

## 2.3 How to start a Scout Fellowship



There are a number of key stages that will need to be followed to start a new Scout Fellowship. Some of these activities will need to happen in order over time, others can happen simultaneously.

### **Obtain a copy of *Active Support, A Complete Guide to the Scout Fellowship***

Get a copy of the *Active Support*, (if you haven't already got one!)

### **Sell the concept**

A new Scout Fellowship will need some potential members to get it started. There is no point taking a new Scout Fellowship forward if it is going to be a one-man band.

### **Obtain approval**

Obtain approval and support from your responsible Commissioner: either GSL, ADC, DC, CC, National Commissioner etc.

### **Ask for support**

You will not have to do this on your own. There are many people and resources that will help you through the process. A key contact will be your AAC/ACC (Scout Fellowship). For more details see section 2.19 on 'Support for the Scout Fellowship' and the 'Resources' section.

### **Form a team to get it moving**

The work involved in getting a Scout Fellowship started is not difficult, however it will be much easier with a small team of two to three people working together to share the workload.

### **Agree an initial remit or purpose**

Why is there a need for a new Scout Fellowship? Why won't an existing Scout Fellowship satisfy the role? How is the new Scout Fellowship's 'Active Support' going to be provided and by whom? See section 2.11 'Agreeing a Remit'

### **Agree time scales for getting started**

There is no specific time scale for doing this as it will depend on your local situation. Try to keep the pace up though, an aim of three months from planning and initial discussions, to promoting and having a successful launch meeting is a sensible target.

## **Agree some targets**

If targets are set then at least it is easy to judge how the new Scout Fellowship is getting on and what areas might need some extra focus. The Healthcheck process is in place to help with benchmarking how the planning, and early days of the new Scout Fellowship is progressing.

Targets might include:

- the date of first meeting
- membership numbers over various time periods
- the number of active support activities in the first year.

## **Arrange launch meeting**

You will need to organise:

- a suitable venue, e.g. Scout Headquarters, or individual's home
- date and time, i.e. mid week, Friday/Saturday evening, Sunday
- style - formal, informal
- refreshments - e.g. cheese & wine, coffee and biscuits, BBQ etc.
- invitations to key people, including "responsible Commissioner", e.g. if it is a District Fellowship, then invite all the GSL's.

## **Publicise the meeting**

- Mail out publicity material to known prospective members
- Publish article in local Scout magazine
- Talk about the potential at every opportunity when with Leaders e.g. whilst on camp.
- Ask for a slot at relevant other Scout meetings to promote the Fellowship's launch meeting, e.g. Group Exec, Supporters Meeting, District Exec, etc.
- Stick posters up at your local Scout Headquarters.

## **Hold launch meeting**

At the meeting, you should ensure all present are introduced to each other, and keep a list of those who attended. In addition, you will need to do the following:

## **Decide a structure**

There are a number of models that can be used for running a Scout Fellowship. Probably the most successful is the traditional one of Lead contact/Chairperson (approved by the line manager), Treasurer, Secretary, etc.

## **Elect the officers for the agreed structure**

The election might not take place for a few months until the membership has 'settled down' and people have got to know each other. The election process should be agreed and documented in the Constitution/Guidelines of Operation.

## **Agree a name**

The name does not have to include the words Scout Fellowship. Examples include "5th Letchworth Scout Fellowship", "Ware District Scout Fellowship", "Wild Rovers", "The Edge SF" or 'The Southern Stars'. The name should be suitable for the Scout Movement.

## **Agree a Constitution**

It is recommended that a formal Constitution (or at a minimum, a set of Guidelines of Operation) is drafted for the new Scout Fellowship. Items that can be covered in this document might include: -

- election of officers
- remit of Fellowship
- membership - types, what is required, Code of Conduct (reference Young People First)
- subscriptions - how much, when due, what happens on non payment
- how to amend the constitution - See section 2.4 'Overview - Running a Scout Fellowship'.

## **Register**

The formal registration will take place as part of the information collected for the Annual Scout Census towards the end of January each year. This is done by the Area/County Secretary. It is also worth while registering your presence by completing the form on Scout Base UK. This will inform the National Scout Fellowship Team that you have started up, and you will be put on the list for any national mailings. Remember to let your AAC/ACC (SF) know, if you have not already done so, as they can offer invaluable support.

## **Agree an initial programme**

A programme of suitable activities needs to be planned. Initially this may be activity by activity but ideally two to three month's worth of activities. The initial programme should have a primary aim of getting members and potential members to come along and have some fun. It should also reflect a mix of Active Support activities so members can feel their new Scout Fellowship has a purpose for the benefit of Scouting and social activities for the benefit of the members.

## **Prepare a welcome pack**

A new Fellowship will hopefully attract new members. An early activity will be compiling a welcome pack. This might include:

- a letter of welcome from the Chairman/Leader
- a list of names and address of members
- a current programme
- a list of annual activities e.g. Annual Camp
- a copy of the Constitution/Guidelines of Operation
- a questionnaire of information you need from the new member.

### **Investitures**

To become part of the Scout Movement the potential member needs to be Invested. Most will want to make the Scout Promise. Time should be taken to explain the Law and Promise and the commitment that this involves.

### **Needs of new members**

A new member needs information about their role, the opportunity to meet people (other members and young people) and opportunities to 'have a go', whetting their appetite and building their confidence.

It is important that all the new members get involved to the level that is acceptable to them. Many members are lost because the skills and time they want to put into the Fellowship are not utilised, so it is important to get this right.

### **Promotion**

A new Fellowship will need to promote itself and the types of Active Support it can provide. You can't provide Active Support if people don't know how you can help them, so make sure people know what you have to offer!

### **Review progress**

During this process regular reviews of progress should be made to ensure the plan is on target.

## CHECK LIST FOR STARTING A SCOUT FELLOWSHIP

Task	Who by and Target date	Date completed
Get a copy of <i>Active Support</i>		
Sell the concept		
Obtain approval		
Ask for support		
Form a team to get it moving		
Agree an initial remit or purpose		
Agree time scales for getting started		
Agree some targets		
Arrange launch meeting		
Publicise the meeting		
Hold launch meeting		
Decide a structure		
Elect the officers for the agreed structure		
Agree a name		
Agree a constitution		
Register		
Agree an initial programme		
Prepare a welcome pack		
Investitures		
Needs of new members		
Promotion		