanding that we all need to respect each other and the promise that we have made.
- We will join in and work as a team particularly when in our Lodges / Sixes / Patrols.
- Leaders and young people will listen to and respect each other.
- We will never make fun of anyone else because of their colour, religion or level of ability.
- We will not make a noise or cause disruption during quiet times, ceremonies, when games are being explained or during training sessions.
- If a leader requests quiet then we will pay attention.
- We will accept instructions from Adults / Lodge Leaders / Sixers / Patrol Leaders. If we need clarification, we will ask in a reasonable manner.
- We will not deliberately break the rules or disrupt games or activities. WE WILL NOT CHEAT.
- We accept that Scouting involves a training program and there must be no disruption during periods of instruction.
- If we are given out in a game, we will accept the decision without complaining or making a fuss.
- If we are warned about unacceptable behaviour, we will stop immediately.
- We will not deliberately damage property belonging to the Scout Group or another person.

There will be NO bullying, harassment or picking on ANYONE.

Failure to abide by this code will initially result in a Verbal Warning.

Repeated warnings at the same meeting may result in a Yellow Card, which is reported to parents and will result in the child having to sit out a game or activity

Receipt of two Yellow Cards in a single session will result in a Red Card. The child will be sent home and will have to miss at least one meeting.

Repeated Red Cards may result in expulsion.

A copy of the behaviour code is posted at the Scout Hall.

Contact Information

Section	Leader	Tel	Email
Group Scout Leader	Vacant		
Beavers	Sarah Hayward	07779 631405	beavers@5thletchworthscouts.org.uk
Cubs	Joni Trulock	07767 826450	cubs@5thletchworthscouts.org.uk
Scouts	Di Langford (admin)	07870 219852	scouts@5thletchworthscouts.org.uk
Exec Chairman	Hannah Nixon		chair@5thletchworthscouts.org.uk
Exec Secretary	Helen Ogilvie		sec@5thletchworthscouts.org.uk
Hall Bookings			Book via our website www.5thletchworthscouts.org.uk

We also have a presence on the internet and on social media.

Find us on the web at <http://www.5thletchworthscouts.org.uk/>

On Facebook at <https://www.facebook.com/5thLetchworthScouts>

And on Twitter at <https://twitter.com/5thletchworth>

Volunteering

Fancy having some fun by helping us out?

Scouting is an entirely voluntary effort on the part of leaders and helpers. So you can be confident that we ensure we have lots of fun whilst we are leading our respective sections.

Help out in Beavers, Cubs or Scouts

Although we are blessed with an excellent team of leaders at Fifth, we can always do with more to help spread the load and the fun a bit further. So why not join us for a while? We don't expect full commitment, just help us when you can. Be warned however, scouting is addictive!

It's to be expected that anybody thinking about helping out would be a bit apprehensive about the responsibilities, skills needed etc. Be reassured that The Scout Association provides excellent modular training in all aspects of scouting. Indeed the training is on a par with that delivered on other (expensive) management training courses. We also make sure that new leaders or helpers get plenty of support and assistance as they get to grips with things.

If you feel you could afford to give up a bit of your spare time and get a lot of enjoyment and satisfaction in return, talk to one of the leaders.

Help us in other ways!

Apart from leading the young people, lots of jobs need doing through-out the year and we need parents to volunteer as much as possible so the leaders can concentrate on delivering a dynamic programme. The alternative is paying others to do it and that means higher subscription fees.

If you feel you might be able to offer us some of your time, talk to a leader.

Fund raising

Some of the activities we get involved in can be expensive, plus, as has already been pointed out, we need to buy equipment and maintain the hall. To keep our subs down as much as possible, we need to raise funds through participation in outside activities: sponsored walks, bag packs etc. If you are good at fund raising or if you know how to put together high quality grant applications, get in touch: we really need you.

Maintenance and improvements

We rent our hall on a long lease from the Heritage Foundation. It's a great hall, but it needs to be maintained on a regular basis if it is to stay fit for our Beavers, Cubs and Scouts, and for people to want to rent it out.

There are lots of jobs that need doing. A partial list includes:

- organising a parent rota to perform regular duties such as cutting the grass and pruning the bushes along the edge of the property;
- decorating the hall;
- painting the outside of the hall;

- making new curtains for the windows;
- cleaning out the gutters and soak-aways;
- checking the electrical system (qualified electricians only please);
- advising us on Health and Safety matters;
- providing us with legal advice when we need it.

If you are willing to help the leaders, join the committee or just lend us a pair of hands from time to time, get in touch.

Volunteer!

5th Letchworth is a thriving group that is run primarily by a bunch of enthusiastic volunteer leaders. However, to be able to concentrate on delivering a dynamic programme of activities for Beavers, Cubs and Scouts, our leaders need the active support of parents who are willing to join in and take some of the load off the leaders.

Could you be one of those additional pairs of hands? If so, please talk to a leader.

Gift Aid Declaration

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Name of charity: **5th Letchworth Scout Group**

Name of Scout:

Please treat as Gift Aid donations:

All gifts of money (Subscriptions & Donations) that I make today and in the future as Gift Aid donations OR

All gifts of money that I have made in the past four years and all future gifts of money that I make from the date of this declaration as Gift Aid donations.



Please tick the appropriate box

Donor's details

Title: _____ Initial(s): _____ Surname: _____

Home address:

Postcode: _____ Date: _____

Signature: _____

I confirm I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April to 5 April) that is at least equal to the amount of tax that all the charities or Community Amateur Sports Clubs (CASCs), that I donate to, will reclaim on my gifts for that tax year. I understand that other taxes such as VAT and Council Tax do not qualify. I understand the charity will reclaim 25p of tax on every £1 that I give.

Please notify The Scout Association if you:

1. Want to cancel this declaration.
2. Change your name or home address.
3. No longer pay sufficient tax on your income and/or capital gains.

If you pay income tax at the higher rate, you must include all your Gift Aid donations on your Self Assessment tax return if you want to receive the additional tax relief due to you.

*The Scout Association Gilwell Park Chingford London E4 7QW T: +44(0)20 8433 7100
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