

Administering the Colony Program



Pacific Coast Council
Woodbadge I - Colony
Basic Training for Leaders

By: Elsa Lau

Youth/Adult registration

Prospective/Registered Youth and Volunteers:

- Typical Ages of Beavers : 5 – 7 years of age
 - 1st Year - Brown Tails
 - 2nd Year - Blue Tails
 - 3rd Year - White Tails
- Beaver leaders : 18 years of age or older



See Scouts Canada B.P.& P. – Section 3000
(Website: www.scouts.ca)

- Membership & Registration
- Screening Level Chart for using parents & resource people

Forms in Camping & Outdoor Activity Procedures (COAP)



Opportunities are provided for Beavers to participate in outdoor activities minimum once a month. There are different ratios of adults to youth that your colony must maintain depending on the activity (such as conducting a regular meeting, or going for an overnight camp).

- Forest Wisdom Ratios: Review *Bylaw, Policies and Procedures (B.P. & P.)*, as outlined by *Camping/Outdoor Activities, Section 4000 & 10000*.
- All forms can be downloaded from *B.P.& P. - Section 20000*

Financial record keeping (B.P.&P.)



why it is important?

- It is important to establish efficient record keeping as soon as a colony is formed. The process begins with the annual registration of your group.
- As a non-profit organization, a basic principle is that any and all activities or operating expenses be undertaken and budgeted in such a way that financially, they do not create a deficit.
- Through good record keeping, Beavers are assured of high quality programming now and into the future.

Lines of Accountability between Colony and Group Committee



- Ensure a representative to carry the Colony's voice, and participate in the decision-making by attending at least 90% of group committee meetings or area gatherings.
- Why? This is where your colony's participation in the wider Scouting picture usually starts. Here you'll learn about sharing sessions, Scouter's clubs and area events.
- Colony financial/inventory statements should be reported to group committee meetings where key funding, recruiting decisions are made. These decisions affect your Colony's operation.

Budgets – learn what is needed to submit to Group Committee

- Submit a plan and related budget to the group committee for a year's activities. All budgets must be presented to and approved by the Group Committee.
- Maintain appropriate financial records and submit proper financial statements where show the income and expenses in details to the group committee.

Funds & Fundraising



- The funding of Scouting will come primarily from members through membership and user fees.
- To the fullest extent possible, supplementary fundraising activities will be conducted in a value-added manner.
- All fundraising activities must be approved & conducted within the framework of the policies and procedures of the organization (e.g. financial accountabilities, use of trademark, etc.)
- See *B.P. & P. Section 11000* - Financial & Fundraising Procedures

Fundraising for Beaver Colony



- **As far as possible, participate in Scouts Canada's official fundraisers (i.e. Scout popcorn, Scoutrees).**
- **All funds raised for Scouting and/or in name of Scouts Canada must be used for the Scouting programs.**
- **Financial accountabilities: Section Scouter must submit reports to Group/Section Committee.**

Membership Growth

Membership/Retention/Growth
(see *B.P.& P.* -Section 3000 Membership and Registration)



Quick checklist:-

- No youth who is willing to subscribe to the Promise and Law is denied membership [i.e. Scouts Canada does not want any waiting lists]
- Leaders personally invite Beavers back at the beginning of each year.
- Those not returning at any time are contacted by a leader to determine the reasons why.



Inventory of assets

- Group/Section should assign someone or a quartermaster to record and provide an annual inventory of all assets or equipment to the group committee for accounting purpose.
- When a Group/Section Committee ceases to exist, title to any remaining property and/or funds shall be vested in and held by the Council pending appropriate disposal as determined by that Council. (see *B.P.& P. Section 11000*)

Use of Logo and intellectual property



Use of logo:

- Registered groups and members of Scouts Canada
- In any Scouting movements

Intellectual property:

- Property means lands and real estate.
- Scouts Canada is liable and on risk for only those properties that meet the requirements of *B.P.& P. Section II*, Duties as per Section 1011 Property Policy.

Conclusion & Group Discussion

Administration ties in with the Beaver program goals and elements, Scouts Canada has developed Program Standards for the Colony to help ensure a measure of consistency when delivering programs.

- Thank you for your kind attention!

Any questions ???





Scouts Canada
Camping And Outdoor
Activity Application

Reset this Form

Application for the Camp or Outdoor Activity is made on behalf of the:

Colony Pack Troop Company Crew

Group: Area: Council:
Camp/Outing Date(s): Duration of Outing:
Expected Attendance: Beavers: Cubs: Scouts: Venturers: Rovers: Adults:
Scouter in Charge: Phone: (Home): (Work):
Home Address: Postal Code:

Leaders attending:
(attach list if insufficient space)

Parent/Guardian's attending:
(attach list if insufficient space)

Name:
Name:
Name:
Name:
Name:
Name:
Name:
Name:

Name:
Name:
Name:
Name:
Name:
Name:
Name:
Name:

Volunteer Helper / Resource Person attending (attach list if insufficient space, check as per B.P.&P., Section 3001.2 for Screening Level Chart):

Name: Address: Phone: PRC verified:
Name: Address: Phone: PRC verified:
Name: Address: Phone: PRC verified:

Location of Camp or Outing:

Facility Name: Address: Phone:

Description of Program:

Route Plan Including Campsites (if applicable):

Mode of Transportation: Vehicle Bus Train Plane Boat/Canoe Bicycle Hiking Other:

Distance to Travel:

Group Commissioner Approval: Date:



Scouts Canada Safety Checklist

To be completed by the scouter in charge of any section applying to go Camping or on an Outdoor Activity in accordance with Scouts Canada's Policies and Procedures.

Directions: Check off each box as the conditions are met. When all boxes are checked, sign the bottom of this form and pass it to the Group Commissioner for approval. The Checklist and Application, once approved by the Group Commissioner, is then submitted to the office of your Council Executive Director.

First Aid/Emergency

- At least 1 adult present with First Aid certification and equipment/kit appropriate for outing. Where Scouts or Venturers are camping or participating in activities without adults present, at least one member present has appropriate first aid certification and appropriate equipment/kit for the camp/activity.
- Emergency Plan including communications and procedures developed.
- Level of risk associated with outing assessed and evaluated.
- Directions to nearest doctor or medical facility established.
- Scouts Canada Program Participant Enrolment Form or Application for Membership and Appointment of Volunteers form for each participant on hand.**
- Safe drinking water available or appropriate treatment device.
- Accident reporting/recording procedures and form.

Planning and Program

- Scouts Canada's *By-Law, Policies and Procedures* are being followed.
- Activity meets needs of youth involved and is age-appropriate for the section.
- Applicable government (municipal, provincial and federal) regulations complied with.
- Area being visited has been checked or researched for suitability.
- Appropriate personal hygiene planned for outing.
- Nutritional menu taking into account food allergies.
- All equipment in good repair and appropriate for outing.
- Proper consideration given to propriety for Co-ed camps/outings.

Communication

- Parents/Guardians have been appropriately briefed regarding the nature of the activities, the preparation required and potential risk associated with the activity.
- Group Committee notified and approves of activity.
- Scouts Canada Parent/Guardian Consent Form* on hand for each youth attending (for Category Three activities or Out-of-Country Travel only).

NOTE: A camping/outing plan including: route, timetable, destination, list of participants, description of the event, sketch map and directions for locating the group has been provided with this Activity Application to the Group Commissioner, and upon approval, to the office of your Council Executive Director.

Training

- At least one adult has the necessary skills and training appropriate for the outing.
- Where Scouts or Venturers are camping or participating in activities without adults present, at least one member present has the necessary skills and training appropriate for the outing.
- Youth have received appropriate training/preparation for the outing.

Scouter in Charge, Signed: _____ **Date:** _____