

# Guidelines for Managing Registers of Interest and Joining Lists



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## Introduction

This is the fifth edition of this factsheet, originally called Guidelines for Managing Colony Waiting Lists.

The success of Scouting has resulted in an increasing number of young people wishing to join. Currently the number of young people waiting to join Scouting is over 30,000.

These guidelines give some tips on how to manage your register of interest and joining list, as well as some good practice examples.

Our focus should be to ensure that we are in a position to offer a place in Scouting at the earliest opportunity once a young person has reached the correct age.

It is a good idea before the start of each term to look at your records. You will then have an accurate picture of future vacancies and advance warning of times when you are likely to be oversubscribed. It is important to keep your District informed so that they can offer you the appropriate support.

## Definitions

- A **'register of interest'** – includes anyone under the core age range, who wants to join the section when they are old enough
- A **'joining list'** – includes anyone who has already reached the core age of their section and is waiting for a place to become available in the section

## District Run Lists

Both the register of interest and the joining list should be held at District level. This will ensure that the District Team have an overview of the development of the District and will be able to respond to the changing size of both in a timely fashion.

With District run lists, the District Team will be able to ensure:

- That all sections are the maximum size they can be
- That each section has the appropriate number of adults
- That names only appear once on the lists
- A plan is in place should it be needed, either to recruit new members (adults or young people) or to deal with expanding lists
- That if a young person transfers in to the District, a place will be found for them as quickly as possible

## Recording the details

When a parent contacts you, you should collect the following details

- Name of young person
- Date of birth
- Parent/carer's name, address and phone number and e mail address
- Details of preferred Group
- If there are siblings already in Scouting and in which Group
- If they are children of leaders, and which Group/Unit they are leaders in

One suggestion is to have an application form to send to parent/carers to gather all this information and to record whether they are able to help or not. There is a sample application form available at: <https://members.scouts.org.uk/supportresources/2559> or at the back of this factsheet.

When recording the details of the child and the parents you will need to adhere to the Data

Protection Act. More information can be found on FS270001 Data Protection and the Data Protection Act 1998.

You might want to consider the minimum age a young person has to be before they can be put on register of interest. There are no hard and fast rules here, but as an example, for Beaver Scouts, you may decide that the minimum age of 4 might make the list more easily managed.

### Setting the size of your Section

Part of the management of the sections is setting the size of the section, and then the size of the register of interest and the joining list.

The first consideration is the recommended maximum size for the section as outlined in Policy Organisation and Rules (POR):

- Beaver Scouts: 24
- Cub Scouts: 36
- Scouts, Explorer Scouts and Scout Network: no recommended maximum size

Another consideration is the number of adults available in the section. The appointed Leader should plan to ensure that there are the correct number of adults present at every meeting, as outlined in POR.

Another factor affecting the size of the section will be the size of the meeting place. Another issue that may be raised is the size of the next section. If the Groups and Districts are working together to enable as many young people to join the adventure of Scouting then part of the plan will be to increase capacity in all sections.

### Some useful approaches

- If your meeting place will allow more young people to join, but you are limited by the amount of adult help, your focus will be the recruitment of more adult support. Using the 6 Step Approach to recruit more adults will mean you are getting the type of adults you and the section need. Think about the tasks that you need help with – not just the role that you need to fill. Please see:

<https://members.scouts.org.uk/recruit/sixsteps.htm> for more information.

- It is important to think flexibly and consider all your options. It is worth considering a parent rota, asking a few people to take on the role of Section Assistant and cover the meetings between them or to look at who else outside the group may be able to help, such as your local Fellowship or Active Support Unit.
- To double its capacity, a section could run back to back meetings or have a different set of young people every other week. Only one set of programmes will be needed and one Leadership Team. A different person could assume the role of 'The Leader' at each meeting to spread the work load.
- Is there another section in the District that has space that could accommodate the young people?
- Recruit additional adults to run an extra section that could meet during the weekend or on a different night.
- Some Districts will run District sections for those young people who are on a joining list. Those young people will move to Group based sections as space appears.
- Some Groups and Districts are able to run temporary sections to reduce the numbers on the joining lists. Similar to the District sections, these young people will move into the main section as space appears.
- Groups who have no Colony, but have names on a register of interest to join the Cub Scout Pack when they reach eight years old should consider opening a new Beaver Scout Colony.

Remember that it is important to consult with the other sections in your Group if you are increasing the size or number of your section.

The responsibility for developing Scouting across the District lies with the District Commissioner and their District Team, but much can be achieved by all adults working together to enable more young people to experience all the fun that Scouting has to offer

**1<sup>st</sup> Anywhere Scouts****Application Form**

Please complete this form and return to the address as the bottom. We will advise you when a place becomes available in the Colony.

Date of birth:

School:

Child's Name: (First name)

Family Name:

Mother's/Carer's Name:

Father's/Carer's Name:

Correspondence to be address to:

Home address:

Postcode:

Phone No:

Mobile No:

E mail address:

**If we are able to offer your child a place, can you support the Scout Group in any of the following ways?**

Please consider the following list and tick as appropriate. This could be on a regular or occasional basis. You do not necessarily have to wear uniform or undertake training (although you may subsequently choose to) and there are a range of opportunities to fit around your interests and the time you have to give. **Could you help us at the Section Meetings?**

YES POSSIBLY (tell me more) NO 

For activities and residential experiences - we use minibuses. **Could you drive one of the vehicles? (You may need to take a short test first)**

YES POSSIBLY (tell me more) NO 

We periodically need to organise fundraising events as not all the Group's expenses can be met from subscriptions.

**Could you help raise funds for the Group?**YES POSSIBLY (tell me more) NO 

The Group Executive Committee assists and supports the Group Scout leader and other Leaders in managing and running the Group. It is responsible for maintaining Group property, insurance, fundraising, public relations and assisting with Leader recruitment. It is elected annually at the Annual General Meeting. It is a non regular commitment requiring a few meetings a year. **Would you stand for election for a term on our trustee management group?**

YES POSSIBLY (tell me more) NO 

Are you able to help in any other way?

YES POSSIBLY NO 

Signed

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