

District Explorer Scout Administrator Training Pack Factsheet 5 of 8 The Moving in and Moving on Process



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Introduction

Possibly *the* most important part of the DESA's job is their role in the "Moving in and Moving on" process (MiMo). We have already covered the principles of information gathering and data management in Factsheet 2 of this series, but this section explains how this information can be used to recruit and retain Explorer Scouts from the Scout Section right through to the Scout Network.

What is MiMo?

The transition from being a member of a Scout Troop to being an Explorer Scout ("Moving In") is often a daunting process and if we are to encourage Scouts to become Explorers, we have to work hard to make the move painless, enjoyable and exciting. The DESA plays an essential role in this, both in identifying potential Explorer Scouts when they are just beginning to think about moving on, and in welcoming them to the Explorer Scout community.

Just as important is the move from Explorer Scouts to the Scout Network ("Moving On"), and again the DESA can be instrumental in this process, by disseminating information about the Network and helping the County Scout Network Administrator make contact with older Explorer Scouts.

Developing a strategy

It is easy to see how this part of the role can appear daunting and even overwhelming, so it is important from the outset to work with your DESC to develop a *strategy* for the MiMo process in your district. The components of your strategy should cover the following areas:

Collecting information about potential Explorer Scouts

This means developing good relationships with Group Scout Leaders and, especially, Scout Section Leaders in every Group in your District, encouraging them to pass on the names and contact details of all Scouts before they reach the age of 13. Some will keep electronic records, others paper records, and you will have to be prepared to deal with both. Be proactive - don't expect them to come to you! You may need to contact them 2 or 3 times per year to keep your records up to date. Be specific about what information you need from them - no good having a name without a date of birth and contact details.

Making First Contact - sending Birthday Cards

Send every Scout a 13th birthday card. This is their introduction to you, the DESA, and should be worded in such a way that you whet their appetite for Explorer Scouting. You may wish to devise your own cards; alternatively cards are available to download from Scoutbase UK

(www.scoutbase.org.uk). Make sure you don't miss anyone - you will have to be very organised!

Following up

A little nearer the time when the Scout is due to become an Explorer Scout, perhaps at 13^{1/2} or so, you may wish to send a little more information to him or her, perhaps in the form of a Welcome Letter or pack. This could be some general information about Explorer Scouting in your District, with a copy of the district programme and maybe an invitation to a specific event or Unit activity. At the same time, don't forget to let the Explorer Scout Leaders of the local Unit know that this Scout is nearing their 14th birthday. They may already know - but don't take this for granted. Remember that you are the main line of communication for Explorer Scouting in your District!

Keeping them there - what to do when they have become Explorer Scouts

Once again, you are the main source of information, and you should spend some time keeping your District Explorer Scout database up to date. That way you can make sure that every Explorer Scout in the District receives a copy of the Explorer Scout Balanced Programme, and has full access to all the activities on offer. This is vital if they are to continue to enjoy their Explorer Scouting.

You may also wish to send every new Explorer Scout a "New Member Pack", containing, for example, their own Explorer Scout Membership Pack and all the information they will need to enjoy to the full their Explorer Scouting.

Ready to move on...

...to the Scout Network.

You should try to be in regular contact with the County Scout Network Administrator, as well as the local Scout Network co-ordinator. This way you can pass on any information about the local Scout Network to the Explorer Scouts in your District, especially as they reach 17 and begin to think about moving on. You should pass on the contact details of all Explorer Scouts in your district before they reach the age of 17 - that way the County Scout Network Administrator can send them a 17th birthday card, and arrange for the local Network members to make contact.

Plugging the gaps

Remember to review your strategy at least once a year - how many Scouts are becoming Explorer Scouts? Which areas are doing well, which not so well? You will be able to provide your DESC with important information to help him or her grow Explorer Scouting year on year. This is the Self-Review Process, and should be a positive process of self congratulation, as well as to identify areas for improvement. Don't be afraid to do this openly with other members of the Explorer Scout team - you may be surprised at how well you are actually doing!

One possible model for a MiMo strategy is shown over the page.

**GATHERING
INFORMATION**

Contact all GSLs and SLs in November, March and July each year for the names, dates of birth, addresses and telephone numbers of all Scouts over the age of 12.

Send copies of the district Explorer Scout programmes to all the GSLs and SLs in the district, so that they know what Explorers get up to!

At least once a year take the time to visit all the Scout Troops in the district, along with the DESC, to introduce yourself and maintain contact

Send a birthday card to all Scouts when they reach 13!

Pass on the contact details of these Scouts to the local Unit leaders

MAKING CONTACT

Send a Welcome Pack to all Scouts once they reach 13¹/₂.
This will include:

- An information leaflet about their local Explorer Unit and the District Explorer Scout team
- Contact details of the DESC, DESA and Unit Leaders
- Copies of the current Unit and District Explorer Scout programmes
- An invitation to the next Explorer Scout meeting

Make sure all Explorer Scouts receive up to date Unit and District programmes as well as regular information about the local Scout Network

**REGULAR
COMMUNICATION**

Pass on the names, dates of birth and contact details of Explorer Scouts to the County Scout Network Administrator as they reach 16¹/₂

MOVING ON

ANNUAL REVIEW

KEY POINTS

- **With your DESC develop a strategy to promote the Moving in, Moving on process in your District.**
- **Work to develop good relationships with Group Scout Leaders, Scout Section Leaders and the County Scout Network Administrator.**
- **Encourage Scouts to move in to Explorer Scouts by making contact early and keeping them well informed about Explorer Scouting in the District**
- **Make sure you keep your District Explorer Scout database up to date, and inform the County Scout Network Administrator of all Explorer Scouts as they approach 17.**
- **Remember to review your strategy at least annually to make sure it is working.**



EXPLORER

SUGGESTED CONTENTS OF AN EXPLORER SCOUT NEW MEMBER INTRODUCTION PACK

A New Member Pack can be used to welcome a new Explorer Scout to the Explorer Scout Unit and the wider Explorer Scout community in the district.

It should, therefore, contain useful information about the programmes and activities on offer, important contact details, letters of welcome and introduction, and other information as determined by the local arrangements in your district.

When should the pack be presented?

This will depend on your local arrangements. It can either be given to the Explorer Scout when he or she attends their first meeting, or presented at the time of investiture as an Explorer Scout. To some extent, this will determine the content of the pack (e.g. whether or not it includes Explorer Scout membership badges and neckerchief, the Moving On Award, or the Explorer Scout Membership Pack).

Either way, it would seem better for the pack to be presented in person (either by the Unit leader, or the DESC, or even the DESA) rather than sent by post.

What should it contain?

Essentially you (and the DESC and ESL team) decide. Why not involve the Explorer Scouts in devising a pack? A welcome message from other Explorers may be more inviting than one from the DESC!

Here are a few suggestions:

- A welcome note from the DESC, DESA and leader team.
- Information about membership fees, and how to pay them.
- A registration form - hopefully, as the DESA, you will already have many of the details you need, but take this opportunity to gather as much useful information as possible. (why not ask the Explorer Scout parents if they have any specific skills or talents which may be of use? A district "skills register" may prove very useful).
- A "communication" questionnaire - ask the Explorer Scout to tell you what is their preferred mode of communication.
- The District and Unit programmes for the current and forthcoming terms (if available).

- Contact lists - for Unit leaders, the DESC and the DESA.
- Suggested kit lists for activities, camps and so on.

If the pack is to be presented at the time of investiture, you might also include:

- The Explorer Scout Membership Pack.
- Information on how to register for the Duke of Edinburgh's Award Scheme.
- Membership badge, district and county badges and Unit name tape.
- Explorer Scout neckerchief.

