



Area Forum

November 22, 2012

Westminster Presbyterian,
Church

Smiths Falls



Present: Alex Beelich, Kelly Banks, Stan Lasenba, Amanda Smith, Roger Nuttall, Mike Dobbie, Sharon Dekart, Johanne Dekart, Allen Sinfield, Kevin Tetreault, Michael Tetreault, Joan Smith, Chris Tyler, Jean Lasenba, Elizabeth Docker, Kathy McKee

Regrets: Michelle Niefer, Bill Lawrence, Brian Billings, Diana Nuttall

Call to order: at 7:10 p.m.

O'Canada by all

Words of Thought by Alex Beelich (The Importance of Service by Peter Drucker)

Acceptance of the minutes of October 25 2012 with the following corrections:

Chris Tyler provided his regrets for the meeting

Page 2 – Joda should be Jota

Moved: Kevin Tetreault **Second:** Allen Sinfield **Abstain:** 1 **Carried**

Reports:

Alex Beelich, Area Commissioner:

- Recent events- Voyageur AGM held in Ottawa at Sir Robert Borden High School. Break out/training sessions included in the format.
- National AGM held in Ottawa weekend of November 15-18. Strong turnout for the events and AGM
- GC Wood Badge course completed November 17th, 2012- a number from Valley Highlands Area attended. Congratulations to all attendees-
- Council Website – training schedule has been updated to include additional Wood Badge, 1st Aid courses, and as a point of interest a Scuba Diving course- PADI dive. Check it out for your leaders and youth.
- **PRC – update**- Adults- as long as they have applied for a PRC, as a renewal, they are eligible to continue with in the programme. This also assumes the other training is up to date. WB1 needs to be completed ASAP to stay compliant.
- “My Back Check” is acceptable as a source for your PRC. Assuming a VSS was completed during the previous PRC check and is on file.
- December 31st – new roll over in My Scouts-: Leaders deemed not completed in training to be managed by the Group Commissioner
- Programme Revitalisation – Pilot programmes to be available for Sept 2013- Looking for experienced scouters interested in providing input into the new programme- Those interested in helping out to contact Mark Milan at Voyageur. Objective is to have a programme that begins with Beavers and continues through Cubs, Scouts and eventually Venturers and Rovers.

- New Computer and Photography badge to follow shortly- updated to match current technology.
- Voyageur Council received 3 awards related to growth during the past 5 years
- FAST/FLEX/FOCUS to be administered by DCC training at Voyageur. Youth at Council and Area to assist
- Camp Opemikon is adding a 2nd Gold Pack week and bringing back the Seneca 10 Day canoe trip this summer.
- CYS youth jumpstart on the Website
- AGM/ Scouter's Conference/Awards banquet to be rolled into one day's event for November 9th 2013. To be held in Ottawa – considering Sir Robert Borden High
- Programme Quality Award to be administered by the Group Commissioners- Checklist is available on line for each section. Objective 30% awarded
- Recognition handbook to be circulated to all DAC –Awards/Recognition within the next few weeks- Roger and Kevin.
- **Bring a friend –programme is up and running- ask Kelly to elaborate**
- **Prairie Flower**- It seems a number of complaints have been forwarded to Voyageur Council and other Councils regarding this activity. This activity is deemed not acceptable in Scouting. From this point forward "Prairie Flower" will no longer be an activity related to Scouting in Valley Highlands. This includes Area Camps and events and also extends to the Group and Section level. Times have changed and we must keep pace with these changes.
- Scout Office will be closed for the Christmas Holidays beginning December 21st 2012 and re-opening January 2nd 2013

Please review the VCP 3409 Group Constitution on page 10 and the Quality Standards and Award Application on pages 11 to 13.

Council report: Kelly Banks – Area Support Manager:

Kathy apologized for neglecting to include Kelly's report in the October 25, 2012 minutes. See attached page 16.

Current month report is on pages 17 to 19 which includes the 'Bring a Friend' campaign information.

Registrations need to be brought up to date.

Secretary report: Kathy McKee

The new contact lists through vhscoouts.org are great and much easier to use. Thank you Mike!

Financial: Jean Lasenba –

Financial Reports for 2011 to 2012 are needed for the following groups:

- Carleton Place for 2011-2012
- Almonte
- Beckwith

Please get them in as soon as possible.

DAC Report

i: Training – Michelle Niefer -

First Aid – We had four youth and three adults participate. All went well. The training record has been submitted to Headquarters to apply to their record of training. Thanks to Cyndy Courtland for her time.

CY & S: There are still some Scouters that have not completed this. Your Group commissioner has a copy of this program. Please obtain the copy and view ASAP, as without it, you cannot work with the youth.

E-Learning – I am now receiving monthly reports on who has completed their WB I on line and/or other training (AODA, CY&S). I will start visiting the groups to present the recognition to these leaders. Each Gr. Com. will also be notified.

Outdoor Skills: With our second attempt at this, we had one Scouter show up. Sharon Dekart and I will attempt one more time to arrange this for Scouters – new and old to pick up pointers on different skills (lantern, stove, knives, bridge building, etc). Look for further details.

Below are courses at the Council level. If interested, you apply through my.scouts under your name to get the information you want.

Council Calendar:

12/1/2012 8:30 AM	12/2/2012 5:00 PM	Standard First Aid with CPR B or C
12/9/2012 8:30 AM	12/9/2012 5:00 PM	Standard First Aid Recertification CPR B or C
12/11/2012 7:30 PM	12/11/2012 9:30 PM	Discover Scuba Diving
12/15/2012 9:00 AM	12/15/2012 1:00 PM	Winter Outdoor Skills
1/12/2013 9:00 AM	1/13/2013 12:00 PM	Winter Outdoor Skills

ii: **Program – Sharon Dekart –**

A meeting to discuss this summer's canoe trip is being held November 25th at 1:30 at St. John's Anglican Church in Innisville. Anyone with ideas for the trip please let us know and we will add them to the agenda.

Winter Camp prep day is December 1st at Whispering Pines. It will run between 10 and 2. There is no cost and lunch will be provided. Need to bring a mess kit and a mug.

Winter Camp will be held January 26-27 at Whispering Pines. This camp is for Scouts and Venturers only.

A plan has been proposed by a scout for a scout winter event and the Cub winter challenge. Each group commissioner was given a copy for their groups. Would like to make this event a fun challenge for the youth.

Discussion: It was decided to run a "Klondike Derby" on February 9th in conjunction with the Beaver Burr at Beckwith Park. More details will follow shortly.

We are launching a contest for the youth to design a crest for Valley Highlands to encompass all of the area events held over the course of this scouting year. Voting on the top design will take place via a website link and prizes will be awarded for the top 3 designs. We have been able to obtain gift cards from various merchants for the prizes. Details will be circulated by mid-December with entries to be submitted by March 1st, 2013.

Program Quality Standards Award – it's more than just a crest, it shows that you are running a quality program, and helps with growth and retention. This is a national award. Council has set a goal of 30% for junior sections for this scouting year. AC's pass on to GC's that it is their job to fill out those forms. Next year looking at a possible monetary incentive. We need to make the crest

more visible. The AYC will be visiting each group in the near future to go over the forms and promote the program.

Beaver Burr – February 9th at Beckwith Park This will be an area event with the Cub Winter Challenge and a Scout Klondike Derby happening at the same time. Details will be circulated mid-December. So mark February 9th on our calendars! Plans for the sleds will be sent out shortly.

iii : Youth – Johanne Dekart -

I attended the Annual General Meeting in Ottawa and participated in a seminar for Youth Commissioners.

I am looking at forming an Area Youth Committee made up of Group Youth Commissioners. This is being done in other areas and is very successful. We could meet the same time as the area meeting just in a different part of the building.

iv: Recognition – Roger Nuttall/Kevin Tetreault -

Roger has met with Kevin Tetreault to discuss Recognition. Kevin mentioned that on Facebook, Thursday is recognized as “Thankful Thursday”.

Roger and Kevin have met and some of the files have been passed on to Kevin.

The "THANKS" button on the website <http://www.scouts.ca/thanks/> is up and running. It is an easy way for leaders, youth and parents to recognize Scouters for the good job they do.

v: Registrar: - Christine Hepton -

No report

vi: Technology / Fundraising – Mike Dobbie

Group distribution addresses have been setup - team for VH area committee members, group for all leaders, gc for group commissioners and AC, and cs for chief scout club members. Members are asked to refrain from using "reply to all" unless the correspondence is relevant to all receiving.

A new address has been set up for the area commissioner - use of this address will assist a new incumbent to this position, as a copy of emails on historical issues will be available.

Facebook page has been setup for the area. Webpage calendar and contacts have been updated. Documents sent out will be uploaded and available for download anytime - follow the navigational link on the left side of the web page. Minutes of meetings will be converted to .pdf and uploaded as well.

vii Camp Warden – Stan Lasenba –

The leaves have been blown from the playfield. The well and pump are working Ok except That the water level seems to be low and the recovery rate slow. I will wait until spring and if there is still a problem the pump will be pulled to evaluate the situation. The lawn mower has had the blades changed and some minor adjustments made and one belt replaced.

Expenses

Paul’s Mobile Repair 166.99

viii: Scout Trees - Brian Billings -

I am still working with D/NE and I believe that we have found another compartment of land to plant around the landfill site next Spring. I still need to work out the details with the Municipality and

RVCA/OMNR. I will have firm details for our meeting in January 2013 and will provide a full report on Scoutrees 2013 plans then.

ix: Popcorn – Brian Billings – -

All Groups should now have received their orders. Cheques are due to Voyageur Council Office in the next two weeks. There is some additional popcorn inventory available for late orders or additional orders - some of all the different products still available/choice of extra orders or show and deliver. Available on first come first served basis. Once out the door it cannot be returned.

Process is:

- a. Fill in new order form (Voyageur website)
- b. Send to cuopsmgr@yahoo.ca (Brian Billings)...I will forward to Council Office for confirmation of what is available.
- c. Once authorized, order will be forwarded to Pamela at HQ to ready for pickup.
- d. Pickup product and pay with postdated cheque.

There are also some pallets available to whoever wants them. Contact Pamela at HQ to arrange pickup.

Names will be submitted to Trail's End shortly for the national level draws. Voyageur Council draw will be done shortly and Doug Cody will be announcing Area top sellers.

Please advise me of any comments, concerns or suggestions for future popcorn sales and thanks for your support with Scout Popcorn!

x: Quartermaster – Diana Nuttall

No report

xi: Chief Scout – Kevin Tetreault

Report presented by Michael Tetreault a youth part of the group.

We have had two meetings so far with about six youth. The youth have been working on two requirements. One is researching Scouts Canada involvement with the Brotherhood fund and other Scouting organizations and the other planning a program for others. We have First Aid training planned for January.

GROUP REPORTS:

2nd Almonte: Bill Lawrence –

I am waiting to hear back from the North Lanark Agricultural Society about the use of their property in town for the J.O.T.A. 2013 camp. My request went to the Board of Directors last week, and has to go to the Executive Committee next week. I will update everyone as soon as I hear from them.

Does the Area have any idea's what Venturers can do for the Area Rally? Rocket cars have been done, but that requires decent weather the day of the event. What about 18 wheelers with varied restrictions? Kub Kars with varied restrictions?...We hope to put out details of the Rally in December so everyone will have all class restrictions prior to starting that part of their program. I will be confirming the use of the canteen in the building for a lunch. It will probably be a pay as you go canteen run by the Civitan as it will be difficult to get more donated by the Club at this time. (we currently have free rental for the Rally, our Group has a free rental for our BP Pancake Breakfast fundraiser in February and we also asked them to assist us with a cash donation.)

1. EVENTS TO DATE:
 - a. All Sections participated in the Almonte Remembrance Day Parade.
 - b. Beavers had their Investiture Night on 5 Nov, then went to Scouter Carol's house in Blakeney and had an evening Campfire on 12 Nov. This week, 19 Nov, the Beavers visited the Almonte firehall.
 - c. Cubs had their Fall Camp at Scouter Michelle's in Dunrobin on 10 / 11 Nov, then they went to the Wave pool on 18 Nov.
 - d. Scouts did a night hike at Scouter Alex's in Dunrobin on 30 Oct, visited the local Home Hardware store to view a special Remembrance Day display on 6 Nov, and finished up their Scout permits (knife / Lantern & Stove) on 20 Nov.
 5. Venturers are currently meeting at Venturer Oliver's place. His Parents have given us the use of their property that has a small shed on it that we use as a meeting place. They have decided to meet on Friday nights from 6:30 to 8:00.
2. FUTURE EVENTS:
 - a. All sections will be participating in the annual Light up the Night event in Almonte, where we distribute hot chocolate for donations. Then on Dec 9, we will be doing the Almonte Santa Claus Parade. We collect food for the Almonte Lions Christmas Food Basket campaign and distribute candy canes along side the Santa Claus float.
 - b. Cubs are heading to LazerQuest on 4 Dec, and are planning a Fire hall visit in Dec to coincide with their Family Safety Badge work.
 - c. Scouts and Venturers are heading to the Wave pool on 29 Nov.
3. MAIN EFFORTS:
 - a. We are currently sitting at 15 Beavers, 10 Cubs, 5 Scouts, 5 Venturers and 7 Scouters. We are still trying to recruit new Leadership for all Sections and Group Committee.
 - b. We have received approval for 3 subsidies, are waiting for a reply on one, and will be applying for 2 more.
4. ISSUES:
 - a. Scouts Canada has to look at the cost of the Scouting program. As mentioned above, we will have 6 subsidy requests this year, and we have had 4 NSF cheques already from registrations (we allow postdating partial payments to help with registration costs). The last two subsidy requests are for a family that had their kids in the program but didn't sign up this season because they can't swing any type of funding. Scouter Alex and I felt their son was an asset to the Scout program and are trying to get their other son back into Beavers too. It's getting really difficult out there for families to keep up with the cost of Scouting and puts a strain on Volunteers when they have to deal with other family financial situations.

1st Beckwith: Allen Sinfield –

No report

Carleton Place: Elizabeth Docker –

Reference: Group Committee Meeting held October 18, 2012

1. EVENTS TO DATE: (since the last meeting)
 - a) Oct 27-28: Beaver Fall Camp at Foley Mountain
 - b) Nov 11: Carleton Place Remembrance Day Parade and Service
2. FUTURE EVENTS: (within the next month)
 - a) Nov 24: Carleton Place Santa Claus Parade

- b) Nov 24 : Scout Craft Sale
- c) Nov 19- Dec 18: His, Hers and Home Raffle (CJ '13 Fundraiser)
- d) Dec 1: Winter Camp Preparation

3. MAIN EFFORTS: (the group's focus this period)
 - a) Popcorn Sales
 - b) Recruitment of new Cub leader
 - c) Registration for CJ '13
 - d) Fundraising for CJ '13
4. ISSUES: (items you need assistance with or questions you need answered)
 - none
5. COMMENTS. (general comment on your program and area program)
 - none

1st Drummond: Torstein Dekart –

1. EVENTS TO DATE:
 - a. All section tour of the Museum at Perth Legion
 - b. Remembrance Day Parade in Perth & Lanark
 - c. Bottle Drive/ Fudge Sale in Perth area & Lanark
 - d. Drug & Alcohol talk with Constable David Bird
 - e. Beavers attended the White Tail Sleepover
 - f. Group Commissioner attended the GC Wood Badge part 1
2. FUTURE EVENTS
 - a. Winter Camp Prep Day
 - b. Beavers are making Christmas cookies for the seniors
 - c. Scouts are working on Emergency Preparedness, Citizenship
 - d. Cubs are working on their Stars
3. MAIN EFFORTS
 - a. PRC's
 - b. Leaders training
 - c. Inventory
4. ISSUES
 - a. Not being able to access e learning

1st Elmsley: Glenn Richards –

1. EVENTS TO DATE:

The Beavers, Cubs and Scouts participated in our annual Halloween party that was held October 29th. We played games and had craft tables. A good time was had by all that attended. On November 5, we had Sergeant Art Booker attend and he presented a talk and video presentation for Remembrance Week. The youth and parents attended and it was very in touch with present day military tours. Afterwards, the cubs and scouts made a wreath and poppies and the beavers started their "bear" theme activities. On November 12th, the cubs and scouts started their pack and troop specialty: Magic. They have commenced work on our magic show that will be presented to families

next year. Each youth will participate in our show and we will work throughout the year to perfect our presentation. The Beavers touched on hibernation as part of their bear monthly theme. All sections had to cancel the November 19th meeting due the hall being used for a local election. November 18th, some cubs and scouts attended at Whispering Pines camp to prepare for the winter camp. We have set-up our lean-to and gathered firewood for the upcoming January winter camp.

2. FUTURE EVENTS:

November 25th is the Smiths Falls Santa Claus parade. All sections will participate in the building of a float and will partake in this event. November 26 and December 3rd will be craft nights for the cubs and scouts. They will be making a wood cut out moose to be presented to the Lombard Manor on our annual carolling night on December 10th. The Beavers will finish up their bear theme on the 26th with a lesson on polar bears. On December 3rd, the beavers will start a Christmas theme and work on reindeer. Our Christmas party will be on December 17th as an ending to 2012. All sections will participate.

3. MAIN EFFORTS:

All adult members are now registered in the myscouts system and the area registrar has almost completed the youth registration in the myscouts system. We will consider more fundraising efforts in the new year. We had a committee meeting on November 1st and discussed training for adult members – this is now almost complete – with a few members needing only the wood badge training.

4. ISSUES:

We are getting through the myscouts system and learning how to use it. There are no other issues at this time.

5. COMMENTS:

All is going well for 1st Elmsley. We have 8 registered adults, 5 beavers, 7 cubs and 10 scouts.

1st Merrickville: Amanda Smith -

No report

4th Perth: Arnel Pattemore –

Our Beavers are going strong with lots of activities and special events planned. They will visit the Fire and Police Services, entertain at Perth Community Care Centre, participate in the Santa Claus Parade and enjoy the Group Christmas Party. All of this is in addition to the Hallowe'en Party, visit to Legion Museum and regular meeting nights.

Our Group Focus this year will be on rebuilding and recruitment with an activity planned for each month. We hope to have both Cub Scouts and Scouts again by next September.

We want to thank 1st Elmsley Group for planning their Apple Day in co-operation with us and also for making a donation in return for being able to hold their event in Perth.

2nd Smiths Falls: Joan Smith –

Sections have been very busy with the upcoming weeks being busier. Remembrance Day parade was well attended with the cubs making the local paper again this year. Popcorn sales were a lot better this year with one cub selling just over 1500.00 and one Scout just over 600.00. Group profit just over 2000.00. Our Christmas card fundraiser is going up on Friday night just in time for the Santa Claus parade. Last year we gave this to the local businesses for free as a thank-you and it definitely paid off. All sections to be in the parade. Scouts will be helping out with the Salvation Army food baskets and all sections collecting pasta. Beavers and cubs will be caroling at our local nursing homes this year while the Scouts go to the hospital. All sections will be caroling downtown on December 22 in the morning and enjoying lunch out at a local restaurant. Scouts will be putting together scarves for the homeless as part of their giving back to the community for the month of December.

Three members of group committee attend the training in Ottawa and I must say it was the worst training session I have been to in 30 years.

Old Business:

No old business to discuss.

New Business:

An Executive Meeting date will be set for DAC to prepare the budget.

Johanna mentioned that there should be Group Youth Commissioners that would meet at the same time and place as the Area Meetings. This has worked well with other Areas.

Motion: To cancel the December 13, 2012 meeting due to the busy time of the holiday season.

Moved: Jean Lasenba **Seconded by:** Joan Smith **Abstain:** 1 **Carried**

Adjournment at 9:10. **Moved:** Sharon Dekart **Second:** Allen Sinfeld **Carried**

Next meeting: **January 24, 2013.**

Minutes Read at Area Forum and motion to accept: _____
Date

Minutes Signed by:

Alex Beelich, Area Commissioner

Scouts Canada
Voyageur Council Procedures
Part III – Group Level
Section Four – Administration Procedures

VCP 3409 – THE GROUP CONSTITUTION

Rationale

1. It is strongly recommended that Scout Groups create and adopt a Group constitution. The purpose of a Scout Group constitution is to set forth the procedures governing the Scout Group's scouting program for both uniformed and non-uniformed sections under its jurisdiction. The constitution lays out how the Group will operate in accordance with Scout Canada's By-Law, Policies and Procedures and Voyageur Council Procedures.

Contents of the Group Constitution

2. The Group constitution consolidates the Group's operating procedures into one document that can be used from year-to-year to run the Scouts Canada program.

3. A sample Table of Contents for a Group Constitution is found at Annex A to this VCP.

Review of the Group Constitution

4. The Group Committee should review its constitution annually to ensure that its contents accurately reflect how the Group is operating. It is recommended that this review take place in the month of April each year. This would allow the review to be done by members of the committee who have at least one year's experience as members of the Group Committee. However, it would be necessary to change or amend the constitution if there is a significant change in National or Council policies and/or procedures before the scheduled annual review.

**Scouts Canada
Voyageur Council Procedures
Part III – Group
Section Two – Program**

**VCP 3200.1 – BEAVER SCOUT PROGRAM QUALITY STANDARDS AND AWARDS
APPLICATION**

Scouts Canada is committed to quality programs. This checklist will help you meet program standards. Upon successful completion, forward this form to your Group Commissioner (GC) for submission to your Area Commissioner (AC). Your Section will be recognized with the Program Quality Award.

Program Planning

The Colony has:

- | | | |
|---|-----|----|
| • Short-range (one month) | YES | NO |
| • Medium-range (three months) | YES | NO |
| • Long-range (one year) program plans which
• will reflect the program goals, as outlined in
the B.P. &P. | YES | NO |
| • Weekly programs are typically conducted as described
in the <i>Beaver Leader's Handbook</i> , and incorporate
appropriate safety precautions. | YES | NO |

Outdoors

Opportunities are provided for Beaver Scouts to participate in outdoor activities. All activities follow Policies and Accepted Practices, as outlined by B,P,&P, Section 10000 Camping/Outdoor Activities.

Beaver Scout minimum standards require:

- | | | |
|--|-----|----|
| • One regular outdoors meeting per month or 10
regular meetings outdoors per year | YES | NO |
| • -One weekend outing every two months | YES | NO |
| One night at camp annually | YES | NO |

Youth Input

- | | | |
|---|-----|----|
| • Beaver Scouts are regularly consulted and participate, when and
where appropriate, in program planning and delivery. | YES | NO |
| • Small groups (lodges) are used to deliver activities to different
aged members which reflects their skills/interests | YES | NO |
| • Youth are actively engaged in the creation of their section's
Code of Conduct. | YES | NO |

Environmental Awareness

Opportunities are provided for Beaver Scouts to participate in activities which increase their understanding and awareness of their role in preserving the environment. All activities are

conducted in a manner that reflects appropriate environmental awareness and “leave no trace” principles.

- Minimum standard: one project/activity annually. YES NO

Spiritual Emphasis

Spiritual emphasis is regularly incorporated throughout the program. Examples may include, but are not limited to:

- Opening and Closing Ceremonies YES NO
- Use of Promise YES NO
- Law and Motto, Scouts Own, and Scouter’s Five YES NO

Family/Parent Involvement

Opportunities are provided for family/parent involvement with adherence to National Screening Guidelines for Parental Involvement.

- Minimum standard: four events annually YES NO
- Regular communication occurs to inform parents of program plans through contacts such as meetings, phone calls, emails, calendars and newsletters, etc. YES NO

Membership/Retention/Growth

- 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 or youth turned away due to financial constraints). YES NO
- Contact Leader (or designate) personally invites Beavers back at the beginning of each year YES NO
- Those not returning at any time of the year are contacted by the Contact Leader (or designate) to determine the reason why. YES NO
- One activity per year focuses on increasing membership. YES NO

Linking

Unless distance/isolation prohibits, opportunities are provided for Beaver Scouts to interact with Cub Scouts, with the minimum standard being:

- One regular meeting and one other activity with a Cub pack annually YES NO
- Senior Beaver Scouts of swimming-up age have at least one other opportunity to interact with a Cub Pack YES NO
- Keo is utilized as part of the leadership team. YES NO

Community Service

Opportunities are provided for Beavers to participate in community service projects/events.

- Minimum standard: one annually YES NO

Training/Leadership

- | | | |
|---|-----|----|
| • All Leaders to achieve Wood Badge Part I during the first year | YES | NO |
| • At least one Scouter to have Wood Badge Part II (Beavers) | YES | NO |
| • Scouts Canada expects at least one member of the leadership team to hold a current, recognized first aid qualification and be present at meetings/events | YES | NO |
| • The leadership team has the necessary attitude, skills, knowledge and/or training required to conduct programs, or has recruited a skilled resource person(s) with such knowledge to attend the outing/activity | YES | NO |
| • Youth members (Activity leaders, Scouters-in-Training, Keetoowah, etc.) are Included as part of the leadership team | | |
| • Training is provided to assist Keetoowah in fulfilling the position. | YES | NO |

Administration

The following are performed to administer the Colony:

- | | | |
|---|-----|----|
| • Maintain current and accurate Colony records including attendance | YES | NO |
| • Submit a plan and related budget to the Group Committee for a year's activities | YES | NO |
| • Maintain appropriate financial records and submit proper financial statements to the Group Committee | YES | NO |
| • Provide an annual inventory to the Group Committee of all equipment and property controlled by the Colony | YES | NO |
| • Ensure a representative from the section leadership team attends at least 90 percent of Group Committee meetings. | YES | NO |

Name of Group _____ Leader Signature _____

Area _____ GC Signature _____

Date _____ AC Signature _____



It starts with Scouts.

Tout commence
avec les Scouts.

Area Support Managers (ASM's)

Kelly Banks (K)
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kbanks@scouts.ca

Heather Lee (H)
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(613) 225-2802 (f)
hlee@scouts.ca

Servicing

- ~ Algonquin Hills (H)
- ~ Carleton (K)
- ~ Heritage (H)
- ~ Loyalist (K)
- ~ Nepean (H)
- ~ Odawa (H)
- ~ Rideau (K)
- ~ Valley Highlands (K)
- ~ USLV (H)



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Voyageur Council Area Support Managers Report October 2012

Section and Group Service Visits Happening Now!: Now that Sections are up and running, Area Key-3's (Area Commissioner (AC), Area Youth Commissioner (AYC) and Area Support Managers(ASM)) and Area support teams will be starting Service visits to the Groups and Sections in the Council. The purpose of these visits is to provide regular, in-person support and mentoring to our front-line volunteers so that they are able to deliver on Scouts Canada's brand promise, offer consistently high quality programs, enjoy their Scouting experience and provide valuable feedback to their Area and Council about issues or challenges that are being faced in the field. Your AC, AYC, ASM and Area Support teams are here to help with a variety of things including training, recognition, program planning, technical support, registration/paperwork, interpreting BP&P and providing mentoring where needed. Group Commissioners will be contacted prior to these visits to ensure that their Scouters are expecting us. We look forward to seeing your Scouting program in action!

Myscouts.ca – All Groups now have Acces*:** A HUGE thank-you to all of our Area/Group Commissioners and Registrars for your hard work and patience working with the new Myscouts system. The roll-over in September did not go as smoothly as hoped, however we seem to be getting caught up and back on track. All Groups across the Council should have at least one member (i.e., Group Commissioner or Group Registrar) that has access to the system and can start cleaning up the data and Activating members. If your Group is still having problems getting into myscouts please contact your Area Support Manager.

*****IMPORTANT:** One item of note to all GC's and Registrars – if a Leader is compliant on paper (see the "Circle of Compliance" sent from the Council in September) they can be active with the Sections. However, they should not be made "Active" in myscouts until all of their Screening requirements and training have been checked off. Please ensure that you are not activating Scouters in the myscouts system until all of their Screening and Training requirements are recorded. Group Commissioners and Registrars can check off Code of Conduct, Interview and References themselves in the system. VSS/PRC's need to be delivered to the office by the Group and are then recorded in the system by the Council Registrar. Area Commissioners, ASM's and Corinna Milan (cmilan@scouts.ca) at the ENOSSC can update training records. Once all of these items have been recorded in myscouts – GC's and Registrars can Activate Scouters in the system. If you need help with the process please contact your ASM.

Child and Youth Safety – Package for Screening Parents Now Available!: Parents participating in Scouting activities have to be screened according to the [Screening chart](#) that was sent out this past Spring. We have created a package that includes a letter to parents explaining the reason we need to screen them, an FAQ document for parents and a tracking sheet to assist the Group in tracking Parent Screening requirements. You can find these resources at: <http://www2.scouts.ca/dnn/Growth/GrowthResourcesPRMaterials/tabid/1826/Default.aspx>

Bring a Friend (BAF): The National Bring-A-Friend campaign has not been launched yet – stay tuned! In the meantime – the Council has many Bring-a-Friend incentives for your Groups members including Bring a Friend crests (you can obtain these through your Area Key-3), Bring-a-Buddy pins and flashlights for those whose friends joined and financial incentives for Sections that run BAF events. For more information on these programs visit: <http://www2.scouts.ca/dnn/Growth/IncentivePrograms/BringaFriendBAF/tabid/2094/Default.aspx>

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It starts with Scouts.

Tout commence avec les Scouts.

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Voyageur Council Bring – a – Friend (BAF)!

Area Support Managers

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(613) 552-0367 (p)
(613) 225-2802 (f)
kbanks@scouts.ca

Heather Lee (H)
(613) 868-7229 (p)
(613) 225-2802 (f)
hlee@scouts.ca

Servicing

~ Algonquin Hills (H)
~ Carleton (K)
~ Heritage (H)
~ Loyalist (K)
~ Nepean (H)
~ Odawa (H)
~ Rideau (K)
~ Valley Highlands (K)
~ Upper Saint Lawrence
Valley (H)



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Everything you need to Know about Bring-A-Friend (BAF)!



What is a Bring-a-Friend Event? One of our most proven successful ways to have more youth and adults explore the benefits of Scouting is to host a Bring-a-Friend Event. The objective of a Bring-a-Friend Event is to grow membership by using existing Scouting members as ambassadors.

A Bring-a-Friend Event is exactly what the name eludes to – a special event to which Scouting youth invite one or more friends. The event is designed to highlight activities and experiences unique to Scouting. For Scouting youth, it's an opportunity to "show off" how cool Scouting can be. For their "friends", it is an opportunity to try Scouting. For the group, it provides an opportunity to increase the number of youth in their sections and to connect with more parents and potential leaders.

When is BAF? Bring-a-Friend events can be held all year-round. However, there are times of the year that running a Bring-a-Friend event makes more sense.



- 1) In the Fall (i.e., October) it is a great way to bring in a few more youth after the bulk of your registration and leadership is registered.
- 2) In the Winter (i.e., January/February) when the half-year fee takes effect - take advantage of the lowered registration fee to attract more youth!
- 3) In the Spring (i.e., May) when Early Registration is available – sign a friend up for the following Fall!

How do I run a Bring-a-Friend Event? It is very simple to run a BAF event and with a little planning can be a very successful recruitment tool. Everything you need to know to run a BAF Event can be found on the Jumpstart to Growth webpage: www.scouts.ca/js2g. As well, all Groups received BAF postcards (see above) in their Recruitment Toolkits this past Fall: www.scouts.ca/rtk.

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Bring-a-Friend Incentive Programs*:

There are three incentive programs to encourage Groups, Sections and Members to Bring Friends! Details of how to apply for all of these Incentive programs are attached and can be found here: <http://www2.scouts.ca/dnn/voy/Growth/Friendfest/tabid/2094/Default.aspx>

1) National Bring-a-Friend Incentives – (effective *Now – March 31st 2013*):

- Each time a Scout brings a friend to a group meeting, the Scout will receive a \$5 Scout Shop gift certificate.
- If the friend registers as a new member, he or she will also receive a \$5 Scout Shop gift certificate, while the Scout who brought the friend receives an additional \$5 gift certificate.

2) Council Bring-a-Friend Incentives – (effective *all year-round*):

- Every youth/adult that brings a friend (regardless of whether they join or not) will receive a Bring a Friend Crest – contact your Area Commissioner for these crests.
- Every youth/adult that brings a friend AND that friend joins gets a Bring-a-Buddy pin AND a Scouts Canada flashlight.
- Hold a Bring-a-Friend event in any section and your Section will automatically be rewarded with \$25 in Scoutbucks!* (*Effective October 1st until June 30th 2013).

Finally – if you need assistance with setting up and running your BAF event – your Area Support Managers (ASMs) are here to help! See left hand column on the first page for your ASM's contact information.

Have fun and remember - It Starts with Scouts!

** Details on how to apply for these Incentives are attached and can be found at <http://www2.scouts.ca/dnn/voy/Growth/Friendfest/tabid/2094/Default.aspx>*

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VOYAGEUR COUNCIL BRING-A-FRIEND INCENTIVE PROGRAM 2012-13

One of the most proven successful ways to have more youth and adults explore the benefits of Scouting is to host a Bring-a-Friend Event. The objective of a Bring-a-Friend Event is to grow membership by using existing Scouting members as ambassadors.

A Bring-a-Friend Event is exactly what the name eludes to – a special event to which Scouting youth invite one or more friends. The event is designed to highlight activities and experiences unique to Scouting. For Scouting youth, it's an opportunity to "show off" how cool Scouting can be. For their "friends", it is an opportunity to try Scouting. For the group, it provides an opportunity to increase the number of youth in their sections and to connect with more parents and potential leaders. To encourage Groups and members to run BAF events we have many incentives in place! Please see the details below on how to take advantage of these.

Details of Council Incentive Program:

- Hold a Bring-a-Friend event in any section between October 15th and March 31st and your Group will automatically be rewarded with **\$25 in Scoutbucks!**
- Every youth/adult that brings a friend (regardless of whether they join or not) will receive a **Friendfest Crest** – contact your Area Commissioner for these crests.
- Every youth/adult that brings a friend AND that friend joins gets a **Bring-a-Buddy pin AND a flashlight prize.**

How to Run a Bring-a-Friend Event: All Groups were given a Friendfest Jumpstart in their Kick-off kits. As well – details and materials needed to run a Bring-a-Friend night can be found on the Jumpstart to Growth website at this link: <http://www.scouts.ca/js2g/>

Please indicate any new Friends registrations coming into the office by attaching the 'Bring-a-Buddy Prize Order Form' to the new registrants form. This form is attached to this memo.

Finally, your ASM and Area Service team are here to assist you in any way we can!

*Terms and Conditions:

- Groups must inform their AC and their ASM of the date of their Bring-a-Friend event PRIOR to running it so that a member of the AST or the ASM can attend.
- Groups must submit an attendance list of people that showed up to the event to their ASM/AC after the event.

Bring-a-Friend Prize Order Form



Group: _____

Group Contact: _____

Recruiter's Name: _____

"I recruited..." _____

New Member: _____

Phone/email: _____

Youth Adult

Youth Adult

Attach this ballot to the NEW Member's application form.

Bring-a-Friend Prize Order Form



Group: _____

Group Contact: _____

Recruiter's Name: _____

"I recruited..." _____

New Member: _____

Phone/email: _____

Youth Adult

Youth Adult

Attach this ballot to the NEW Member's application form.

Bring-a-Friend Prize Order Form



Group: _____

Group Contact: _____

Recruiter's Name: _____

"I recruited..." _____

New Member: _____

Phone/email: _____

Youth Adult

Youth Adult

Attach this ballot to the NEW Member's application form.



Tracking Sheet for National and Council Bring a Friend Promotions

Group Name:

Group Commissioner Name:

Date Tracking Sheet Submitted to Council (ASM):

(For Office Use Only)

Date Friend Brought	Name of Member	Name of Friend Brought	Bring a Friend Crest Given? (check for Yes)	Friend Joined? (check for Yes)	Pin/ Flashlight	Coupon for Member	Coupon for Friend	2 nd Coupon for Member
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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