

District Explorer Scout Administrator Training Pack Factsheet 3 of 8 Communicating with Adults



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The DESA is the hub of the communication network, both for adults working in the Section and for Explorer Scouts. Communication with Explorer Scouts is covered in Factsheet 4 of this resource. Let's look at how you can effectively communicate with the adults working with the Explorer Scout Section.

i) Which adults do you need to keep in touch with?

The list of people that you must keep in touch with is relatively well defined:

- **The District Explorer Scout Commissioner (DESC)**
- **The Area or County Scout Network Administrator**
- **Explorer Scout Leaders (ESL)**
- **Scout Leaders**
- **Group Scout Leaders**
- **District Secretary**

Let's look at each of these contacts in a little more detail to help you understand why they must be in your communications loop.

The DESC

This one should be obvious - you are his/her right hand man/woman. The DESC and the DESA must work closely to ensure that all of the things

which will make Explorer Scouting tick in your District are addressed. The DESC is also the person you report to.

It would make sense for the two of you to meet regularly. How regularly will depend on what needs to be done at the time. A face-to-face meeting once a month might be enough with phone calls and e-mails in between meetings to keep each other up to date. At other times you might need to meet more frequently. Remember, you are both busy people – use your meeting times wisely.

Explorer Scout Leaders

Unit leaders need to know what is going on in the District Explorer Scout provision. They need to know what aspects of District programming they can plug their Unit into. They need to keep you informed of awards and achievements in their Unit. They need to know the dates of the various meetings and committees that they can and should attend. In short, they need to know everything that their Explorer Scouts know (see next chapter) and more besides. After the DESC, your contact with the ESLs is the next most important relationship in your role as DESA.

Scout Leaders

One of your focuses as DESA should be the process whereby Scouts move into the Explorer Scout Section. We all want to see as many Scouts becoming Explorer Scouts as possible. You have a key role in this 'Moving In' process (which is

covered in more detail elsewhere in Factsheet 5 of this series).

Your key points of contact in ensuring the success of the 'Moving In' process are the Scout Leaders in the District. You need to get details of all Scouts in the District before their 13th birthday, so that you can contact them to let them know what Explorer Scouting is all about. They should be able to provide you with this information without you having to use thumbscrews!

The Area or County Scout Network Administrator

At the other end of the Section's age range you have a key role in trying to ensure that all Explorer Scouts become members of the Scout Network. In the same way that Scout Leaders should inform you of all eligible Scouts before their 13th birthday, you should be prepared to give the Area/County Scout Network Administrator details of Explorer Scouts as they reach their 17th birthday. This will allow the A/CSNA to contact them to let them know what the Scout Network has to offer in their locality.

Group Scout Leaders

The main reason why you need to keep in touch with GSLs relates to Partnership Agreements. Explorer Scout Units supported by Scout Groups will have a Partnership Agreement. This document will have three signatories: the DESC or DC, the GSL and the ESL. Each agreement should be recorded and stored in a safe place. It should also be reviewed at regular intervals – annually to begin with but less frequently as things settle down.

It is also important to keep GSLs in the communication loop. They have an important job in the District and when kept informed, will prove to be a strong stimulus to the success of Explorer Scouting in the District. Keep them apprised of what Explorer Scouts are up to by sending them copies of the Section newsletter (if you have one).

District Secretary

Your main point of contact with the District Secretary will be at census time. You will have the Explorer Scout records, which the District Secretary needs to complete the annual census. Hopefully, if you both use the same spreadsheet or database and are both able to use e-mail, this should involve a simple transfer of data.

ii) Modes of Communication

You will need to think carefully about how you choose to communicate with the adults in the Explorer Scout Section. Your decision should be based on two things – your capabilities and the facilities of those you are communicating with.

Ideally, you will have a personal computer...and be able to use it. You will also hopefully be able to use e-mail and the internet. If so, and the people you need to contact have the same facilities and ability, most of your communication can be by e-mail.

But what if you or they are not able or willing to use electronic means of contact...well paper will have to do. Letters and newsletters will be your main means of contact and snail mail your trusty workhorse.

Make sure that whatever means of contact you choose to utilise, that you have a budget to spend on paper, stamps and internet costs.

Finally, don't forget the phone and the face-to-face meeting. Both are valuable methods of keeping in touch with adults in the Explorer Scout section – don't be afraid to use them.

iii) What you want from them

...a friendly smile and regular helpful pieces of relevant information

iv) What they need from you

...a friendly smile and regular helpful pieces of relevant information

KEY POINTS

- ◆ **Nothing frustrates adults in Scouting more than not being in the know...you have a key role in ensuring that every adult working in the Explorer Scout Section knows what is going on in the Section.**
- ◆ **Use the means of communication that will ensure that you contact everyone who needs to know.**
- ◆ **Maintain regular contact with the six groups of people who are key to a successful Explorer Scout Section (DESC, ESLs, SLs, GSLs, A/CSNA and the District Secretary)**