

SCOUTS CANADA NEW SCOUTER WELCOME KIT



It starts with Scouts.

MY NEW SCOUT GROUP

Group Name: _____ Section: _____

Area: _____ Council: _____

Meeting Location	<i>Location</i>	Meeting Day & Time	<i>Day / Time</i>
Position	Name (Group Name)	Phone: Home Phone: (Cell)	Contact Email
Example:	John Smith (Hawkeye)	111.123.4567 (000.012.3456)	john.smith@mail.com
Section / Contact Leader			
Section Scouter			
Section Scouter			
Section Scouter			
Section Scouter			
Section Scouter			
Section Scouter			
Area Commissioner			
Group Commissioner			
Group Registrar			
Mentor			

Checklist for becoming a Scouter:

- Complete and submit an Adult Registration Form
- Provide a clean Police Records Check (PRC), including a Vulnerable Sector Search (VSS)
- Complete a screening interview with two registered Scouters from your Group or Area
- Provide personal references to be checked by your Group Commissioner or designate
- Complete an Orientation to Scouting, either online or in-person
- Learn the Scouters' promise and law, and become invested in your Group
- Complete Wood Badge Training for the section with which you are working

SCOUTS CANADA NEW SCOUTER WELCOME KIT

Discover the world of Scouting in the *New Scouter Welcome Kit*. Together with your Group Commissioner and Mentor, you will explore the following Key Highlights:

- Welcome & Orientation
- Summary of Basic Job Descriptions
- "20 Top Things You Need to Know"
- Section Orientation and Program Standards
- How We Ensure Our Programs are Safe and Fun

www.scouts.ca/NSWK



It starts with Scouts.

WELCOME TO SCOUTING FROM THE CHIEF COMMISSIONER

Congratulations and welcome to a whole new adventure! As one of the thousands of adults across Canada who has generously offered to volunteer your time to the Scouting Movement, you are entering an extraordinary world of learning and adventure where you'll have a chance to guide and mentor a terrific group of young people.

You are joining the largest youth organization in the world, with a membership of more than 30 million in 160 countries. Scouts Canada, **the country's leading youth organization**, offers five challenging regular programs for **girls and boys** and young women and men aged 5 to 26 in thousands of individual groups in most cities and towns across Canada. Over 75,000 young people enjoy Scouts Canada's programs, which are provided by close to 25,000 caring and dedicated volunteers. We have a powerful Mission, with a Vision to create a better world, and we can only do this if we work together. As a new Scouter, I trust that you will be fully committed to the role; please know there are many Scouters here to help you in whatever way we can.

Our Mission:

To contribute to the education of young people, through a value system based on the Scout Promise and Law, to help build a better world where people are self-fulfilled as individuals and play a constructive role in society.

We want to thank you for your commitment, your time, and your energy. Without your offer of leadership, we couldn't carry out our **wonderful and dynamic programs**. Taking on this role could be a bit overwhelming, so we've prepared a New Scouter Welcome Kit to help you find your way, answer your early questions, and introduce you to a wealth of resources you can draw on for inspiration and support. Let's get started.

What is Scouting?

The Scouting Movement started over 100 years ago in 1907 when Lord Robert Baden-Powell held the first camp on Brownsea Island, England. He established a Promise and Law which were, and are, the fundamental basis for establishment of a value system.

If you are new to Scouting, you may be asking, exactly what do we do in Scouting? What are our key values, and how do we differentiate ourselves from other youth activities and clubs? You may also have heard about the three position statements that we stand on in Scouts Canada that we believe are fundamental to our Mission and Vision.

Our first is that of **Environmental Stewardship**. Scouting has been about the outdoors and teaching sound environmental practices since its beginning over one hundred years ago.

Healthy Active Living skills are continuously being developed—through new skills, youth develop self-confidence which leads to their growing self-esteem. Combine that with a value system and we get youth who are ready to stand and make the right decisions even when those around them make different choices.

Leadership Development starts in Beaver Scouts, where 5–7 year olds are taught through cooperative play to get along with each other—the beginning of "Team Work". Cub Scouts work in sixes, Scouts in patrols and Venturer Scouts and Rover Scouts in a group with elected peer leaders. Youth work in small groups which means there is a natural transfer of learned skills to family, school groups and business work teams. Unlike other youth organizations, leadership is not based on a hierarchy or command structure; it is leadership developed from within the individual.

Whatever the age of the youth, our programs endeavour to provide progressive challenges to the individual so that learning never stops. In this way, youth grow fundamental skills required to succeed in life, to give back to society, friends and family, to incorporate the outdoors, and environment, and to demonstrate a healthy lifestyle.

New Scouter Welcome Kit

The *New Scouter Welcome Kit* is designed as the key supporting documentation for your entry into the world of Scouting and a welcome to our family. It will likely be the first documentation you receive as a new Leader and is designed to provide you with sufficient information to get you started in the first few weeks.

In the book and accompanying website (www.scouts.ca/NSWK) you'll find the following information:

- An orientation checklist of the key activities
- The 20 top things you need to know for the first six weeks—"a survival guide"
- Helpful information on what support you should expect and will receive
- A copy of the relevant handbook for your section—your essential guide to everything you need to know
- Access to an online Resource Tool Kit to help you plan events and activities
- A "program in a can" of ready-made activities and weekly sessions known as JUMPSTARTS for Beaver Scouts, Cub Scouts and Scouts to help you get started
- Information on how we protect our youth and our leaders
- A "who's who in the zoo" with names of key contacts to go to for support
- A couple of inspirational video messages from the Chief Commissioner and the 100 year celebration of Scouts
- Your first copy of *Scouting Life Magazine* and
- Access to the Scouts Canada website for much, much more!

We hope you find this *New Scouter Welcome Kit* useful and inspirational, and we'd certainly welcome your feedback. Please send us a line at newleader@scouts.ca to let us know if you found this package helpful, and what, if anything, we could add to make your entry into Scouting more enjoyable.

We wish you all the best in Scouting this year!

Yours in Scouting,




It starts with Scouts.

STEPHEN P. KENT
Chief Commissioner and
Chair of the Board of Governors



WHAT'S IN YOUR NEW SCOUTER WELCOME KIT



SECTION 1: WELCOME & ORIENTATION

In this section, you will be introduced to the background of Scouting, the Mission and Vision of Scouts Canada, the key Principles, Law, Promise and the three position statements that are used as the foundation for youth development.

The section is broken into three parts:

- Welcome & Overview from Steve Kent - Chief Commissioner
- Orientation: Guidance to Scouters
- Who's Who: Roles & Responsibilities

SECTION 2: INTRODUCTORY PROGRAMMING

In this section, you will be introduced to the basic program elements of Scouting: how it differs for Beaver Scouts, Cub Scouts, Scouts, Venturer Scouts and Rover Scouts; the standards required in each section to maintain the quality of program delivery; and where you can get help in the form of "program in a can", or JUMPSTARTS—our ready made program packs.

The section is broken into three parts:

- Top 20 Things you Need to Know
- Section Orientation
- Quality Program Standards

In addition—on the website there is access to pre-prepared program materials, a program builder for planning online and other useful resources.

SECTION 3: TRAINING & DEVELOPMENT

In this section, you will be introduced to a training overview. Scouts Canada believes in providing training to its volunteers so that you can increase your skills, competency and knowledge to deliver better programs and further enhance the experience for youth and adults. Your Group Commissioner or Section Leader will provide you with the local Council or Area training schedule. Additionally, you will be informed about online training and the local mentoring scheme.

The section is broken into three parts:

- Training Overview
- Online Learning
- What is Mentoring

SECTION 4: RESOURCES

In this section, you will learn about the available material on the internet, other support available from within your Scouting community and perhaps most importantly, be introduced to the handbooks and other Scouting literature.

The section is broken into three parts:

- Internet
- Scouting Support
- Leader Handbooks

SECTION 5: ADMINISTRATION & POLICIES

Finally, you will be shown some of the Scouts Canada's policies, which forms need filling in, and when and where you can go to find the ultimate answers for Scouting questions.

The section is broken into three parts:

- Duty of Care
- Bylaws, Policies and Procedures (B.P. & P.)
- Paperwork and forms

We hope you enjoy the *New Scouter Welcome Kit* and find it useful.



Welcome & Orientation

Introducing New Scouters to the Leadership Role

Instructions for the Group Commissioner

This guideline serves to provide the Group Commissioner a checklist and support documentation for the orientation process. It also serves to ensure the Group Commissioner follows the required actions and discussion points for smooth orientation of new Scouters. The new volunteer role can be fairly daunting, particularly if the Scouter is new to Scouting. The checklist is divided into several important sections—each with a different key purpose—and supports the New Scouter Welcome Kit.

Kicking off the orientation process

Timeline: To be completed as soon as possible after the successful interview portion of the Volunteer screening process.

Group Commissioner Tip: Use the checklist for structure and the NSWK book, program handbooks and online resources for content and examples.

- Provide a consolidated list of new Scouter volunteer registrations immediately following registration day
- Provide a welcome email to the new Scouter – introduce yourself as their Group Commissioner, the new Group and set up a time for interview and orientation
- Arrange for the New Scouter Welcome Kit including appropriate Program Leader Handbook
- Notify the Area Service team of new Scouters
- Notify the Section Leader of new Scouters and assign Mentor. Discuss / re-confirm with Mentor their role in the orientation process
- Organise a fun social event for all new Scouters prior to the first program
- Call the new Scouter to welcome them to Scouting and explain the next steps

PRELIMINARY ORIENTATION INTERVIEW

Timeline: To be completed as soon as possible after the Welcome Email and a minimum of one month before the new Scouter is due to join their first youth meeting.

- Meet new Scouter and ensure warm welcome
- Arrange for the Section Leader or fellow Scouter and Service Scouter to be present if possible
- Provide introductions to team
- Explain purpose of the orientation and the orientation process

GROUP COMMISSIONER CHECKLIST: ORIENTATION

WELCOME AND ORIENTATION

- Watch the videos from Steve Kent and the 100 year celebration of Scouts. Use this as an opportunity to drive passion, emotion and energy for what we're trying to achieve.
- Provide a comprehensive overview of the Mission of Scouting, and the values around the Scout Promise and Law. Explain that, as a new volunteer, you will be invested into Scouting and required to adhere to the Principles of Scouting.

Scouts Canada's Mission:


To contribute to the education of young people, through a value system based on the Scout Promise and Law, to help build a better world where people are self-fulfilled as individuals and play a constructive role in society. Achieved by:

- Involving youth throughout their formative years in a non-formal educational process
- Using a specific method that makes each individual the principal agent in his or her development as a self-reliant, supportive, responsible and committed person
- Assisting youth to establish a value system based upon spiritual, social and personal principles as expressed in the Promise and Law

- Scouting is based on three broad principles — use personal examples to illustrate what it means to you and other leaders. Engage dialogue and discussion.
 - Duty to God
 - Duty to Others
 - Duty to Self.


Duty to God

All of us have our own spiritual road to travel through life whether that road is recognized as a part of an organized religion or not. For Scouting, it is not important where you are on your road or where you are going. What we do want to do is to encourage you to keep going on your particular road.


 **Practices and Methods:** Scouts Canada employs a system of progressive self-education which includes the following practices and methods:

- Commitment to the values in a Promise and Law
- Learning by doing
- Membership in small groups
- Progressive and stimulating contemporary programs
- Commitment to the values of doing one’s best, contributing to the community, respecting and caring for others, contributing as a family member
- Relevant through youth and young adult engagement
- Use of outdoor activities as a key learning resource


Scout Promise
*On my honour; I promise that I will do my best;
 To do my duty to God and the Queen;
 To help other people at all times;
 and to carry out the spirit of the Scout Law.*


 Explain that in Beavers and Cubs, the Promise and Law are modified for age appropriateness.

Scout Law
 A Scout is helpful and trustworthy, kind and cheerful, considerate and clean, wise in the use of all resources.

 Provide overview with examples of the three key position statements of Scouts Canada — use personal examples to illustrate what it means to you and other leaders. Engage dialogue and discussion.


Environmental Stewardship
Healthy, Active Living
Leadership Development

 Explain Scouts Canada’s expectations for volunteers as outlined in Duty of Care (note: a full copy of Duty of Care can be found on pages 51–56). Ensure that new Scouters understand the responsibility they have while children are in their care and what is expected of them.

 Explain organizational structure and the position of the section the volunteer will join.

 Introduce the roles & responsibilities of the relevant Section, Group and Area.

<p>Section Leader</p> <ul style="list-style-type: none"> • Program Standards and quality awards • Outdoor form requirements • Risk Management • Incident reporting <p>Section Scouter</p>	<p>Service Scouter (Coach and assistance)</p> <p>Group Commissioner</p> <ul style="list-style-type: none"> • Adherence to B.P. & P. <p>Area Commissioner</p>
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 Describe the shared leadership model — including the role of youth leadership.

INTRODUCTORY PROGRAMMING

- Explain (with the use of an example program, Section handbook or Section Leader) the key program elements and the aim for consistent quality program standards.

<input type="checkbox"/> Show the seven key program elements of Beavers and Cubs – Games, Crafts, Outdoors, Spirituality, Songs, Playacting and Storytelling	<input type="checkbox"/> Describe the format of a typical meeting — where and when the Section meets
<input type="checkbox"/> Discuss the Section Quality Program Standards	<input type="checkbox"/> Introduce the “Program in a Can” / Jumpstarts and practical application
<input type="checkbox"/> Explain the purpose and use of B.P. & P.	<input type="checkbox"/> Introduce the Program Builder Online and additional resource links
<input type="checkbox"/> Introduce and discuss the Section program if available	<input type="checkbox"/> Emphasize, with examples, the use of the outdoors

- Program Builder Online orientation: Ideally use a projector or laptop computer connected to the internet to review the website.

TRAINING & DEVELOPMENT

- Introduce the training available for the relevant Section: Ideally use the projector (or laptop) online to review the website for the training guide and online training.

<input type="checkbox"/> Within the first three months, a Scouter is expected to develop basic knowledge and skills to confidently participate with the leadership team	<input type="checkbox"/> List other development opportunities e.g. First Aid
<input type="checkbox"/> Review expectation that within one year, new Scouters are required to complete Wood Badge I Training (course designed to provide introduction to program planning and delivery)	<input type="checkbox"/> Provide a hardcopy of the training available in the Area / Council. Specific reference to the online orientation course, Wood Badge Part I and First Aid

- Introduce Council / Area specific training available.
 - Provide copy of training in the area with a synopsis relevant to the new Scouter

- Introduce Mentoring scheme and next steps.



SHARED LEADERSHIP



Scouting Leaders participate in a Shared Leadership approach. In Beaver Scouts, all positions are equal, but one Leader is identified to be the contact for the Section. In other Sections, one Leader accepts overall responsibility for the Section, but the principle of sharing the leadership opportunities still applies.

In all cases, Leaders:

- Cooperate and support one another
- Take on a share of their tasks according to their ability and availability
- Respect other team members' perspective in decision-making
- Demonstrate behaviour consistent with the Scout Law

In all activities and situations, Leaders need to be prepared to adjust their level of direction and encouragement to match the needs of the youth involved in a particular challenge. For example, where a task or challenge involves new skills or thinking, it is appropriate for the Leader to provide greater direction and encouragement than a situation where the youth are more capable and confident. Providing less direction than necessary can stimulate learning provided safety issues are addressed. Scouting's Mission, Principles, Promises, Law and Mottoes provide a value base to guide decisions. Be prepared to draw on these references to guide feedback on youth decisions or to influence decisions affecting youth.

Leaders take on a number of roles such as:

- participating in the planning process
- preparing and leading activities
- communicating with youth and parents
- maintaining Section records
- representing the Section to the Group and Council.

YOUTH INVOLVEMENT



When youth participate in program planning and decision making:

- the youth have more ownership of the program
- the program better reflects the interests of the youth
- youth grow through the process.

Engage youth regularly through the youth leadership roles and structures of the Section to plan, deliver and evaluate the program. Speak to youth individually and in small groups. Seek spontaneous informal feedback throughout the year. Make a personal commitment to involving youth in program planning and decision-making.

Scouting challenges youth to try new things. Leaders constantly assess what risks are involved in Scouting activities to provide a safe place to make mistakes, including the social risk associated with failure. Youth learn how to support each other from the leaders' examples.

Parents are a big part of a great Scouting experience.



Parents participating in their children's Scouting activities is a big part of our formula for a fun, dynamic and safe environment for learning and growth. Your enthusiasm and knowledge are always welcome, and so are your alert eyes and ears.

Scouts Canada follows rigorous procedures to guide child and youth participation, and you **should question any deviations from these rules.**

- 1. 2-Leader rule.** Two registered adult leaders, or one registered leader and a parent of a participant or other adult, are required at all times. There are a few instances, in Scouts or Venturer Scouts, when the presence of adult leaders is not required. In these instances, parental permission is required.
- 2. One-on-one meetings between volunteers and youth members are prohibited.** In situations that require personal conferences, the meeting is to be conducted out of hearing but not out of sight.
- 3. Separate accommodations for adults and youth members are required.** When camping, no youth is permitted to sleep in the tent of an adult other than his or her own parent or guardian.
- 4. Separate showers and latrines are encouraged.** Councils are strongly encouraged to have separate shower and latrine facilities for females. When separate facilities are not available, separate times for male and female use should be scheduled and posted. Likewise, youth and adults must shower at different times.
- 5. Physical contact.** When dealing with youth, there is acceptable touching and unacceptable touching. A handshake is generally acceptable; a hug is sometimes acceptable; and an embrace is usually unacceptable. Touching that gives offence or causes any unease is not acceptable.
- 6. Privacy of youth is respected.** All leaders, including youth leaders, must respect the privacy of youth members in situations such as changing clothes and taking showers at camp, intruding only to the extent that health and safety require. Adults must protect their own privacy in similar situations.
- 7. Inappropriate use of cameras, imaging and digital devices is prohibited.** While most campers and leaders use cameras and other imaging devices responsibly, it has become very easy to invade the privacy of individuals. Scouts Canada does not permit use any device capable of recording or transmitting visual images in showers, restrooms, tents or other areas where privacy is expected by participants.
- 8. No secret organizations.** Scouts Canada does not allow any secret organizations as part of its program. All aspects of the Scouting program are open to observation by parents and leaders.
- 9. No hazing.** Physical and emotional hazing and initiations of any kind are prohibited and may not be included as part of any Scouting activity.
- 10. No bullying.** Verbal, physical and cyber bullying are prohibited in Scouting.
- 11. Youth leadership is monitored by adult leaders.** Adult leaders must monitor and guide the leadership techniques used by youth leaders and ensure that Scouts Canada's policies are followed.
- 12. Guidance (discipline) must be constructive.** Guidance used in Scouting should be constructive and reflect Scouting's values. Corporal punishment, isolation, yelling, threats are never permitted.
- 13. Members are responsible to act according to the Scout Promise and Scout Law.** All members of Scouts Canada are expected to conduct themselves in accordance with the principles set forth in the Scout Promise and Scout Law.

We are all responsible for keeping kids safe. You will find detailed child and youth safety policies and procedures at scouts.ca/youth-safety, as well as comprehensive links to helpful resources and Canadian protection legislation. Visit our child and youth safety web pages often for updates. You can also contact Scouts Canada directly:

National Help Line: 1-888-726-8876

National Help Centre: helpcentre@scouts.ca

Local Council contact information:

www.scouts.ca/ca/find-your-local-council



RESOURCES

- Website orientation: Ideally use a projector or laptop computer connected to the internet to review the website.

- | | |
|--|--|
| <input type="checkbox"/> <i>New Scouter Welcome Kit</i> online | <input type="checkbox"/> Jump Start to Growth (JS2G) Resources |
| <input type="checkbox"/> <i>New Scouter Welcome Kit</i> online | <input type="checkbox"/> ScoutWiki |
| <input type="checkbox"/> Program Builder Online | <input type="checkbox"/> MyScouts |
| <input type="checkbox"/> B.P. & P. Administration – for detailed questions / reference | <input type="checkbox"/> Scout Shop |
| <input type="checkbox"/> Training links | <input type="checkbox"/> Local Council site, upcoming events, etc. |
| <input type="checkbox"/> Prepared Programming Calendar and Jumpstarts | |

- Provide overview with examples of the practical support to be provided by Scouters.

- Within Section
- Service Scouter support
- Area and Group Commissioner support.

- The Leader's Handbook*: Review the handbook with the new Scouter.

SHARED LEADERSHIP

- Discuss the Duty of Care.

- Within Section
- Outdoor forms / procedures

- Provide overview of B.P. & P. and "administration".

- Administration — for detailed questions / reference
- Risk Management — overview

PRELIMINARY ORIENTATION INTERVIEW

Timeline: To be completed after the first month and before the end of two months of starting to work with youth.

Group Commissioner to follow-up on orientation process with new Scouter — can be a phone call. How is everything working? What support could they use? Initial observations and feedback about the Group — what would they like to see? What areas do we still have for development? Etc.

- | |
|---|
| <input type="checkbox"/> Wood Badge I status: planned / complete? |
| <input type="checkbox"/> MyScouts System up to date? Card provided? |
| <input type="checkbox"/> <i>Scouting Life Magazine</i> delivered? |

BASIC JOB DESCRIPTIONS

Area Commissioner

The Area Commissioner is recognized as the principal point of contact for the area. Responsibilities include communication and ensuring that the Group Commissioners receive the service and support necessary for them to perform their roles. They are also responsible for the overall health and for achieving the Volunteer Support Strategy outcomes within their area.

Group Commissioner

The Group Commissioner is the principal point of contact for the Group for both program and administrative issues. The Group Commissioner will appoint/establish a Group Committee to assist him/her in this role.

The Group Commissioner may delegate the responsibility for chairing the Group Committee meetings to the Group Administrator but still retains the responsibility of accountability to the Area Commissioner for the Group's overall well-being. Provide assistance and leadership to the Group in the development of quality program plans on a regular basis (as per Scouts Canada's Program Standards). Approve section programs and outdoor activities. Regularly meet with leaders to monitor progress in achieving Program Standards and provide assistance where possible. Ensure all guidelines, practices and procedures pertaining to risk management and the safety of members are strictly adhered to. Identify/engage external resources as required so that annual Group initiatives and goals can be achieved. Provide support in the preparation of camps or special events. When necessary, assume direction of a Section.

We have an overall organizing committee for the Group. The Group Commissioner chairs the committee. Each Section sends a representative to the meetings to report on activity plans and to discuss matters affecting all of the Sections such as fundraising and budgeting. Each Section is responsible to the Group Commissioner.

Group Registrar (or Group Administrator)

Effectively administers the non-program activities related to the business component and the well-being of the Group as directed by the Group Commissioner. Assume, at the request of the Group Commissioner, the chair of the Group Committee meetings. In conjunction with the Group Commissioner, ensure compliance with all Policies and Procedures of Scouts Canada. The Group Registrar is the person who looks after the safe collection and transfer of registration documents to Scouts Canada offices and who also inputs data into the Membership Management System (MMS).

Section / Contact Leader

The emphasis on our Section Leaders is straightforward. Plan and conduct Scouts Canada's Programs as per Section Leader's Handbooks, Program Standards and Scouts Canada's Policies and Procedures. They are also the prime point of contact between the section and parents, Group Committee and other Section Leaders within the area. Section Leaders interact with the Group at Group Committee meetings to co-ordinate Group activities, discuss fundraising and finance issues and gain program approval. They also direct Section communications with parents, and complete necessary paperwork such as Outdoor Activity Applications, Emergency Action Plans and Risk Assessment Forms for the approval of the Group Commissioner.

Section Scouters

Commonly referred to as "the first line" when dealing with the youth. Primary responsibility is to deliver the programs as outlined in the Program Standards, and in the section specific Leader's Handbook. Leaders work with the Section Leader to plan program and share leadership within the program meetings, ensuring the youth are engaged, safe and, most importantly, having FUN! If there are questions or concerns you may have, your main contact is the Section Leader. If you have any concerns about the Section Leader, you have a responsibility to speak to the Group Commissioner.

Introductory Programming

In this section, you will be introduced to the basic program elements of Scouting: how it differs for Beaver Scouts, Cub Scouts, Scouts, Venturer Scouts and Rover Scouts; required standards to maintain the quality of program delivery; and where you can get help in the form of “program in a can”, or JUMPSTARTS — our ready made program packs.

The section is broken into three parts:

- Top 20 Things You Need to Know
- Section Orientation
- Quality Program Standards

In addition — on the website there is access to pre-prepared program materials, a program builder for planning online and other useful resources such as:

- An entire year of meetings for the Beaver Scout Program
 - An entire year of meetings for the Cub Scout Program
 - An entire year of meetings for the Scout Program
 - JUMPSTARTS (Beaver Scouts, Cub Scouts, and Scouts)
 - Program Standards
 - Section Orientation Sheets
 - wiki.scouts.ca
- and more.

TOP 20 THINGS YOU NEED TO KNOW

or...“How to Survive the First 90 Days”

Being a new Scouter can be a bit daunting—we have provided a selection of the available material to help you through the first weeks and months but also this summary of the Top 20 things you’ll need to know to survive the first few meetings. The Section Leader and other Scouters are there to support you—you are not alone—we’re a team.

1. It’s okay to be nervous and ask questions—in fact, if you don’t—we’ll be worried!
 - Provide a consolidated list of new Scouter volunteer registrations immediately following registration day
 - If you don’t feel comfortable doing something yet—let your Section Leader know—or ask for help.
 - The New Scouter Welcome Kit* (NSWK) includes a checklist of discussion items for your first meeting with the Group Commissioner and the Section Leader. Ask lots of questions!
 - We’ll also provide you with a copy of *The Leader’s Handbook*, which has most of the answers to your questions. This is Section specific—whether your Section is Beaver Scouts, Cub Scouts, Scouts or Venturer Scouts.
2. Youth don’t bite unless you bite first! 😊
 - Included in this Welcome Package is a complete copy of Scouts Canada’s Duty of Care—which tells you what you can and cannot do. Please read it over carefully before your first meeting with the youth. One thing to note is that you should never be alone with any youth—something known as the “2-deep” rule! It and other parts of the Duty of Care are meant for your protection as much as for protecting the youth.
3. If you aren’t having FUN—neither are the youth—no matter what Section you are in!
4. You are a part of a TEAM of Scouters—which means you share the leadership load for your Section. Other members of the team may have more experience and training—learn from those around you.
 - Depending on the Section you’ll be with, there is a ratio of adults (Scouters) to youth. In Beaver Scouts, this is 5 Beaver Scouts to 1 adult. Cub Scouts and Scouts are a 6 to 1 ratio.
5. Scouts Canada believes in a “Learning by Doing” system of shared leadership; that means that you will learn by doing an Opening/Closing Ceremony, games, crafts, etc.
 - In this NSWK you will find a Section specific overview. The Leader’s Handbook provides substantially more information (also online).
6. You’ll need to understand your job—review the Job Descriptions in the NSWK.
 - These are Section specific for Beaver Scouts, Cub Scouts, Scouts, Venturer Scouts and Rover Scouts (from B.P. & P. section 4000).
 - For more information on Group and Areas see the Who’s Who section.
7. B.P. & P. stands for: Bylaws, Policies and Procedures. As a new Section Scouter you may not need this but it is available online for you to refer to if you have a question that isn’t covered in the Handbook. It describes the “rules” for Scouting around anything from uniform to risk management and outdoor activity planning. Typically the Group Commissioner and the Section Leader will use it.
8. Scouts Canada uses standard Opening and Closing Ceremonies and a typical program format. *The Leader’s Handbook* gives the details but a summary can be found in the section specific overview in the NSWK.
 - B.P. & P. includes Program Standards that detail what a program must contain and the key program elements for each Section. For example, in Beaver Scouts and Cub Scouts the program should be made up of 7 key elements: Crafts, Games, Songs, Storytelling, Spirituality, Outdoors, and Play Acting.
 - It is the Section Leader’s job to ensure the program meets these criteria and he has a “contract” with the Group Commissioner for program delivery—a copy of the Program Standards for each Section is provided in the NSWK for reference.
9. As a Leader in Scouts Canada you’ll need to wear a uniform. Launched in March 2011, our revitalized uniform respects the great heritage of Scouting and signals its bright future. A key component of our

Action Plan for Canadian Scouting, the uniform reflects our commitment to innovation, and to meeting the changing needs of our members and Canadian youth. The new Leader uniform is a vibrant red shirt and tan pants.

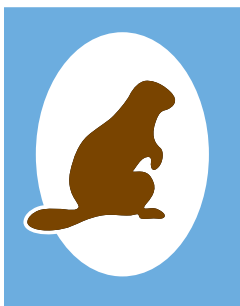
Different groups have different standards for handing out “neckers”, so ask your Group Commissioner what your Group does. Initially, you’ll be given a “standard woggle” but this will be replaced with a nice leather woggle after you complete your Wood Badge I (WBI) training.

- Refer to the diagram at this link : <http://www.scouts.ca/uniform/pdfs/insignia-placement.pdf> for badge / crest placement on the Rover/Volunteer Uniform.
10. Wood Badge I is the first step in your formal leadership training, and is available both online and in person over a two day or five evening format. It is highly recommended that you complete this course as quickly as possible when starting your new position. The insight and knowledge you gain will give you the confidence you need when dealing with the youth and the program.
 - Your Group Commissioner will provide you with your Council specific dates, fees and availability.
 11. Fundraising activities are a key part of Scouts Canada as we’re a not-for-profit organization. The main events are Scout Popcorn, Scoutrees and Apple Day (speak to your Group Commissioner to see if these are relevant to where you live in Canada). Please be aware that as a Leader, you are expected to participate in these fundraising activities. You’ll find them great fun for building community spirit and meeting like-minded individuals.
 - The training is not arduous and can be conducted online—you your Group Commissioner will show you how it works.
 - The benefits of attending some training courses in person are meeting other Scouters who can share experiences or allow you to practice techniques in a safe environment.
 - The Popcorn Campaign is held every fall and is the most significant fundraiser for Scouting across Canada. Sales are conducted in October, with delivery usually at the beginning of December—but check with your Group Commissioner on exact dates.
 12. The primary responsibility of adults in the Scout Movement is the welfare and development of the youth members. This duty is exercised through a respectful, caring, emphatic and friendly relationship with young people while maintaining sensible risk management.



- More detail regarding Risk Management & Assessment is available at www.scouts.ca in Section 130000 of B.P. & P. — or see the electronic link to a risk management presentation on the NSWK website.
13. Terminology—What does Swim-Up mean? What's a Grand Howl? Who's the Patrol Leader? Each Section has different terms and names and it can all be very confusing at first! Take a quick look through the *Leader's Handbook* and familiarize yourself with some of the terms from your Section. But don't worry—all this will become more familiar with training and "learning by doing"!
 14. Always have a couple of things up your sleeve—either a simple craft (for Beaver Scouts) or a couple of games (for any Section). These can be used to fill "dead air" space between activities or can replace something that isn't going well.
 - There are loads of websites out there—no need to invent anything. On the Scouters page on Scouts Canada's website, check out the Prepared Programming resources—Program Builder Online can give you Scouter-tested ideas in an instant. The list at the end of this NSWK has more choices. Always have a back-up!
 15. The shirts ARE washable!
 16. You will get a new name once you join your Section.
 - Beaver Scout Colony—Leader names such as Rainbow, Hawkeye and Ringtail are given during the reading of the first two chapters of *"Friends of the Forest"*, a story specifically designed to support the Beaver Scout program. In some groups, the youth vote on your name for you. In others, you get what's leftover!
 17. Besides your Section Leader, there are other Scouters in your Group, Area and Council that you can call on for help. It may be nice to have someone you can call on just in case, or to gain whatever insight they may have.
 - Cub Scout Pack—Leader names like Akela, Bagherra and Baloo are based on Rudyard Kipling's *"The Jungle Book"*, which is the basis for the Cub Scout program. In fact, many of the ceremonies are taken directly from that book. It is highly recommended reading and quite enjoyable too!
 - Scout Troop—Leader names are at the discretion of the Section. Some just place 'Scouter' in front of his/her name, others choose their own nicknames, and even more have nicknames chosen for them! (Usually from some unfortunate incident at camp!)
 17. Should you feel you need advice from a "Old Grey Wolf" let your Group Commissioner know.
 18. Scouters' Clubs or other gatherings of Leaders in the Area or Council are another way to gain that insight—but without the formality of a Mentor. Ask your Group Commissioner or Area Commissioner when and where the closest meeting is and join up. By meeting other Scouters you can compare notes, share program tips, new games, tours or activities—or find out how to handle that difficult situation.
 19. Last but not least—your Group Commissioner wants you to succeed as a Leader. He/She can give you whatever direction, advice or training you feel you need. We are all volunteers and if—for whatever reason—you are not happy in your volunteer position, you need to speak up. Remember, we are here for the FUN and for the youth.
 20. YES—the shirts are washable! (Well worth mentioning twice!)

BEAVER SCOUTS – SECTION ORIENTATION



Welcome to Scouting! As a new **Beaver Scout Leader** in the Colony you likely have questions about your role and the program. The following information will give you a quick overview and provide a handy reference.

We also divide the youth by age in groupings called **tail levels**: Brown Tails (age five); Blue Tails (age six); and White Tails (age seven). Just before Beaver Scouts swim up to Cub Scouts, a White Tail with the Magic Light symbol is attached to their hats. These age-specific groupings allow for programming by the abilities of the Beaver Scouts. As the Beaver Scouts get older, they become more independent and more capable. The same activity can be altered to make it appropriately challenging for each tail group.

Weekly Meetings

A typical meeting looks like this:	
10 minutes	Gathering Activity
5 minutes	Opening
10 minutes	Game
20 minutes	Theme Activity
10 minutes	Song/Story
10 minutes	Lodge Meeting
5 minutes	Spiritual Fellowship
5 minutes	Closing
15 minutes	Leader Meeting

Leadership

Beaver Scout Leaders are named after the characters in the *Friends of the Forest* story.

Keeo is a Cub Scout who helps with the Beaver Scout Colony as a member of the leadership team. Besides providing a leadership opportunity for the Cub Scout, Keeo provides a link to the Cub Scout Pack. Both Leaders and Beaver Scouts can benefit from Keeo’s unique position.

Activity leaders, ages 14 and 15, and **Scouters-in-Training**, ages 16 and 17, may volunteer to work with the Colony as members of the leadership team. While they are often members of a youth section, they may register solely with the Colony.

The Colony

The Beaver Scout section (ages 5 – 7) uses small groups called **lodges**. Dividing the Beaver Scouts into small groups makes it easier to communicate with the youth. Individual Beaver Scouts can contribute more to discussions in small groups and it is much better for detailed instruction.

Outdoors

In Scouting we make frequent use of the outdoors for both meetings and special outings. Typical outdoor activities for our colony include:

1. _____
2. _____
3. _____

Essential Beaver Leader Resources

For Leaders New to a Section:

- Beaver Leader's Handbook
- *Friends of the Forest*

For Reference:

- Program Builder Online
- By-Law, Policies and Procedures
- Duty of Care
- *How to Protect your Children from Child Abuse – A Parent's Guide*
- *Scouting Life Magazine*

PREPARED PROGRAMMING: MAKING YOUR JOB A LITTLE EASIER!

Program Builder Online (PBO)

PBO is a web based program planning tool that has a searchable database of 1500 activities for all Sections. Find out more at:

<http://pbo.scouts.ca/pol>

Program Jumpstarts

Jumpstarts are theme based packages that contain full meeting plans for 2-4 weeks. Themes vary by section but include: Climate Change, Remembrance Day, Nature and much more! Browse the entire selection at: www.scouts.ca



CUB SCOUTS – SECTION ORIENTATION



Welcome to Scouting! As a new **Cub Scout Leader** in the Pack you likely have questions about your role and the program. The following information will give you a quick overview and provide a handy reference.

Weekly Meetings

A typical meeting looks like this:	
15 minutes	Gathering Activity
5 minutes	Opening
10 minutes	Game
20 minutes	Theme Activity
10 minutes	Game
20 minutes	Theme Activity
10 minutes	Song/Story
10 minutes	Six Meeting
5 minutes	Spiritual Fellowship
5 minutes	Closing
15 minutes	Leader Meeting

The Pack

The Cub Scout section (ages 8–10) uses small groups called **sixes**. Dividing the Cub Scouts into small groups makes it easier to communicate with the youth. Individual Cub Scouts can contribute more to discussions in small groups and it is much better for detailed instruction. A part of the meeting area, called a **lair**, is set aside for each six.

Cub Scouts may be divided up by age as well to allow for programming by the abilities of the Cub Scouts. As the Cub Scouts get older, they become more independent and more capable. The same activity can be altered to make it appropriately challenging for each age group.

Leadership

Cub Scout Leaders are named after the positive characters in Rudyard Kipling's *The Jungle Book*.

Each six has two youth leadership roles called the **sixer** and his or her assistant, the **second**. The sixers and seconds come together in what's called the **Sixer's Council**. Together with **Akela**, they participate in program planning and decision-making for the Pack.

Kim is a Scout who helps with the Cub Scout Pack as a member of the leadership team. Besides providing a leadership opportunity for the Scout, Kim provides a link to the Scout Troop. Both Leaders and Cubs can benefit from Kim's unique position.

Activity Leaders, ages 14 and 15, and **Scouters-in-Training**, ages 16 and 17, may volunteer to work with the Pack as members of the leadership team. While they are often members of a youth section as well, they may register solely with the Pack.

Outdoors

In Scouting we make frequent use of the outdoors for both meetings and special outings. Typical outdoor activities for our colony include:

1. _____
2. _____
3. _____

Essential Cub Scout Leader Resources

For Leaders New to a Section:

- *Cub Scout Leader's Handbook*
- *The Cub Scout Book*

For Reference:

- Program Builder Online
- By-Law, Policies and Procedures
- Duty of Care
- *How to Protect your Children from Child Abuse – A Parent's Guide*
- *Scouting Life Magazine*

SCOUTS – SECTION ORIENTATION



Welcome to Scouting! As a new **Scout Leader** in the Troop you likely have questions about your role and the program. The following information will give you a quick overview and provide a handy reference.

Weekly Meetings

A typical meeting looks like this:	
15 minutes	Gathering Activity
10 minutes	Ceremony
20 minutes	Steam-Off Game
40 minutes	Skills
20 minutes	Game/Challenge
15 minutes	Patrol/Troop Meeting
5 minutes	Spiritual Fellowship
10 minutes	Ceremony
15 minutes	Leader Meeting

Outdoors

In Scouting we make frequent use of the outdoors for both meetings and special outings. Typical outdoor activities for our Troop include:

1. _____
2. _____
3. _____

Essential Scout Leader Resources

For Leaders New to a Section:

- *Scout Leader’s Handbook*
- *Canadian Scout Handbook*

The Troop

The Scout section (ages 11–14) uses small groups called **patrols**. We also divide the youth by age for some activities. Dividing the Scouts into small groups makes it easier to communicate with the youth. Individual Scouts can contribute more to discussions in small groups and it is much better for detailed instruction. We also separate the youth for such activities as badge work and skill development.

Leadership

Each patrol has two youth leadership roles called the **patrol leader** and **assistant patrol leader**. The patrol leaders and their assistants come together in what’s called the **Court of Honour**. Together with the Troop Scouter, they participate in program planning and decision-making for the Troop.

Scouters-in-Training, ages 16 and 17, may volunteer to work with the Scouts as members of the leadership team. While they are often members of a Venturer Scout Company as well, they may register solely with the Troop.

For Reference:

- Program Builder Online
- By-Law, Policies and Procedures
- Duty of Care
- *How to Protect your Children from Child Abuse – A Parent’s Guide*
- *Scouting Life Magazine*

VENTURER SCOUTS – SECTION ORIENTATION



Welcome to Scouting!
 As a new **Venturer Scout Advisor** in the Company you likely have questions about your role and the program. The following information will give you a quick overview and provide a handy reference.

Venturer Scouts conduct their meetings with a youth chair who uses an agenda, with reports from committees, and procedures for making decisions common to adult organizations.

Leadership Team

Venturer Scout Advisors challenge Venturer Scouts to take on as much responsibility for the planning and delivery of the program as they can handle with the Advisors providing direction, encouragement and support as required. The Venturer Scouts elect an Executive to provide leadership within the section.

The Company

Venturer Scouts (ages 14–17) decide upon their own program incorporating indoor activities, badges and awards, challenging outdoor adventures and special interests.

Outdoors

In Scouting we make frequent use of the outdoors for both meetings and special outings. Typical outdoor activities for our Company include:

1. _____
2. _____
3. _____

Essential Venturer Scout Advisor’s Resources

For Leaders New to a Section:

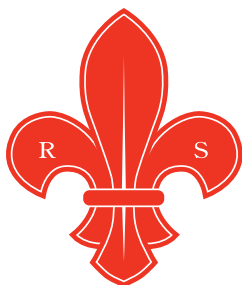
- *Venturer Scout Advisor’s Handbook*
- *Venturer Scout Handbook*

For Reference:

- Program Builder Online
- By-Law, Policies and Procedures
- Duty of Care
- *How to Protect your Children from Child Abuse – A Parent’s Guide*
- *Scouting Life Magazine*



ROVER SCOUTS – SECTION ORIENTATION



Welcome to Scouting! As a new **Rover Scout Advisor** in the Crew, you likely have questions about your role and the program. The following information will give you a quick overview and provide a handy reference.

The Crew

Rover Scouts (ages 18–26) are young men and women seeking to challenge themselves in various ways, to provide service to their community, to have fun, to explore new areas, and to participate in a variety of activities.

Rover Scouts conduct their meetings with a youth chair who uses an agenda, with reports from committees, and procedures for making decisions common to adult organizations. Meetings and activities are organized to reflect the interests of the Crew.

Leadership Team

A Rover Scout Advisor cannot be less than 25 years of age. The role compliments but doesn't compete with the natural leadership within the Crew. As a mature person, the Advisor will emphasize activities and values that will assist the Rover Scouts to realize their potential for self-development and make effective use of the opportunities available through a varied program.

Essential Rover Scout Advisor Resources

For Advisors New to a Section:

- *Rover Scout Handbook*

For Reference:

- By-Law, Policies and Procedures
- Duty of Care



PROGRAM STANDARDS FOR EXCELLENT SCOUTING PROGRAMS

Scouts Canada's programs are designed to deliver fun, challenging, outdoor programs to youth of all ages. To ensure that all members receive quality Scouting programs, as well as opportunities to develop themselves, the Program Standards were established.

By using Program Standards as a recruitment tool, parents can see at a glance the exciting program their children will be doing. If each parent has a copy, they can follow along throughout their child's Scouting year and be assured of the great program they are experiencing.

Leaders can use Program Standards to plan and conduct excellent Scouting programs. It's a quick reference to make sure they are covering all aspects of the program. Scouts Canada believes that by using Program Standards, youth receive a better program and stay in Scouting longer. The Program Quality Award shown below is available to all sections which meet these standards.

By ensuring quality factors for our programs such as: a number of outings, a number of camping opportunities, ensuring youth input, and community service activities, means every youth will receive excellent Scouting programs filled with opportunities to help them develop as an individual.



The Program Quality Award

Show that you offer the best Scouting program by achieving the Program Quality Award. This Award recognizes Sections that meet all of the Program Standards objectives. The original award, a large crest designed for attaching to the Section flag, will be presented to each Section upon completion of the Program Standards. Award year bars will be presented annually to those Sections which continue to meet all the requirements of the Program Standards; ensuring that Groups are meeting all program targets and have trained and accomplished leaders delivering strong, balanced programs to Scouting's youth members each year.

BEAVER SCOUT QUALITY PROGRAM 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, as seen on page 25.

Program Planning

The Colony has:

- Short-range (one month)
- Medium-range (three months)
- Long-range (one year) program plans which will reflect the program goals, as outlined in the B.P. &P.
- Weekly programs are typically conducted as described in the *Beaver Scout Leader's Handbook*, and incorporate appropriate safety precautions

Outdoors

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

Beaver Scout minimum standards require:

- One regular outdoors meeting per month or 10 regular meetings outdoors per year
- One weekend outing every two months
- One night at camp annually

Youth Input

- Beaver Scouts are regularly consulted and participate, when and where appropriate, in program planning and delivery
- Small groups (lodges) are used to deliver activities to different aged members which reflects their skills/interests
- Youth are actively engaged in the creation of their section's Code of Conduct

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

Spiritual Emphasis

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

- Opening and Closing Ceremonies
- Use of Promise
- Law and Motto, Scouts Own, and Scouter's Five

Family/Parent Involvement

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

- Minimum standard: four events annually
- Regular communication occurs to inform parents of program plans through contacts such as meetings, phone calls, emails, calendars and newsletters, etc.

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)
- Contact Leader (or designate) personally invites Beaver Scouts back at the beginning of each year
- Those not returning at any time of the year are contacted by the Contact Leader (or designate) to determine the reason why
- One activity per year focuses on increasing membership

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 Scout pack annually
 - Senior Beaver Scouts of swimming-up age have at least one other opportunity to interact with a Cub Scout Pack
 - Keoo is utilized as part of the leadership team

Community Service

- Opportunities are provided for Beaver Scouts to participate in community service projects/events.
- Minimum standard: one annually

Training/Leadership

- All Leaders to achieve Wood Badge Part I during the first year
- At least one Scouter to have Wood Badge Part II (Beaver Scouts)
- 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
- 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
- Youth members (activity leaders, Scouters-in-Training, Keoo, etc.) are included as part of the leadership team
- Training is provided to assist Keoo in fulfilling the position

Administration

- The following are performed to administer the Colony:
- Maintain current and accurate Colony records including attendance
 - Submit a plan and related budget to the Group Committee for a year's activities
 - Maintain appropriate financial records and submit proper financial statements to the Group Committee
 - Provide an annual inventory to the Group Committee of all equipment and property controlled by the Colony
 - Ensure a representative from the section leadership team attends at least 90 percent of Group Committee meetings

Name of Group _____

Area _____

Date _____

Leader Signature _____

GC Signature _____

AC Signature _____

CUB SCOUT QUALITY PROGRAM 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, as seen on page 24.

Program Planning

The Pack has:

- Short-range (one month)
- Medium-range (three months)
- Long-range (one year) program plans which will reflect the program goals, as outlined in the B.P. &P.
- Weekly programs that are typically conducted as described in the *Wolf Cub Scout Leader's Handbook*, and incorporate appropriate safety precautions

Outdoors

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

Cub Scout minimum standards require:

- One regular meeting per month outdoors
- One weekend outing every two months
- Four nights at camp annually

Youth Input

- Cub Scouts are regularly consulted and participate in program planning and delivery
- Sixers and Seconds form essential parts of the leadership team
- A Sixers' Council is employed during each medium and long term planning session at minimum, and more frequently if required
- Youth are actively engaged in the creation of their section's Code of Conduct

Badge, Star and Award Program

- The program provides Cub Scouts with regular opportunities to engage in and complete requirements of the Cub Scout badge, star and award system
- The Pack program incorporates 2 stars per year

Environmental Awareness

Opportunities are provided for Cub 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

Spiritual Emphasis

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

- Opening and Closing Ceremonies, Use of Promise, Law and Motto, Scouts Own and Scouter's Five
- Religion in Life Award or Spirituality Award programs

Family/Parent Involvement

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

- Minimum standard: three events annually
- Regular communication occurs to inform parents of program plans through contacts such as meetings, phone calls, emails, calendars and newsletters, etc.

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)
- The Akela (or designate) personally invites Cub Scouts back at the beginning or each year
- Those not returning at any time of the year are contacted by the Akela (or designate) to determine the reason why
- One activity per year focuses on increasing membership

Linking

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

- One regular meeting and one other activity with a Beaver Scout Colony annually
- One regular meeting and one other activity with a Scout Troop annually
- Kim is used as part of the leadership team
- A Cub Scout is selected to serve as a Keeto with a Beaver Scout Colony
- Senior Cub Scouts of advancement age have at least one other opportunity to interact with a Scout Troop

Community Service

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

- Minimum standard: two held annually

Training/Leadership

- All Leaders to achieve Wood Badge Part I level during the first year
- At least one Scouter to have Wood Badge Part II (Cub Scouts)
- 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
- 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
- Youth members (activity leaders, Scouters-in-Training, Kim, Sixers Council, etc.) are included as part of the leadership team
- Training is provided to assist Kim, Sixers and Seconds in fulfilling the position

Administration

The following are performed to administer the Pack:

- Maintain current and accurate Pack records, including attendance and Cub Scouts' progress records
- Submit a plan and related budget to the Group Committee for a year's activities
- Maintain appropriate financial records, and submit proper financial statements to the Group Committee
- Provide an annual inventory of all equipment and property controlled by the Pack to the Group Committee
- Ensure a representative from the Section leadership team attends at least 90 percent of Group Committee meetings

Name of Group _____

Area _____

Date _____

Leader Signature _____

GC Signature _____

AC Signature _____

SCOUT QUALITY PROGRAM 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, as seen on page 24.

Program Planning

The Troop has:

- Short-range (one month)
- Medium-range (three months)
- Long-range (one year) program plans which will reflect the program goals, as outlined in the B.P. &P.
- Weekly programs that are typically conducted as described in the *Scout Leader's Handbook*, and incorporate appropriate safety precautions

Outdoors

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

Scout minimum standards require:

- One regular meeting per month outdoors
- One weekend outing every two months
- Six nights at camp annually
- Youth are provided opportunities to earn Year Round Camper badges

Youth Input

- Scouts are regularly consulted and participate, when and where appropriate, in program planning and delivery
- Patrol leaders and assistants form essential parts of the leadership team
- A Court of Honour is employed during each medium and long term planning session at minimum and more frequently as required
- Youth are actively engaged in the creation of their section's Code of Conduct

Badge/Award Program

- The program provides Scouts with regular opportunities to engage in and complete requirements of the Scout Badge/Award system
- Using the information from "My Path to Chief Scout's Award," all Scouts are encouraged to create personal plans

Environmental Awareness

Opportunities are provided for 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

Spiritual Emphasis

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

- Opening and Closing Ceremonies, Use of Promise, Law and Motto, Scouts Own and Scouter's Five
- Religion in Life Award or Spirituality Award programs

Family/Parent Involvement

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

- Minimum standard: two events annually
- Regular communication occurs to inform parents of program plans through contacts such as meetings, phone calls, emails, calendars and newsletters, etc.

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)
- The Troop Scouter (or designate) personally invites Scouts back at the beginning of each year
- Those not returning at any time of the year are contacted by the Troop Scouter (or designate) to determine the reason why
- One activity per year focuses on increasing membership

Linking

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

- One regular meeting and one other activity with a Cub Scout Pack annually
- One regular meeting and one other activity with a Venturer Scout Company annually
- A Scout is selected to serve as a Kim with a Cub Scout Pack
- Senior Scouts of advancement age have at least one other opportunity to interact with a Venturer Scout Company

Community Service

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

- Minimum standard: two held annually.

Training/Leadership

- All Leaders to achieve Wood Badge Part I level during the first year
- At least one Scout leader to have Wood Badge Part II (Scouts)
- 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
- 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
- Youth members (activity leaders, Scouters-in-Training, patrol leaders, etc.) are included as part of the leadership team
- Training is provided to assist patrol leaders and assistant patrol leaders in fulfilling the position

Administration

The following are performed to administer the Troop:

- Maintain current and accurate Troop records, including attendance and Scouts' progress records
- Submit a plan and related budget to the Group Committee for a year's activities
- Maintain appropriate financial records, and submit proper financial statements to the Group Committee
- Provide an annual inventory of all equipment and property controlled by the Troop to the Group Committee
- Ensure a representative from the Section leadership team attends at least 90 percent of Group Committee meetings

Name of Group _____

Area _____

Date _____

Leader Signature _____

GC Signature _____

AC Signature _____

VENTURER SCOUT QUALITY PROGRAM 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, as seen on page 24.

Program Planning

The Company has:

- Short-range (one month)
- Medium-range (three months)
- Long-range (one year) program plans which will reflect the program goals, as outlined in the B.P. &P.
- Weekly programs that are typically conducted as described in the *Venturer Scout Advisor's Handbook*, and incorporate appropriate safety precautions

Outdoors

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

Venturer Scout minimum standards require:

- One regular meeting per month outdoors
- One weekend outing every two months
- Six nights at camp annually

Youth Input

- Venturer Scouts actively plan and operate the Company program
- The interests, skills and abilities of all youth members are polled and considered
- The youth seek the Advisor's input
- Youth are actively engaged in the creation of their Section's Code of Conduct

Community Service

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

- Minimum standard: three held annually

Environmental Awareness

Opportunities are provided for Venturer 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 annually

Spiritual Emphasis

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

- Opening and Closing Ceremonies, Use of Promise, Law and Motto, Scouts Own and Scouter's Five
- Religion in Life Award or Spirituality Award programs

Family/Parent Involvement

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

- Minimum standard: one event annually
- Regular communication occurs to inform parents of program plans through contacts such as meetings, phone calls, emails, calendars and newsletters, etc.

Badge/Award Program

- The program provides individual Venturer Scouts with regular opportunities to engage in and complete requirements of the Venturer Scout badge/award system, including the Queen's Venturer Scout Award, the Amory Adventure Award, and the Duke of Edinburgh Award

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)
- The Company President (or designate) personally invites Venturer Scouts back at the beginning or each year
- Those not returning at any time of the year are contacted by the Advisor (or designate) to determine the reason why
- One activity per year focuses on increasing membership

Linking

Unless distance/isolation prohibits, opportunities are provided for Venturer Scouts to interact with Scouts and Rover Scouts, with the minimum standard being:

- One regular meeting and one other activity with a Scout Troop annually
- One regular meeting and one other activity with a Rover Scout Crew annually
- Senior Venturer Scouts of advancement age have at least one other opportunity to interact with a Rover Scout Crew

Training/Leadership

- All Advisors to achieve Wood Badge Part I level during the first year
- At least one Advisor to have Wood Badge Part II (Venturer Scouts)
- Scouts Canada expects at least one member of the leadership team or the Venturer Scout Company to hold a current, recognized first aid qualification and be present at meetings/events
- 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
- Youth members (activity leaders, Scouters-in-Training, etc.) are included as part of the leadership team

Administration

The following are performed to administer the Company:

- Maintain current and accurate Company records, including attendance and Venturer Scout progress records
- Submit a plan and related budget to the Group Committee for a year's activities
- Maintain appropriate financial records, and submit proper financial statements to the Group Committee
- Provide an annual inventory of all equipment and property controlled by the Company to the Group Committee
- Ensure a representative from the Section leadership team attends at least 90 percent of Group Committee meetings

Name of Group _____

Area _____

Date _____

Leader Signature _____

GC Signature _____

AC Signature _____

ROVER SCOUT QUALITY PROGRAM 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, as seen on page 24.

Program Planning

The Crew has:

- Short-range (one month)
- Medium-range (three months)
- Long-range (one year) program plans which will reflect the program goals, as outlined in the B.P. &P.
- Programs that are typically conducted as described in the *Rover Scout Handbook* and the WOSM "Empowering Young Adults – Rover Scout Programme", and incorporate appropriate safety precautions
- Programs that promote healthy active living
- Programs that emphasize service and community involvement

Outdoors

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

Rover Scout minimum standards require:

- One regular meeting per month outdoors
- Two weekend outings per year
- Six nights at camp annually

Youth Input

- Rover Scouts actively plan and operate the Crew program
- The interests, skills and abilities of all youth members are polled and considered
- The youth seek the Advisor's input when appropriate
- Youth are actively engaged in the creation of their Crew's Code of Conduct and Bylaws

Community Service

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

- Minimum standard: three held annually

Environmental Awareness

Opportunities are provided, as often as possible, for Rover Scouts to participate in activities which increase their understanding and awareness of their role in preserving the environment.

- Minimum standard: one project annually
- All activities are conducted in a manner that reflects appropriate environmental awareness and "leave no trace" principles

Spiritual Emphasis

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

- Opening and Closing Ceremonies, Use of Promise, Law and Motto, Scouts Own and Scouter's Five, Religion in Life Award or Spirituality Award programs

Family/Parent Involvement

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

- Minimum standard: one event annually
- Regular communication occurs to inform parents of program plans through contacts such as meetings, phone calls, emails, calendars and newsletters, etc.

Badge/Award Program

- The program provides individual Rovers with regular opportunities to engage in and complete requirements of the Scouts of the World, Rover Rambler, Gifts for Peace, and the Duke of Edinburgh Award

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)
- The Rover Scout Mate (or designate) personally invites Rover Scouts back at the beginning of each year
- Those not returning at any time of the year are contacted by the Rover Scout Mate (or designate) to determine the reasons why
- One activity per year focuses on increasing membership

Linking

- Unless distance/isolation prohibits, opportunities are provided for Rover Scouts to interact with Venturer Scouts and other Sections, with the minimum standard being:
- One regular meeting and one other activity with a Venturer Scout Crew annually
 - One regular meeting and one other activity with another Rover Scout Crew annually
 - Senior Venturer Scouts of advancement age have at least one other opportunity to interact with the Rover Scout Crew and be appointed a sponsor from the Crew
 - Rover Scouts will provide a leadership role at a minimum of two Section meetings, youth training events or other linking events

Training/Leadership

- All Advisors to achieve Wood Badge Part I level during the first year
- At least one Advisor to have Wood Badge Part II or equivalent leadership training
- Scouts Canada expects at least one member of the leadership team or the Rover Scout Crew to hold a current, recognized first aid qualification and be present at meetings/ events
- The leadership team or Rover Scout Crew members 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
- The Rover Scout Crew, in consultation with the Advisors, actively identifies and recruits new potential Advisors

Administration

- The following are performed to administer the Rover Scout Crew:
- Maintain current and accurate Crew records, including attendance and Rover Scout progress records
 - Submit a plan and related budget to the Group Committee for a year's activities
 - Maintain appropriate financial records, and submit proper financial statements to the Group Committee
 - Provide an annual inventory of all equipment and property controlled by the Crew to the Group Committee
 - Ensure a representative from the section leadership team attends at least 90 percent of Group Committee meetings

Name of Group _____

Area _____

Date _____

Leader Signature _____

GC Signature _____

AC Signature _____

Training & Development

In this section, you will be introduced to a training overview. Scouts Canada believes in providing training to its volunteers so that you can increase your skills, competency and knowledge to deliver better programs and further enhance the experience for youth and adults.

The first training you will require is your Wood Badge Part I for your Section (Beaver Scouts, Cub Scouts, Scouts, Venturer Scouts or Rover Scouts). This is available in two formats for your convenience:

- By Course – in person courses over a weekend or a series of evenings.
- Online – Wood Badge I courses are available at: www.scouts.ca/elearn.

The section is broken into three parts:

- Training Overview
- Online Learning
- What is Mentoring

TRAINING IS THE KEY TO YOUR SUCCESS

Here's what Scouters are saying:

“ After taking the in-person training and understanding my role as a Leader, I was much better prepared to deal with the kids... And they got me so excited about the Quality program we could offer as a Team! ”

“ WBII training transformed my way of thinking as a Scouter: It gave me fresh insight into youth leadership and program quality. I can't recommend it more! ”



SCOUTS CANADA'S LEARNING OBJECTIVES

The following table provides a single page overview of Scouts Canada leadership learning objectives.

The table is split into two sections:

- (1) Core learning objectives applicable to all program leaders.
- (2) Section specific learning objectives.

It is not expected that every Leader will have conducted and be confident to lead all of these skills in their first year, indeed the shared leadership model of Scouts Canada recognizes different people with different skills and tries to create an environment that nurtures and develops a model of diversity and inclusion.

The table can be used in a variety of ways from: planning your annual program calendars; developing your three year program plans; or, your personal guide to what competencies you'd like to further develop. This can then be matched to specific training or mentoring plans you can discuss with your Group Commissioner or section leader.

Core Learning Objectives	
1. Apply Scouts Canada's Mission & Principles	Required for All Program Leaders
2. Plan programs	
3. Manage risk	
4. Recognize, respond to and report child abuse	
5. Find resources	
6. Plan tours and outings	
7. Evaluate the program	
8. Participate in a leadership team	
9. Apply outdoor skills	
10. Administer the section	

Section Specific Learning Objectives	Beaver Scout	Cub Scout	Scout	Venturer Scout	Rover Scout
Apply themes to the program	Beaver Scout	Cub Scout			
Plan programs	Beaver Scout	Cub Scout	Scout	Venturer Scout	Rover Scout
Develop annual program plans	Beaver Scout	Cub Scout	Scout	Venturer Scout	Rover Scout
Apply the Sixers' Council		Cub Scout			
Apply the Six System		Cub Scout			
Apply the Court of Honour			Scout		
Apply the Patrol System			Scout		
Apply Company structure				Venturer Scout	
Apply Crew structure					Rover Scout

Apply Award, Star, Badge System		Cub Scout	Scout	Venturer Scout	Rover Scout
Work with section aged youth	Beaver Scout	Cub Scout	Scout	Venturer Scout	Rover Scout
Conduct Tail Activities	Beaver Scout				
Apply spiritual emphasis/religious diversity	Beaver Scout	Cub Scout	Scout	Venturer Scout	Rover Scout
Conduct gathering activities	Beaver Scout	Cub Scout	Scout		
Conduct large and small group activities	Beaver Scout	Cub Scout	Scout		
Ensure Company activities are conducted				Venturer Scout	
Conduct games	Beaver Scout	Cub Scout	Scout		
Conduct crafts	Beaver Scout	Cub Scout			
Teach skills	Beaver Scout	Cub Scout	Scout	Venturer Scout	Rover Scout
Conduct playacting	Beaver Scout	Cub Scout			
Promote music and singing	Beaver Scout	Cub Scout	Scout		
Conduct campfires	Beaver Scout	Cub Scout	Scout		
Tell/Read stories	Beaver Scout	Cub Scout	Scout	Venturer Scout	Rover Scout
Conduct ceremonies	Beaver Scout	Cub Scout	Scout	Venturer Scout	Rover Scout
Conduct patrol challenges			Scout		
Ensure Company challenges are conducted				Venturer Scout	
Ensure Crew activities are conducted					Rover Scout
Ensure Rover services are conducted					Rover Scout
Participate in regular weekly meetings in the outdoors	Beaver Scout	Cub Scout	Scout	Venturer Scout	Rover Scout
Participate in an outdoor activity away from the regular weekly meeting place and a short-term camp of one night	Beaver Scout	Cub Scout	Scout	Venturer Scout	Rover Scout
Conduct linking activities	Beaver Scout	Cub Scout	Scout	Venturer Scout	Rover Scout
Conduct the meeting	Beaver Scout	Cub Scout	Scout	Venturer Scout	Rover Scout
Manage section programs	Beaver Scout	Cub Scout	Scout	Venturer Scout	Rover Scout
Promote Rover Moots					Rover Scout
Promote Rover Roundtables					Rover Scout

Colony WB I Course Description

Course Name: Colony Wood Badge Part I Training		1 weekend or 12-16 hrs (Note: The times allocated to session are minimum requirements. The total time of the course should not exceed the maximum stated.)
Learner Group: Colony Scouters		
<p>Course Learning Outcome: At the completion of a section Wood Badge Part I, the leader will be a contributing member of the leadership team. They will have the skills to help plan and run a youth program as described in the leader and youth handbooks and the program they present will comply with the Mission of Scouts Canada. Their actions and methods of conducting this program will be in line with norms described in the <i>Beaver Scout Leader's Handbook</i> and at all times will follow Scouts Canada's By-Laws, Policies, and Procedures, concerning the conduct and administration of these activities.</p>		
Module	Topics	
Module 1	<ol style="list-style-type: none"> 1. Mission, Principles, and Strategic Direction 2. Structure of Scouts Canada and Program Overview 3. Wood Badge I Risk Management Information For Leaders 4. Spirituality 	
Module 2	<ol style="list-style-type: none"> 5. Understanding, Communicating, and Working with Beaver Scout-Aged Youth 6. Leadership – Principles and Leading in a Team Environment 7. Administering the Program 	
Module 3	<ol style="list-style-type: none"> 8. Colony Program Elements 9. Program Planning and Evaluation 10. Groupings in the Colony Program 	
Module 4	<ol style="list-style-type: none"> 11. Conducting a Beaver Scout Meeting 12. Linking Activities in the Colony 	
Module 5	<ol style="list-style-type: none"> 13. Taking the Program Outdoors 14. Outdoor Activities 15. Local environment 	

Pack WB I Course Description

Course Name: Pack Wood Badge Part I Training		1 weekend or 12-16 hrs (Note: The times allocated to session are minimum requirements. The total time of the course should not exceed the maximum stated.)
Learner Group: Pack Scouters		
<p>Course Learning Outcome: At the completion of a section Wood Badge Part I, the leader will be a contributing member of the leadership team. They will have the skills to help plan and run a youth program as described in the leader and youth handbooks and the program they present will comply with the Mission of Scouts Canada. Their actions and methods of conducting this program will be in line with norms described in the Cub Scout Leader's Handbook and at all times will follow Scouts Canada's By-Laws, Policies, and Procedures, concerning the conduct and administration of these activities.</p>		
Module	Topics	
Module 1	<ol style="list-style-type: none"> 1. Mission, Principles, and Strategic Direction 2. Structure of Scouts Canada and Program Overview 3. Wood Badge I Risk Management Information For Leaders 4. Spirituality 	
Module 2	<ol style="list-style-type: none"> 5. Understanding, Communicating, and Working with Cub Scout-Aged Youth 6. Leadership – Principles and Leading in a Team Environment 7. Administering the Program 	
Module 3	<ol style="list-style-type: none"> 8. Pack Program Elements - Using the Badge System To Support The Program 9. Program Planning and Evaluation 10. Groupings in the Pack Program 	
Module 4	<ol style="list-style-type: none"> 11. Conducting a Cub Scout Meeting 12. Linking Activities in the Pack 	
Module 5	<ol style="list-style-type: none"> 13. Taking the Program Outdoors 14. Outdoor Activities 15. Local Topics 	

Troop WB I Course Description

Course Name: Troop Wood Badge Part I Training		1 weekend or 12-16 hrs (Note: The times allocated to session are minimum requirements. The total time of the course should not exceed the maximum stated.)
Learner Group: Troop Scouters		
<p>Course Learning Outcome: At the completion of a section Wood Badge Part I, the leader will be a contributing member of the leadership team. They will have the skills to help plan and run a youth program as described in the leader and youth handbooks and the program they present will comply with the Mission of Scouts Canada. Their actions and methods of conducting this program will be in line with norms described in the <i>Scout Leader's Handbook</i> and at all times will follow Scouts Canada's By-Laws, Policies, and Procedures, concerning the conduct and administration of these activities.</p>		
Module	Topics	
Module 1	<ol style="list-style-type: none"> 1. Mission, Principles, and Strategic Direction 2. Structure of Scouts Canada and Program Overview 3. Wood Badge I Risk Management Information For Leaders 4. Spirituality 	
Module 2	<ol style="list-style-type: none"> 5. Understanding, Communicating, and Working with Scout-Aged Youth 6. Leadership – Principles and Leading in a Team Environment 7. Administering the Program 	
Module 3	<ol style="list-style-type: none"> 8. Using the Badge System to support the Scout Program 9. Program Planning and Evaluation 10. Patrol System (Roles and Functions) 11. Applying the Court of Honour in Planning 	
Module 4	<ol style="list-style-type: none"> 12. Conducting the Troop Meeting 13. Linking Activities in the Troop 	
Module 5	<ol style="list-style-type: none"> 14. Taking the Program Outdoors 15. Outdoor Activities 16. Local Topics 	

Company WB I Course Description

Course Name: Company Wood Badge Part I Training		1 weekend or 12-16 hrs (Note: The times allocated to session are minimum requirements. The total time of the course should not exceed the maximum stated.)
Learner Group: Company Advisors		
<p>Course Learning Outcome: At the completion of a section Wood Badge Part I, the Advisor will be a contributing member of the leadership team. They will have the skills to help Venturer Scouts plan and execute a program as described in the advisor and youth handbooks and the program will comply with the Mission of Scouts Canada. Their actions and methods of advising the Venturer Scouts will be in line with norms described in the Venturer Scout Advisor's Handbook and at all times will follow Scouts Canada's By-Laws, Policies, and Procedures, concerning the conduct and administration of these activities.</p>		
Module	Topics	
Module 1	<ol style="list-style-type: none"> 1. Mission, Principles, and Strategic Direction 2. Structure of Scouts Canada and Program Overview 3. Wood Badge I Risk Management Information For Leaders 4. Spirituality 	
Module 2	<ol style="list-style-type: none"> 5. Understanding, Communicating, and Working with Venturer Scout-Aged Youth 6. The Venturer Scout Company 7. The Venturer Scout Advisor's Role 	
Module 3	<ol style="list-style-type: none"> 8. Administering the Venturer Scout Program 9. The Venturer Scout Program 10. Program Planning and Evaluation 11. Theme Based Companies 12. Linking Activities in the Company 	
Module 4	<ol style="list-style-type: none"> 13. Effective Operations 14. Recognition and Ceremonies 15. Assessing Leadership Opportunities and Organizational Abilities 16. Parliamentary Procedures and By-Laws (Running an Effective Meeting) 	
Module 5	<ol style="list-style-type: none"> 17. Promoting Outdoor Activities 18. Outdoor Skills 19. Local Topics 	

Crew WB I Course Description

Course Name: Crew Wood Badge Part I Training		1 weekend or 12-16 hrs (Note: The times allocated to session are minimum requirements. The total time of the course should not exceed the maximum stated.)
Learner Group: Crew Advisors		
<p>Course Learning Outcome: At the completion of a section Wood Badge Part I, the Advisor will be a contributing member of the leadership team. They will have the skills to help Rover Scouts plan and execute a program as described in the Canadian Rover Scout Program Handbook and the program will comply with the Mission of Scouts Canada. Their actions and methods of advising the Rover Scouts will be in line with norms described in the Canadian Rover Scout Program Handbook and at all times will follow Scouts Canada's By-Laws, Policies, and Procedures, concerning the conduct and administration of these activities.</p>		
Module	Topics	
Module 1	<ol style="list-style-type: none"> 1. Mission, Principles, and Strategic Direction 2. Structure of Scouts Canada and Program Overview 3. Wood Badge I Risk Management Information For Leaders 4. Spirituality 	
Module 2	<ol style="list-style-type: none"> 5. Understanding, Communicating, and Working with Rover Scout-Aged Youth 6. The Rover Scout Crew 7. The Rover Scout Advisor's Role 	
Module 3	<ol style="list-style-type: none"> 8. Administering the Rover Scout Program 9. The Rover Scout Program 10. Program Planning and Evaluation 11. Theme Based Crews 12. Linking Activities in the Crew 	
Module 4	<ol style="list-style-type: none"> 13. Effective Operations 14. Recognition and Ceremonies 15. Assessing Leadership Opportunities and Organizational Abilities 16. Parliamentary Procedures and By-Laws (Running an Effective Meeting) 	
Module 5	<ol style="list-style-type: none"> 17. Promoting Outdoor Activities 18. Outdoor Skills 19. Local Topics 	

MENTORING THE NEW SCOUTER

Ongoing support is provided to new Scouters so that they understand the organization and the role that they will play as a Scouts Canada volunteer. By developing new skills through mentorship (linking with experienced Scouters), new Scouters can integrate successfully into the section leadership team and improve the team's overall ability to deliver quality programming to the youth.

To do this, Scouts Canada provides a learning environment for Scouters to develop their skills. This support is comprised of e-learning via the website, hands-on practical courses and mentorship from more experienced Scouters in the Group and Section. Mentoring has been highlighted by many new Scouters as the key to helping them get through the first 3 – 6 months while honing their Section leadership skills.

Successful mentoring and support requires full participation at many levels of Scouting. In particular:

- Council Commissioner/Deputy Council Commissioner – responsible for formal Training and Development programs in the Council
- Area Commissioner – responsible for Area servicing and support
- Group Commissioner – responsible for managing program quality and ensuring that training and skills development opportunities meet Group needs
- Section Contact Leader – responsible for ensuring Program Standards are achieved at the Section level
- New Scouter – responsible for developing personal competency to support delivery of the program at Section level.

WHAT IS INVOLVED IN MENTORSHIP?

- Assessing the current skills and knowledge of a new Scouter
- Providing basic coaching on how the individual Section operates
- Outlining program building process and program elements
- Providing guidance and advice over the first three months
- Ensuring training opportunities are made available and that a new Scouter actively seeks these opportunities.

ROLES & RESPONSIBILITIES

Area Commissioner/Deputy Area Commissioner

- Works with Group Commissioners and Service Scouters to ensure that new Scouters receive adequate support
- Monitors the training of new Scouters.

Group Commissioner

- Introduce the new Scouter to the Scouter that will be assisting as their Mentor
- Follow-up with the Mentor and new Scouter to support progress
- Provide contact details of nearby Groups that the new Scouter can attend to gain further experience
- Visit Section meetings to provide ongoing support to the new Scouter and overall leadership team.

Section Leader and/or Mentor Scouter

Develop mentoring and "on-the-job" training schedule to support Wood Badge I. Support development of program-specific Scouting skills. Consider such topics as:

- Participation in program planning sessions. Introduce program plans, templates, worksheets or material considered "standard" in relevant Section / Area / Council
- Alignment with Program Standards and annual plan
- Participation in Opening and Closing Ceremonies
- Orientation and Wood Badge I Training
- Support skills development related to specific program elements
- Ensure understanding of "Duty of Care"
- Ceremonies (Including own Investiture)
- Campfire planning, structure and key elements (songs, skits, storytelling, etc.)
- Scouts Own / Scouter's Five
- Scout Popcorn and Scoutrees participation
- Jamboree / camp and outdoor activity planning
- Risk Management – Emergency Management Plans

Saying Thanks to a dedicated Scouter is easier than you might think ...



Saying Thanks to a Scouts Canada volunteer for their outstanding contributions to Scouting is this easy:

- Any stakeholder to Scouting (volunteers, youth, parents, the community at large) can fill out a simple form to commend a Scouter for their outstanding act or service to Scouting.
- Scouters will receive a certificate every time they are commended by a stakeholder and it will be presented within the Scouter's section or group.
- As Scouters accumulate commendations, they will become eligible for Outstanding Service Awards and will be recognized with a medal and uniform insignia for each award.

Go to [Scouts.ca/thanks](https://scouts.ca/thanks) and click on the "Thanks" badge button to describe the impact that a Scouter has had on you, your child or your community. It's that easy.

MENTORING THE NEW SCOUTER: SCOUTERS' CLUBS

(Ask your Group Commissioner if these are available in your Area.)

Scouters from each Scouting Area meet in Scouters' Clubs to share and exchange program ideas; plan Area level activities; receive and discuss information from Area, Council, and National levels; and discuss topical subjects relevant to their respective Section. Areas will bring in interesting speakers and panelists who can provide external assistance (example: speaker on working with youth with ADD/ADHD). Some Areas will also take these opportunities to provide elements of training leading to WBI, first aid, camping, crafts, etc.

Scouters' Clubs are normally organized under the authority of the Area Commissioner. They are overseen by the Deputy Area Commissioner of Program. The president/chair is determined by the members of the Section specific Scouters' Club and is open to any registered member of Scouts Canada operating in that Area.

Due to the smaller number of Venturer Scout Companies and Rover Crews, these Clubs are normally formatted at the Council level. By nature of the ages of the youth involved, these Clubs tend to meet via electronic media (e-mail, teleconference, Facebook, etc.) and only meet in person during Council level activities.

While it is encouraged, Section Scouters' Clubs may not be available in all Areas and/or Councils.

The Scouters' Clubs consist of:

- Sharing Session – Colony Scouters
- Old Wolves – Pack Scouters
- Troop Scouters Forum – Troop Scouters

- Venturer Scout Advisors Forum – Venturer Advisors
- Rover Scout Advisors Forum – Rover Advisors.

All Scouters' Clubs should meet on a regular basis (monthly) from August to June. Minutes should be taken and distributed to all Groups within the Area. The night of the meeting should be rotated to offer the greatest opportunity for all Groups to attend. It is strongly encouraged that representatives from each Group attend each meeting. Share the load and rotate the Scouter(s) who attend. There is benefit for more than one Leader from each Group to attend as it increases the participation when planning Area level events (Camps, Fun Days, youth training events, etc.).

Funding is provided by submitting a budget item to the Area Commissioner. Most areas collect a small nominal fee, over the break-even fees for events, so the Scouters' Club can operate independent of Area funding.

It is normal practice to hold a Scouters' Club meeting during an Area level camp or extended activity, as it is an option for maximum Group attendance and provides a social time for Scouters.

New Scouter Integration

It is important that all new Scouters should be made aware of the Scouters' Club and encouraged to attend with a representative of the Group or their Mentor Scouter. The new Scouter should be introduced and assisted to meet and discuss Scouting during the roundtable and/or social portion of the meeting. Unless the new Scouter is very strongly motivated, they should not take on or be coerced to take on duties at the Scouters' Club during the first four months of their tenure.



Resources

On Scouts Canada's and Council websites, you will have access to resource material and be introduced to the handbooks and other Scouting literature. As well, there is other support available from within your Scouting community.

In addition – on the website there is access to pre-prepared program materials found in JUMPSTART packages and yearly meeting calendars, a program builder for planning online and other useful resources.



Section Leader Handbooks

The handbooks are currently available for download in PDF format at www.scouts.ca. They are located in the 'Scouters' section, under 'Program Tools/Leader Handbooks'. Or if you prefer, hardcopies of each of the publications are available for purchase at your local Scout Shop.

Scout Shop

E-commerce is here with everything you'll need for a successful Scouting year - from uniforms to books and camping equipment! Now you can shop online. www.scoutshop.ca

Program Builder Online

Find over 1500 activities, games, crafts and songs all in one spot! The Program Builder Online is a web-based program planning tool that makes it easier for Scouters to plan weekly and monthly programs. The tool helps you build, store, print and email custom programs for your section meetings and events. Build new programs or search for tried and tested program activities one activity at a time. It's part of the Prepared Programming material, found on our website in the Scouters section under Program Tools.



Wood Badge Training, Online and in person

Scouts Canada believes leaders need the skills and ongoing support to deliver an effective program. That's why we provide opportunities for leaders to acquire the necessary attitudes, skills and knowledge. Our leaders are offered in person and online training to help them better understand and deliver great programs. Three phases of training are available: Orientation, Wood Badge I and Wood Badge II. www.scouts.ca/elearn

Scouts Canada Social Media Site

Social media is the wave of the future! Click on Scout Focus from the Scouts Canada homepage. You'll find blogs and forums where you can share your thoughts, and links to our Scouts Canada Official Facebook Page, Twitter, Wiggio, and LinkedIn. Make a real difference in the direction of Scouts Canada by participating in the TalkScouts forum. **Connect With Scouts leads you to these links at the bottom of the Scouters page on our website.**

Jumpstarts

Fill in the gap when you're looking for a meeting idea. These theme based packages supply everything you need to run a great meeting. Pick from such themes as Aboriginal Awareness, Remembrance Day, Climate Change, and other favourites such as Scout hiking, Compass, and fun on the farm. **Just click on Prepared Programming under Program Tools on the Scouters page.**

Yearly Programming Calendar

We know how busy our volunteer leaders can be. By using the Yearly Programming Calendar, you are supplied with a year's worth of meetings, complete with activities, games and themes. Choose to use just some of the ideas, or use them all; the choice is yours. If you have a meeting or activity that your youth enjoyed – send it program@scouts.ca. It's part of the Prepared Programming material, found on our website in the Scouters section under Program Tools.

Scouts Canada's Wiki

Think of this site as a pot-luck meal. Bring something you think others will enjoy and help yourself to anything that others brought! Find badge requirements, themes, activities and more. Wiki is for Scouters to join in and share. A super resource you will turn to time and time again. <http://wiki.scouts.ca>

Scouts Canada Brand Centre - *your one stop shop for communication and promotional tools and resources*

Found on www.scouts.ca, the Scouts Canada Brand Centre is the central resource for tools and guidance to help you produce professional and inspiring materials carefully designed to motivate and engage each of our Scouts Canada audiences.

The Communications On-Demand Centre lets you create your own branded marketing and communications materials, adapting them to your local needs. The system is linked to a trusted print supplier, St. Joseph Communications, who will process your order at a highly competitive rate.

A library of resources has been created for you to explore and adapt. This includes:

- Stationery (letterhead, business cards, envelopes, forms)
- Banners
- Pull-up displays
- Ads
- Posters
- Flyers

To access and register to use the service, please go to the Scouters page and click on Brand Centre under Other Resources. We will add to the templates over time, and we would welcome your suggestions for new resources.



Volunteer Support Toolkit

A place for all Scouters to find the Five Pillars of Support – Orientation, Formal Training, Program Tools, In Person Support, and Feedback and Recognition. <http://www.scouts.ca/vstk/>

Visit Scouts Canada's Official Website

Your Scouting home away from home, with a special page just for you containing most of what you need to run a successful Scouting program. Just click on the Scouters section from the homepage. www.scouts.ca

World Scouting Organization www.scout.org

Scouting Life Magazine

Scouting Life Magazine produces exciting, informative articles about Scouting's programs, outdoor adventures and so much more. Distributed to all registered Leaders, it's chock full of program ideas and contributions from Scouters nationwide. You'll want to save all your copies. Send us your articles, pictures and ideas to: scoutinglife@scouts.ca

Read it online by clicking on Scouting Life Magazine under Other Resources on the Scouters page.



Got questions?

Just email helpcentre@scouts.ca. We'll be happy to help you or forward your email to the appropriate council office. helpcentre@scouts.ca

Administration & Policies

In this section, you will be introduced to some of the policies of Scouting, information about forms, and answers for general Scouting questions.

The section is broken into three parts:

- Duty of Care
- Bylaws, Policies and Procedures (B.P. & P.)
- Paperwork and forms (most commonly used forms).

In addition – on the website there is access to fillable pdf forms and other useful resources, such as:

- Risk Management Overview (PowerPoint™).



SCOUTS CANADA: BYLAWS POLICIES & PROCEDURES (B. P. & P.)

7.0 - CODE OF CONDUCT FOR ADULTS:

The Mission of Scouting is to contribute to the education of young people, through a value system based on the Scout Promise and Law, to help build a better world where people are self-fulfilled as individuals and play a constructive role in society.

This Code of Conduct is expected of all adults who volunteer within Scouts Canada, recognizing that at all times they are expected to act responsibly and exercise a "Duty of Care" to the youth members.

Adults in Scouting:

- respect the rights and dignity of themselves and others;
- demonstrate a high degree of individual responsibility, recognizing that at all times their words and actions are an example to other members of the Movement;
- act at all times in accordance with Scouting principles, thereby setting a suitable example for all;
- do not use the Movement to promote their own beliefs, behaviors or practices where these are not compatible with Scouting principles;
- act with consideration and good judgment in all interpersonal relationships, both inside and outside Scouting;
- respect everyone's right to personal privacy at all times;
- take special care when sleeping, changing clothes, and bathing are associated with any Scouting activity;
- avoid unaccompanied and unobserved activities with youth members wherever possible - remember, "in earshot and in vision";
- avoid potentially compromising situations by ensuring, where reasonably possible, that at least two adults are in attendance while supervising and/or accompanying youth members; and
- realize that bullying, physical, verbal or cultural abuse, sexual harassment, neglect or any other type of abuse, is unacceptable conduct by any member of the Movement.

7.1.1 – Position Statement:

The primary responsibility of adults in the Scout Movement is the welfare and development of youth members.

The single most important function of the Volunteer Recruitment and Development (VRAD) process of Scouts Canada is to ensure that only suitable adults are recruited.

Our section programs and our ethic requires us to provide an environment in which children and young people feel valued and secure; and can grow as individuals while developing a sense of self-worth, personal integrity and increasing competence through the acquisition of skills and achievements. Any adult behaviour which is not supportive of this developmental process is inappropriate and requires appropriate intervention/action.

We have a duty of care to keep youth members safe and protect them from physical and emotional harm. In adventurous activities, this duty is exercised through sensible risk management. In our general program activities, this duty is exercised through a respectful, caring, empathetic and friendly relationship with young people. In the recruitment and selection of adult leaders, their personal standards, character and ability to develop this relationship is much more important than any technical or experience.

7.1.2 – Encouraging Positive Behaviour (Discipline):

Occasionally, there may be a necessity for appropriate disciplinary action. Scouts Canada encourages positive reinforcement to correct inappropriate behaviour.

The following examples are inappropriate discipline methods:

- physical blows or force
- confinement
- emotional/humiliation/name-calling
- any other form of abuse.

Alternatives to punishment:

If we allow someone to experience the consequences of their actions, there is potential for an honest and real learning situation to occur. Discipline can be maintained through both natural and logical consequences.

Natural consequences represent the pressure of reality without interference. Disrespecting others, for example, will ordinarily invite similar treatment. But it isn't always appropriate to let natural consequences take their course.

Logical consequences involve an intervention by someone else. So, disrespecting someone carries a consequence like removal from a program activity. The disadvantage, of course, is that this can deteriorate into another form of punishment imposed externally. Logical consequences should be negotiated as much as possible beforehand by everyone involved. Thus, an agreement is reached as to the consequences of foul language or put-downs (Code of Conduct). Because everyone is part of the agreement, everyone is also responsible for seeing that it works. By adults and youth taking responsibility together, logical consequences become an alternative to punishment.

7.1.3 – Physical Contact:

When dealing with youth, there is acceptable touching and unacceptable touching. A handshake is generally acceptable; a hug is sometimes acceptable; and an embrace is usually unacceptable. Touching which gives offence or causes any unease is not acceptable.

7.1.4 – Relationships:

Scouts Canada affirms a duty to its youth members for their welfare and development. Adults accept a responsibility to Scouts Canada to care for youth members and deliver the program. Adults enjoy Scouting and benefit from the training and experience it brings. However, adults are deliverers of the program. It is the youth members who are entitled to the benefits and protection of a safe, quality Scouting program. The correct relationship between an adult and a youth member is that of the adult being an instructor, guide, dispassionate friend and protector. It is a position of integrity, trust and maturity.

7.1.5 – Language:

Scouting ethic requires that we do not use vulgar or inappropriate language when working with youth members. Language should be acceptable to the reasonable onlooker and appropriate to the development of good citizenship.

7.1.6 – Discrimination:

Scouting is a worldwide, multicultural movement. We welcome people to membership regardless of gender, race, culture, religious belief, sexual orientation or economic circumstances. Youth members are strongly influenced by the behaviour of adults. We need to be sensitive to the traditions and beliefs of all people and to avoid words or actions which "put down" anybody.

7.1.7 – Harassment:

Harassment breaks down the positive and protective environment we seek to develop, and, at its worst, is emotionally harmful. It is contrary to our objective of individual growth and development. Some examples are ongoing teasing, disparagement, belittling or excluding individuals. Sexual harassment is any verbal or physical behaviour of a sexual nature which is unwelcome and offensive.

7.1.8 – Privacy:

The individual's right to privacy must be recognized and taken into consideration in such matters as sleeping places and sanitary facilities.

Adult members should, where possible, have sleeping accommodations separate from youth members, unless discipline, safety or available facilities dictate otherwise. (If sleeping accommodations are shared with youth for any of the above reasons, at least two adults must be present at all times.)

7.1.9 – Alcohol Use:

- (i) There shall be no alcohol or recreational drug/ substance consumed or made available on any Scout property – owned or leased.
- (ii) There shall be no alcohol or recreational drug/ substance consumed or made available during any Program activity. “Program activities” include meetings, camps, hikes, training programs (Wood Badge, workshops, etc), Scouters conferences, “Scout Night” with sports teams and similar functions.
- (iii) No person shall consume alcohol or any other recreational drug/substance within a timeframe that would negatively affect his/her ability to carry out a duty of care.
- (iv) There shall be no exclusion of youth from any Scouting activity so alcohol or recreational drugs/ substances may be consumed by adult members.

7.1.10 – Smoking:

It is inappropriate for any member to smoke in front of youth at any Scouting activity.

7.1.11 – General Conduct:

Adult leaders should:

- Help to establish safe and open communication in each section of the group.
- Have an “open door” policy. Declare all meetings open to parents or leaders.
- Treat all children, and others, with respect and dignity befitting their age.
- Be conscious of other’s “personal space”.
- Encourage participation by all, while being sensitive to each child’s individual capacity.
- Be a role model for children. Be friendly, courteous and kind.

Adult leaders should not:

- Show favoritism for particular youth members.
- Invite youth member(s) alone to your home or other private accommodation.
- Have private talks with individual youth members away from the presence of other youth or adults.
- Carry one youth member alone in your vehicle.
- Go on a hike or other activity with one youth member alone.
- Demonstrate first aid on a youth member.
- Assist youth members with personal hygiene or dressing except where health or disability requires it and then only in the presence of another adult.
- Take part inappropriately in body contact games.
- Let children involve you in excessive attention-seeking behaviour that is overtly physical or sexual in nature. Be particularly careful with the very needy child. Redirect the behaviour to “healthy” activities and provide caring attention before it is asked for.

7.1.12 – General Duty

Every adult's responsibility goes beyond the confines of his or her specific appointment to their own youth. Adults are expected to intervene when they identify breaches of any part of this Duty of Care document.

There are three primary areas of responsibility: to the parents, to youth and to yourself.

At the simplest level, parents have a right to know everything that their daughter or son is going to be involved in. Of course, they have the right to say no if they feel any activity is inappropriate. Parents are also your greatest ally, and you should keep them as well informed as possible. Parents will sometimes defer to you, but only if you have convinced them that you merit their confidence, and have earned their trust and respect.

The best way to start achieving this trust is to talk with each parent. The initial visit with parents when a youth first joins your section is critical for future relationships. This visit takes time, effort and commitment, but it is well worth it.

Discuss with the parents what Scouting is about, its Mission and Principles, program, weekly meetings and special events. Allow them to question you. It is better to deal with issues and concerns that the parents may have in a relaxed setting, rather than later in a "crisis" situation.

Where unsupervised activities take place, these are done so with parent/guardian's written approval (e.g. Scouts or Venturers camping alone).

Take a personal interest in their child and communicate regularly, simply and clearly with parents. Knowing parents personally is a great asset.

By knowing each individual young person, you'll be in a better position to anticipate how the youth may react in various situations. In physical activities, you may get fears and concerns being expressed which are easy to understand, but you may also get displays of bravado covering up real fears. In intellectual activities, you may get questions if a person does not understand, but you may also get disruptive behaviour as a way of saying the same thing.

It is important to know your own limits and abilities. If you are leading an activity with any potential risks, always make sure that you are working well within your own capabilities. If you are working on the edge of your own skills, you are endangering the young people in your charge. Seek out and obtain skills and knowledge to enable you to perform your designated role.

7.2 – CHILD ABUSE:

Scouts Canada, like all youth organizations, can face situations where Scouters/adult members are accused of abusing youth members. Even with our current risk management initiatives and the policy regarding the screening of all adult volunteers, the possibility of a youth member being abused is still a reality.

Scouts Canada has an excellent process in place for suspending, investigating and, if necessary, terminating Scouters/adult members accused of abusing youth members. We also have a procedure in place to handle media inquiries regarding abuse cases.

In addition, this procedure provides a process to communicate with other Scouters/adult members, parents and youth in a group where a current leader has been accused or charged with child abuse. The procedure will involve the Child Protection Authority (Children's Aid), the Police or other investigating agencies. When necessary, the provision of counseling for affected youth members and others involved will be arranged.

In most Canadian jurisdictions, there is a legal duty to report if a child has been or is at risk of being physically or emotionally harmed (including sexually molested) by a person having charge of the child. There is also a duty to report if a child less than 12 years of age has seriously injured another person or caused serious damage to another person's property and is either not appropriately supervised or is not getting the treatment that the child requires. (Taken from Scouts Canada's booklet, "How to Protect Your Children from Child Abuse: a Parent's Guide")

7.2. 1 – Procedure For Handling Allegations of Harassment Or Abuse Of Youth Members:

When a youth member or parent contacts a member of Scouts Canada with a complaint of abuse against a youth member, or if the police contact Scouts Canada to inform us of charges against a current Scouter/adult member, the following steps should be taken immediately. Please note that in all cases the needs and interests of our youth members must take precedence.

- (i) When a youth or parent advises that an abuse has taken place:
 1. Listen, believe and reassure. Stay calm. Don't panic or overact to the information. Listen compassionately and take what the person is saying seriously. Don't criticize or tell the person they misunderstood what happened.
 2. Advise the person that you are required to and will report the occurrence to the appropriate Child Protection Authority as well as the Scouts Canada Council Executive Director. No judgment statement should be made about the alleged abuser, nor should you show alarm or anger.
 3. Ensure the child is not in any further danger.
 4. Advise the person they will hear further directly from the Child Protection Authority.
 5. Advise the child or parent that all information will be kept confidential and only the Council Executive Director, the Scouts Canada Risk Manager and Child Protection Authority will be provided with the information.
 6. Contact your Council Executive Director and the Child Protection Authority immediately following the discussion.
 7. As soon as possible, write a detailed report of your discussion regarding alleged or suspected abuse, including who, what, when, where, how, but not why. Give your written statement to your Council Executive Director as soon as possible following such a discussion.
- (ii) Council Executive Directors are to immediately:
 1. Contact Child Protection Authority at once.
 2. Contact the Scouts Canada Risk Manager and Director of Communications.
 3. Take action to suspend accused as quickly as possible.
 4. Refer ALL media calls to the Director of Communications.
- (iii) If abuse charges are filed against a current member, on the advice and with the cooperation of the police or Child Protection Authority, the Council Executive Director (in consultation with the Scouts Canada Risk Manager and the Director of Communications) will:
 1. Meet with the Scouters and Group Committee of the group involved.
 2. Meet with the parents of the affected group.
 3. Arrange for a youth-oriented abuse education/ awareness session for youth members of the group.
 4. Offer and arrange for the provision of individual counseling for youth, parents and other adults.
- (iv) This process should also be used for "historical" cases where there are affected youth and adults active as current members.
- (v) In any abuse case, the Council Executive Director **MUST** inform and consult with the Scouts Canada Risk Manager and the Director of Communications. The Council Executive Director **MUST** also seek the advice of Police and Child Protection Authority.

Note: Requests from police or any other investigating agencies, including lawyers for information or records, must be directed to the Scouts Canada Risk Manager.

7.3 – GUIDELINES:

- Do not rely on your good name to protect you.
- Do not, for one moment, believe “it can never happen to me”.
- While respecting the need for privacy and confidentiality, every effort should be made to try not to be completely alone with a young person. When it is appropriate to work one on one, make sure that others are within earshot and within vision.
- Never touch a young person in a way that could be misconstrued.
- Never make suggestive or inappropriate remarks.
- If you suspect a young person is developing a “crush” on you, discuss it with other leaders and, if appropriate, the parents.
- If you notice any of your colleagues are at risk from their behaviour or a young person’s crush, discuss it with them.
- Co-ed leadership in co-ed Scouting situations is highly desirable.
- The presence of an adult leader is a requirement for any activity that involves Beaver Scout and Cub Scout sections.

7.4 – ADDITIONAL RESOURCES:

- Scouts Canada’s Bylaw, Policies & Procedures
- Scouts Canada’s Help Line 1-800-339-6643 or e-mail helpcentre@scouts.ca
- Scouts Canada’s web site - www.scouts.ca
- Scouts Canada’s How to Protect Your Children From Child Abuse: A Parent’s Guide
- Any Scout Office
- Provincial and local laws.



Camping And Outdoor Activity Application

Instructions:

1. This application is **to be approved by the Group Commissioner** on behalf of any section planning to undertake any Camping or Outdoor Activity.

Note: Do not use this form for non camping/outdoor activities (such as a tour of a building, visit to a seniors' home or a fundraiser such as Scout Popcorn).

2. A separate form is to be used for each outing.
3. When the application and checklist have been completed and the Group Commissioner approves the event, they sign their approval on the bottom of this form.
4. Upon approval, a signed copy is forwarded along with the Camping/Outing plan and related permission forms (provided by the leader) to the Administrative Centre for filing. NOTE: For international camps, complete and include Scouts Canada's Tour Permit (See *B.P.&P.*, Section 20000).



Scouts Canada Camping And Outdoor Activity Application

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

Colony Pack Troop Company Crew

Group: 1st Scout Lake Area: Mountain View Council: Chinook
 Camp/Outing Date(s): March 2-4, 2012 Duration of Outing: 2 nights/ 3 days
 Expected Attendance: Beavers: _____ Cubs: _____ Scouts: 24 Venturers: 1 Rovers: _____ Adults: 6
 Scouter in Charge: James Douglas Phone: (Home): 555-1234 (Work): 403-555-4321
 Home Address: 1234 Brownsea Dr Postal Code: H0H0H0

Leaders attending:
(attach list if insufficient space)

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

Name: Kathy Moore
 Name: Don Smith
 Name: Eric Johnsen
 Name: Lynn MacDonald
 Name: James Douglas
 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: Susan Bryan Address: 4321 Brownsea Dr Phone: 403-555-0123 PRC verified:
 Name: _____ Address: _____ Phone: _____ PRC verified:
 Name: _____ Address: _____ Phone: _____ PRC verified:

Location of Camp or Outing:

Facility Name: Camp Gardner Address: 2012 HWY 8, Bragg Creek Phone: 403-555-0321

Description of Program:

Attending light weight camping workshop hosted by the 1st Chinook Rover Crew

Route Plan Including Campsites (if applicable):

Parents are responsible for getting youth to Camp Gardner. Staying on campsite 5 at Camp Gardner

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

Distance to Travel: 40 km from Calgary

Group Commissioner Approval: J. Robuser

Date: Feb. 7, 2012



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: James Donley Date: Feb. 4, 2012

INFORMATION ON THE GROUP		
Name of Group: 1st Scout Lake	Section: Scouts	
Name of Leader in Charge: James Douglas		
Address: 1234 Brownsea Dr. Calgary AB H0H0H0		
Phone numbers:	Home: 403-555-1234	Work: 403-555-4321
	Fax: N/A	E-mail: jdouglas@email.can
COMPLETE ONLY IF THIS INCIDENT WAS REPORTED TO POLICE		
Police Station Name/Number:		
Police Station Address:		
Name and Phone Number of Officer in Charge:		

REPORTING MEMBER'S INFORMATION		
<p>This report must be signed by a currently registered Scouting member or a current employee of Scouts Canada.</p> <p>A copy of this report should also be sent to your local Council Office – see instructions on top of this form.</p>	Full Name: James Douglas	
	Position in Scouting: Troop Scouter	
	Street: 1234 Brownsea Dr.	City: Calgary
	Province: AB	Postal Code: H0H0H0
	Telephone (home): 403-555-1234	Telephone (work): 403-555-4321
	Fax: N/A	E-mail: jdouglas@email.can
	Signature: <i>James Douglas</i>	Date: March 5, 2012

- * If a vehicle was involved, please include name, address and telephone number of vehicle owner and of the vehicle driver, if not the same.
- ** Submission of this report no later than 30 days from the incident date constitutes notice of a potential claim only. To submit a claim, please attach to this form, or send under separate cover, *original* receipts and/or standard dental claim forms which are available from your dentist. See BP & P, Forms Section 20000, National Indemnity Insurance and National Liability insurance for details on coverage.

For National Office use only:

Forwarded to broker(s) on _____

Liability Indemnity

Conclusion

We want to thank you for your commitment, your time, and your energy. Without your offer of leadership, we couldn't carry out our wonderful and dynamic programs. We hope that the New Scouter Welcome Kit will help you find your way, answer your early questions, and introduce you to a wealth of resources you can draw on for inspiration and support. This book was produced by volunteers for volunteers—we've been in your shoes and hope this provides some early support at the beginning of your Scouting journey of discovery.

Regardless of the age group you're joining, whether it's Beaver Scouts, Cub Scouts, Scouts, Venturer Scouts or Rover Scouts, welcome to the game we call Scouting.



With every new member, every camp and every community service project, Scouts Canada makes one simple promise to Canadian youth, parents and society:

Scouts is the start of something great.

Kids in Scouts have fun adventures, discovering new things and experiences, they wouldn't discover elsewhere.

Along the way, kids develop into capable, confident and well-rounded individuals, better prepared for success in the world.

Scouts is the start of something great...



It starts with Scouts.