

## YOUTH ADMINISTRATION

### SECTION 1 – ENROLMENT – REGISTRATION

When new members come into the Group, certain procedures must be followed to ensure the smooth assimilation of the New member. Incorrect forms, lack of action or just plain waiting can be a most frustrating experience and many youth members are lost because “nobody did anything about it.”

The following procedures/forms relate to the new youth member and should in all cases be processed in sequence and without delay.

#### **a. Youth Members Under 18.**

- (1) The Youth Membership (Y1) form is given as 11.5 in Chapter 11.
- (2) Before a youth member begins to attend Section meetings or participate in any activity, the Y1 form must be completed, signed and dated by parents.
- (3) The Y1 form is forwarded by the Group Leader direct to the appropriate Scout Centre with the appropriate payment. After processing, the form is returned for Group records together with a Membership Certificate to be presented to the new member. Cheques are to be made payable to the Scout Association.
- (4) The Certificate should be presented to the Youth Member at his/her investiture, not months later.
- (5) Remember to keep the Y1 on permanent file.
- (6) The month for Joining Fee and Pro-rata Registration calculation must be the same as the date (Month) in which the parent signed the form and shown on the Y1 Form “Date joined Group.
- (7) Ensure you understand that if the parent does not complete the Y1 fully including Date and Signature, the form will be nullified or void.
- (8) Information that is placed on record is the member’s full name, address, sex, date of birth, date of registration and the Section/Group with which he/she is currently enrolled. In the case of the new member being a Rover, the Rover, not the Rover’s parent, should sign the Y1 forms unless the new member is 17 years of age.
- (9) The membership card is posted direct to the new member approximately 6 weeks from the date the Membership form Y1 is processed at the Region Office. Following completion of the annual Census a membership card is sent to each financial member direct from the card company.
- (10) Should a member transfer to another Group, a “Transfer Certificate” should be completed, and given to the member together with the Y1 form. These forms are lodged with the receiving Group, which in turn sends the Transfer Certificate to Branch Headquarters to enable the transfer to be properly recorded on the membership file. The new Group keeps the transferee’s Y1 form on record.

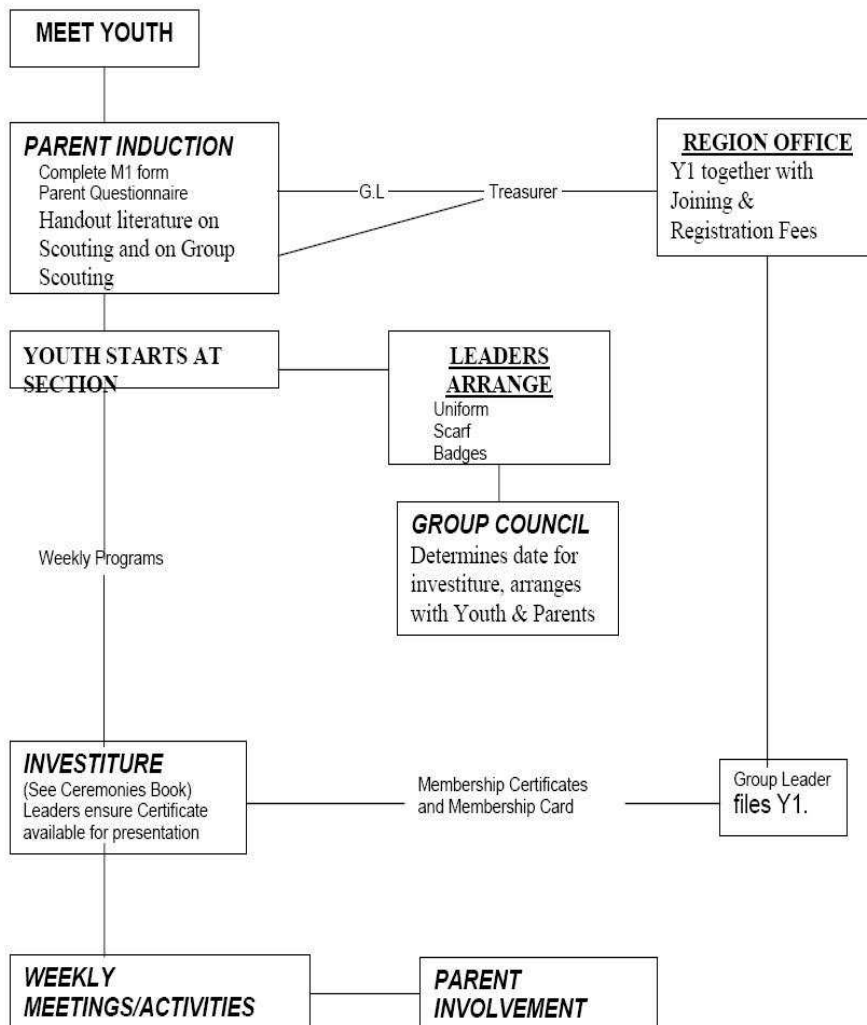
**b. Membership Record (Y1) form for Rovers**

(1) Group Leaders and District Commissioners having a Rover Crew as part of their Group or District should arrange for each Venture Scout progressing to Rovers to personally sign a new Membership Record (Y1) form because, by the Age of Majority Act 1977, all persons attaining the age of 18 years now have conferred upon them the juristic competence and capacity of full (adult) age.

(2) The signed Y1 form should be retained on the Group or District file (or Crew file, according to local custom).

(3) However, where a person initially joins the Movement as a Rover, without prior membership in Venturers, the completed Y1 form, signed by the Rover, is to be forward to the appropriate Scout Region Office for registration in the normal way. Once registration is completed the Y1 form will be returned to the Group or Crew, which is designated, on the form.

**Youth Inflow Chart**



Annual Update (Census)

Every year, as close to 31 March as possible, each formation (Group, District and Region) receives copies of the youth and adult registers appropriate to it. These registers are computer printouts, and are accompanied by instructions on how to complete the census.

At the same time, the formations receive all necessary information regarding any "Top Up" cover required to the Group's personal accident and sickness "Free Cover" insurance provided by the Branch.

Group Leaders are to check through the computer printouts and make all necessary amendments (supported by relevant documents where appropriate) to make the membership information correct as at 31 March. These are then forwarded, together with a Group cheque for the calculated amount to cover membership (joining and registration) fees and Scout subscriptions, to reach Districts by 9 April.

Each District checks its Group returns and cheques, and forwards these (together with its own return and cheque), to reach Region Office at the date specified in the annual census paperwork

2001 saw the introduction of Census on Line thus allowing Group Leaders to electronically complete the Census returns without the need to complete the former paperwork

### **Update of Information**

To keep our records completely up to date we require immediate notification of changes. At present the Y1, Transfer Certificate, A1, and A2 forms advise Headquarters of new members and changes of appointment. These forms should be forwarded to Region Scout Centres or Regional Office as soon as they are received. In addition to those, we would like advice on youth "upgrades", eg. Cub Scouts up to Scouts, and also names of members leaving the Movement (youth and adult); this is especially important for probationary Leaders.

It is recommended that the above information be forwarded regularly, perhaps enclosed with Y1 or A1 forms. Changes of address also should be notified promptly, particularly to ensure uninterrupted delivery of the Membership Card/Scout magazine.

### **Youth Upgrade and Address Update Form .**

This is given as Form A3 in Chapter 11

## **SECTION 2 – PARENT INDUCTION SESSION**

Parent Induction involves educating the families of the Group. This can be done at special meetings called to revitalise the Group, or you can tackle parents individually or in small numbers, (perhaps done at the same time as a Section meeting.)

The very best time naturally, is before a child is admitted. A Committee member "Registrar" could be responsible for convening induction sessions and thought should be given to creating a child-minding situation to allow parents or guardians to attend. Daytime and at weekends should also be considered, if you are to make this successful, every family should attend. There may, of course, be excellent reasons why some cannot attend and you may have to individually induct some families. As an example, let us presume that your Leaders' Council (January/February) established how many Joey Scouts were going-up into the Pack and that 4 youths could come off the waiting list for the next going-up. (Many Groups have two per year only). The Group Leader and Group Registrar will select the 4 to come in, naturally bearing in mind comments from leaders and committee members relating to



(4) Duty to God – The policy of the Scout Movement, which includes members of many different forms of religion and faiths, is that all members should develop their relationship with spiritual values of life, by adhering to spiritual principle, through loyalty to the religion that expresses them by acceptance of the duties resulting therefrom.

(5) Scout Promise and Law - a brief outline.

Scouting is a 24 hours per-day, seven days-per-week game and therefore,

must also be done at home. Parents can remind youth members about doing

their best, doing good turns, earning money and living up to the Promise and Laws.

(6) Discipline. We are a disciplined organisation in that we endeavour to adhere to our Promise and Law. We wear a uniform. Smoking and drinking by minors are discouraged. We are conscious of need to guard our traditional honour and we encourage acceptance of this role by members and also make them part of it.

- b. Joey Scout Leader (15 Minutes). Playing of Games, introduction to Scouting
- c. Cub Scout Leader (15 Minutes). Jungle, background, including leaders' actual and Jungle names. Starting date for New Chums. White Scarf. Pre-Investiture Tests. Uniform purchase. Investiture - Scarves, Books, Test Cards. Boomerang Scheme and scope of training. Programming, procedure and effort. Special Activities nights and weekend activities. Parents' part. Going-Up to Scouts.
- d. Scout Leader, Venturer Leader, Rover Adviser (5 minutes each). Scope of training and activities, and operation of Section. Widening scope of members' involvement. Parent role. Problems you can expect particularly after going ups.
- e. Chairperson (15 minutes). Chart showing Parents Committee. Discuss positions and their responsibilities. Hand out copies of Group budget and discuss. Also give out latest copy of Group newsletter and the Group's programme.
- f. Finances Fund Raising - family must be involved. Job Week (members) to earn money - (what used for). Section weekly subscriptions - should also be earned. Point out that no regular financial assistance is received from Government or Councils. All leaders and Committee are voluntary helpers. Insurance - explain situation, emphasise use of Personal Vehicle, but ensure that the following is covered: Hall and Equipment, Public Liability, Personal Accident.

(1) Parents should make themselves known to leaders. They should offer support, go into hall to collect child from meetings (don't sit in car revving engine), and ask what they can do to help their child.

(2) They should ensure apology re non-attendance gets to leader, preferably before activity or soon after as possible. At end of outing or camp, offer to help and when finished, a quick thankyou and goodbye

means such a lot to leaders who have given up their time voluntarily to give your child an activity.

(4) What is a leader? Mainly they are parents with same problems you have - work long hours, travelling, new home, other clubs, etc. They are all voluntary leaders (ie., no pay).

(5) What are the criteria for being a Leader?

(a) No prior police or court conviction.

g. Registrar (5 minutes).

(1) Registration process - Y1's plus money. Parent Questionnaire and the resource system operating within the Group.

(2) Parent Patrol system. Allocate each family to a patrol and hand out slips with name and address of their "Patrol" Leader who will contact them re duty days.

h. Group Leader (10 minutes). Final Points.

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(3) Parents should not leave leaders to unpack or clean up by themselves and do not presume they have help. Ask and offer your support (many hands make light work). Remember leaders have families also and they also have visitors and friends for meals and like to get home early.

(4) What is a leader? Mainly they are parents with same problems you have - work long hours, travelling, new home, other clubs, etc. They are all voluntary leaders (ie., no pay).

(5) What are the criteria for being a Leader?

- (a) No prior police or court conviction.
- (b) No previous experience needed - training provided but definitely need to be willing worker, get on with children and other people and have a sense of humour.
- (c) Time involvement. Section, programming, Leaders Council, District Council, occasional specials.
- (d) Training –The training Program presently used
- (6) Let's Sum up:-

- (a) We are asking you to work and have fun with your own family and to carry your fair share.

- (b) We need Leaders and we can guarantee you will get back more than you give.

- (c) We need committee members. For those parents who are not Leaders initially, or on the Committee, we expect strong support to be forthcoming without having to plead or threaten, we expect you to want to do something with, and for your children. Lastly, do not just drift into Scouting “make it a conscious family decision.”

- i. At the end of the meeting have coffee/tea, biscuits, answer queries, and get commitments from parents. Ensure collection of Y1's, money and Parents Questionnaire (Note on these parents' commitment).
- j. One off situations will occur and induction by Group Leader and the Section Leader should still happen before child is accepted. Use same format but reduce to suit occasion. There will also be circumstances, which will require the Group Leader to waive induction of parents and perhaps fee as well, this is the Group Leader's responsibility.

### **SECTION 3 – FEES AND REGISTRATION**

#### **Joining Fee**

1316. All new Youth Members who join the Movement in Victoria pay a Joining Fee when they join. (see Info Book for current amount). If a youth member leaves and later re-joins, the joining fee is paid again. Branch Headquarters publishes annually how all monies are used. Group Leaders and/section Leaders should be able to tell parents where money goes.

#### **Registration Fee**

**Youth.**

All current youth members are to pay a registration fee (see Info Book for current amount) at the time of the Annual Census (31st March). All youth members who join on or after 1st April are to pay a pro rata registration fee, in addition to the joining fee. The pro-rata fee is worked on quarterly basis (see Info Book for current rate.)

**Adults.**

All current Adult members are to pay a registration fee, together with the cost of the Scout Magazine (see Info Book for current amount) at the time of the Annual Census (31st March). All Adult members who join on or after 1st April are to pay a pro rata registration fee, including the cost of the Scout Magazine when forwarding the completed form A1 and Police Clearance Check Authority to Region Office for processing. The pro-rata fee is worked on a quarterly basis (see Info Book for current rate.)

**Youth Registration Certificate and World Badge**

Within two weeks of a youth member joining the Movement and attending a Scouting activity, the completed A1 Youth Membership Application form, together with the Membership and Joining fees, should be received at the Region Office. The membership processing is completed promptly by staff and the Membership Certificate returned direct to the Group Leader so that it is available for presentation to the new member on the night of his/her Investiture, together with the World Badge and other appropriate badges.

The Certificate will carry the official registration number of the youth member which must be recorded in Group records for later use, e.g.

- a. Census requirements
- b. Proof of official registration.
- c. Date of Registration.
- d. To obtain members Award Scheme Badges from District Badge Secretary.
- e. Proof of membership when applying to attend State/National events

Within 6 weeks from the Region Office forwarding the Membership Certificate, the new member should receive in the mail, direct from the distributor, his/her personal Membership card.

With the introduction of automatic Personal Accident Insurance to all financial members of the Branch, the previous six weeks grace period for forwarding the Y1 to Branch or Region Offices has been discontinued.

In the event of a prospective new member ceasing to attend, and is not invested within 10 weeks of joining the Group, Branch is prepared to consider the case and may be prepared to hold the fees paid to the credit of the Group. The held fee will be applied against the payment of fees for the next new member to be registered.

**Membership Certificate**

The Scout Association Membership Certificate is given in Chapter 11

### SECTION 3 – TRANSFER CERTIFICATES FOR YOUTH MEMBERS

When members move from Group to Group, whether interstate or intrastate, they must be issued with a Transfer Certificate. This also applies to Scouts going to a District or composite Venturer Scout Unit. The possession of this Certificate together with the Y1 showing the members achievements on the reverse side will enable them to transfer into another Group with the minimum of fuss.

Notify Region Office immediately when a youth member transfers into your Group, providing all details, i.e. Membership number, date of birth, etc.

The Group, the member is leaving, should take all necessary steps to contact the nearest Group to where the member is going to ensure the hand of friendship is offered. Religion/Denomination registration number.

The Transfer Certificate (Y3) form is set out at in Chapter 11.

### SECTION 5 -- RECORD CARD OF YOUTH MEMBERS

**Group Leader.** As soon as the Y1 is completed, commence your Group Leader's Record Cards of the new member (a book if you prefer), and make sure you enter the member's registration number on it when the Membership Certificate is returned. The Group Leader, who should also retain this record after the member has left the Group, should keep name and personal particulars of every member in the Group. This register should contain at least the following information:

Full name.	Address and telephone number.
Parental first names and occupations	Date of joining.
Date of advancement to various Sections	Date of birth
Religion/Denomination	registration number.

See the reverse side of the Youth Membership Application Form Y1, which has provision for this information.

The Transfer Certificate (Y3) form is set out at in Chapter 11.

#### **Section Leaders' Personal Record of each Youth.**

In successfully administering a Section, the Leader should not rely on one's own memory for knowledge as to the progress of individual members. Over a period of years, it is impossible to remember the detail of progress of each and every individual in the Section. To enable a Leader to know the progress of the member and to have available information regarding personal development - including bad as well as good points - complete records must be kept completely confidential and must remain with the Leader making them. Although record cards, sheets etc are available from Snowgum Stores for this purpose, in this day and age of computerisation, individual leaders may prefer to devise their own program applicable to their particular needs.

#### **Section Finance Book**

The need to keep good financial records of all transactions cannot be over emphasised.

Each Section should have an account into which subscriptions are paid. These are administered and accounted for by the Joey Scout leaders in the Joey Scout Mob, the Cub Scout Leader in the Pack, the Troop Council (Patrol Leaders) in the case of the Scout Troop, the Unit Council in Venturer Scouts, and by the Crew in the case of Rovers. Where Sections handle finance, the Victorian Branch Sectional Finance book must be used. These are available from Snowgum Stores as is the recommended finance book for Group Committee use. (See notes under Finance Chapter 4).

All accounts must require two signatures for withdrawals.

**Test Card/Personal Record** These personal record cards are a type of support material available for the Cub Scout section. It allows the youth to have a visual record of progress through the “Boomerang” tests. It is a recommended record for use in the Cub Scout Section. The Scout Section: Target and Challenges Record Cards are used as the Scout’s personal record of achievement. The Venturer Section has available the “Venturer Passport” which is a personal record. Other Records/Charts &c Every Leader should make him or herself aware of what is available at the Snowgum Stores; there are many charts, certificates and items which will help Leaders.