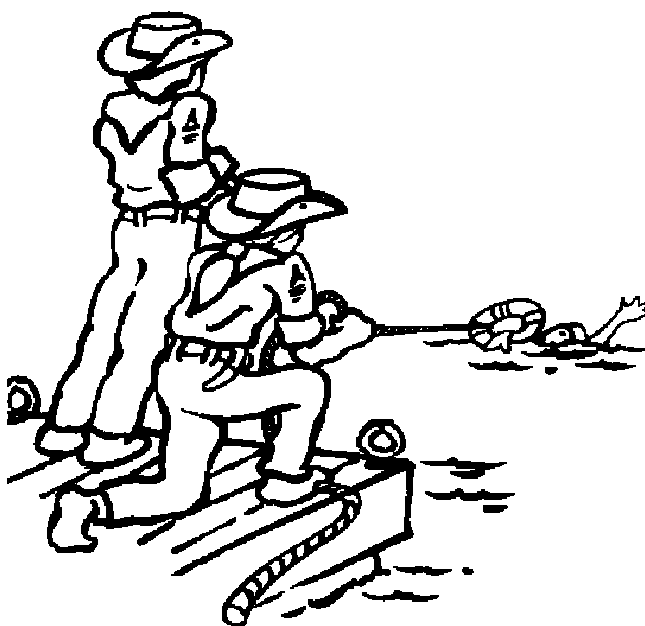




ST. CATHARINES DISTRICT

LIFE PRESERVER

A GUIDE FOR NEW LEADERS



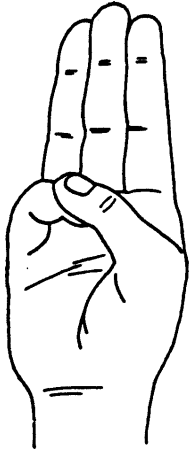
Our District Crest shows some of the highlights of our community

Grape and Wine
Industry
Henley and Rowing
Welland Canal
Scout symbol

*shown by the grape bunch
indicated by the plant on the right
the rowers shown left of centre
centre of the crest: the boat in the lock
we are a member of Scouts Canada*

Scout's Canada's Mission Statement:

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.



Promise

**An expression of the meaning
of the Mission Statement, Principles and Practices**

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

Objectives of this manual:

To provide **you** with:

- An understanding of Scouting's Principles, the *Adult Code of Conduct* and your role, as an adult, in Scouting.
- A clearer idea of the VRAD process that will guide you through and help you learn more about your responsibilities as a new leader and what you can expect.
- Information on the section you will be working with such as age requirements of the youth, the program objectives, and how you fit into the big picture.
- A quick overview of how to work with your leadership team to develop a good program that provides challenging and fun opportunities for our youth and for you.
- A list of available resources that can help you in your new position—where to go and who to call for help.

***Remember
You are not alone.***

***We are a movement with uniforms: please
refer to your Section Leader's Handbook
for proper uniform for your section.***

PRINCIPLES

Scouting is based on three broad principles which represent its fundamental beliefs.

Duty to God:

Adherence to spiritual principles, loyalty to the religion that expresses them and acceptance of the duties resulting therefrom.

Duty to Others:

Loyalty to one's country in harmony with the promotion of local, national and international peace, understanding and cooperation, and participation in the development of society, with recognition and respect for the dignity of one's fellow-being and for the integrity of the natural world.

Duty to Self:

Responsibility for the development of oneself. This is in harmony with the educational purpose of the Scout Movement whose aim is to assist young people in the full development of their potentials

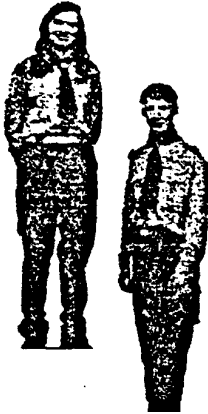
CODE OF CONDUCT FOR ADULTS

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 & 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 others members of the Movement.
- Act at all times in accordance with Scouting principles, thereby setting an example for all.
- Do not use the Movement to promote their own beliefs, behaviours or practices where these are not compatible with scouting principles.
- Act with consideration and good judgment in all interpersonal relationships, both inside and outside of 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, whenever 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.
- 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.

YOU AND YOUR UNIFORM



Uniforms indicate much about the wearer: their beliefs, their standards and the organization they represent. From the very beginning of the Scout Movement the wearing of the uniform has been the outward sign of a "Scout" and the wearers have gained the respect and trust of their communities. It is, therefore, important that when you do wear the uniform you always reflect credit on the movement. Your uniform not only represents membership in your section and Scouts Canada, but in the largest organization in the free world. You should look on the wearing of your uniform as a privilege you have earned and a privilege you must continue to justify.

The uniform is a fairly costly item and it is customary for most Group Committees to either provide their Scouters with a full uniform or give them an allowance towards the purchase of a uniform.

It is important that you set an example in neatness for the youth. Wear your uniform correctly and with pride. The correct "Scout" uniform for all sections and leaders is clearly defined in *ByLaws Policies and Procedures - Scouts Canada* under "Uniform" pages 94-99. This invaluable book is available from The Scout Shop. Diagrams for the correct placement of all badges for each section are in this book.

WHEN SHOULD I WEAR MY UNIFORM

You may wear your uniform at any scout gathering.

You should wear your uniform:

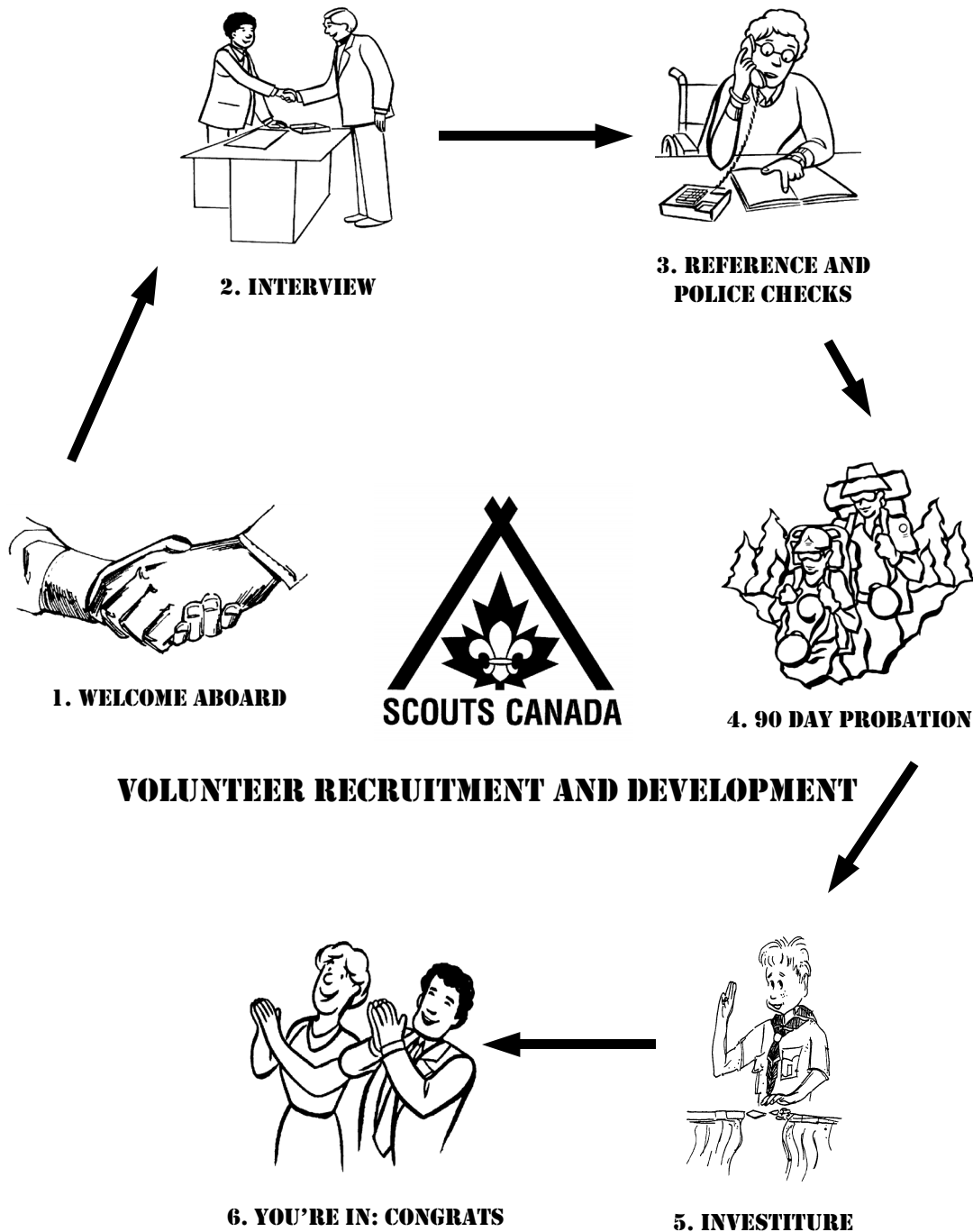
- at regular Section meetings
- at Scout's Own services
- to Scouters' Club
- when going to and returning from camp
- when attending most adult training events
- at formal scouting events such as banquets, award ceremonies, church services, welcoming Scouting guests

You need not wear your uniform

- while at camp (except for openings, closings, Scout's Own services and other specific ceremonies)
- at informal leaders' meetings
- while taking part in messy crafts, vigorous sports, etc.

From Lynn Valley District

VRAD



VOLUNTEER RECRUITMENT AND DEVELOPMENT

*THEN AN ONGOING PROCESS THAT MEASURES
WHERE YOU ARE AND WHERE YOU WANT TO GO*

VRAD

VOLUNTEER RECRUITMENT AND DEVELOPMENT

(WHAT IT MEANS TO YOU)



- 1. WELCOME ABOARD:** You've made the first step and decided to join Scouting. It may be to share some of your interests and hobbies with your children and others or because of a need for new leaders in the section you've joined. We appreciate your desire to help out and we know you will appreciate and understand our desire to make our program fun and safe for our youth as well as challenging for you. To do this we take our youth's interests and yours into consideration through the VRAD process.
- 2. THE INTERVIEW:** The introductory interview is private, confidential and conducted by a representative of your Group Committee and a representative of Scouts Canada. It is about one hour in which questions concerning your work history, interests, hobbies and motivations for working with youth are covered. This insures that you are well suited to the task of working with the youth in your section. It is *also* a time for you to get any of your questions or concerns answered.
- 3. REFERENCE AND POLICE CHECKS:** Also confidential, these 3 reference checks allow us to talk with people who have known you for some time and are in a position to let us know of your abilities and suitability to work with young children and adults. The Police Check is a **mandatory** requirement for acceptance into *Scouts Canada* and is done once every 5 years starting with your application. In St. Catharines this is done at the Niagara Regional Police office as per the directions that will be given to you at your interview. The police check forms are given **after** the introductory interview.
- 4. 90 DAY PROBATION:** This begins on the first day you actively work with your section. It is a time to learn more about the *job description* of your section and to practice the ceremonies that are used at the weekly meetings while helping to develop the program plan. It is also a chance for you and others (your Group Committee, fellow leaders, your Service Team representative and **yourself**) to decide if you made the right choice.
- 5. INVESTITURE:** You will repeat the *Scouter's Promise* and become a full-fledged member of Scouting. You can wear your investiture epaulets and take part in all ceremonies and further training through *Woodbadge Training* to further develop your abilities.
- 6. YOU'RE IN!**



DOING OUR BEST

Cubs are 8-10 year olds who want:

- to be challenged—to experience and to lead
- to compete in an environment of trust and fair play
- be trusted to make their own choices

Cubs are invested upon completion of initial requirements

Promise

I promise to do my best
To love and serve God, to do
my duty to the Queen.
To Keep the Law of the Wolf
Cub Pack
And to do a good turn to
someone every day



Motto

Do Your Best (DYB)

Law

The Cub respects the Old
Wolf
The Cub respects him/herself

The Cub Program Allows Cubs To:

- express and respond to God's love in their daily lives
- do their best while keeping fit, being creative and developing a sense of accomplishment and learn to develop leadership skills
- make choices while developing a sense of fair play, trust and caring
- participate in outdoor activities, learn about the natural world and their place in it.
- satisfy their curiosity, need for adventures and new experiences.

Cub Recognition

Sixer and Second positions in a six allow cubs
to develop leadership skills by leading a small group
and contributing to the development of the program

Badges, Stars and Awards: individual recognition of
achievement in areas of interest or taking part in the program.





COME ALONG

FOR THE RIDE

THE CUB PROGRAM AND YOU

Learning where you belong in the cub program

The Pack: Where cubs come together—made up of sixes (*groups of up to 6 cubs divided by age or with senior cubs in leadership roles: sixers and seconds*). This promotes leadership in the youth and makes working with them easier (i.e. detailed instruction).

Scouter: or leader, an adult volunteer 18 years of age or older who has passed the *Volunteer Screening Process (VRAD)*. He or she agrees to promote the *Principles of Scouting* and abide by the *By-Laws, Policies and Procedures* of Scouting. An **SIT** is a Scouter-In-Training, a youth leader 16-18 years of age while an **Activity Leader** is a youth helper 14-16 years of age. Both are useful resources to helping run your program.

Leadership a shared responsibility: . In Cubs, one leader accepts over-all responsibility for the section, with a *Cub Master or Contact Person* and *Assistant Cub Masters*, but the principle of sharing the leadership opportunities still applies. In all cases, leaders:

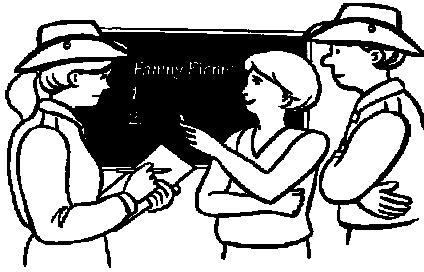
- cooperate and support one another
- take on a share of their tasks according to their ability and availability
- respect other team members' perspective in decision making
- demonstrate behaviour consistent with the Scout Law.

Contact Person: one leader who is easily accessible by phone, email or other means to parents, other scouting people and the community. Called **Akela** by the cubs and leaders he/she is seen as the **head** of the pack *The contact person must be 21 years of age or older.*

Youth Leadership: 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.

Kim is a Scout who helps with the Cub 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

Parent Volunteers: parents who stay and help out during meetings—take advantage of parents who sit on the side to watch the meeting: they may be potential leaders. Do not leave the cubs with unscreened adults—always have a registered and invested leader present. **If parents or adults help out on a very regular basis but do not wish to be registered they will still be required to have a police check.**



Program Planning Bringing Your Section To Life

A program plan allows you to become involved with developing the potential the youth in your care. It allows:

- For the development of a plan that meets the needs of your specific section in a creative manner. A careful plan is:
 - aimed at the age group you are working with
 - creative and imaginative, challenging and fun
 - organized and flexible - it allows for the unexpected while maintaining a flow
 - involves all the youth through their participation, and the development of their leadership skills where appropriate.
 - involves **all** the leaders and, where appropriate, the youth, with everyone contributing to the development and implementation of the program.
- The incorporation of imaginative themes for the beavers and cubs and imaginative and challenging themes and ideas for the scouts and venturers
- For opportunities for the development of leadership skills for the youth and for adults.

Planning the Program

Long-term: 3 or 4 years in view (depending on your section). Knowing what you're doing ahead avoids repeating activities more than once for any youth member involved in your program. A one year view looks at holidays, special activity days, outings, camps/overnights and district/regional events

Mid-term: 3-4 months—involves themes (i.e. holiday themes, space or imagination or pioneering depending on your section) that can tie in 4-6 weeks of program. Use this time to insure a balance of outdoors, crafts, stories, games, outings etc. also dependent on your section. This is where you decide what you are going to do on specific meeting nights.

Short-term: actual meetings, camps or overnights. This is where you decide who does what and when and plan for *alternative* activities if the unexpected arises .

Evaluation: always take the time to evaluate your program (after each meeting for example) to see whether it met your goals and if your youth members had **FUN!**

Programming Steps

Program Start

Child Interests

Section Program Goals
(Child Development Needs)

Program Ideas, Themes Events, Section Achievement Activities

Program Development

Program Elements

Games Crafts Music Storytelling Playacting Spiritual Outdoors
Fellowship

Program Delivery

A variety of structured activities which are fun,
age-appropriate and that satisfy child interests
and developmental needs within a given time frame

Program Evaluation

Activity success is measured against meeting child interests
and developmental needs for the age group

A Typical Meeting (Pack)

A typical meeting looks like this:



15 min.	Gathering Activity
5 min.	Opening
10 min.	Game
20 min.	Theme Activity
10 min.	Game
20 min.	Theme Activity
10 min.	Song/Story
10 min.	Six Meeting
5 min.	Spiritual Fellowship
5 min.	Closing
15 min.	Leader Meeting

Come spread the news: we're all about fun!

Resource List for Packs

Essential Resources:

Cub Leaders Leader's Handbook

Wolf Cub Handbook

Cub Program Standards

Leader Magazine—a monthly publication from Scouts Canada available to all registered leaders in St. Catharines

By-Laws Policies and Procedures: outlines all policies for your program.

Outdoor Activities: The Hows and Whens of Filling Out Paperwork

***Also:** Parent's Guide for Preventing Child Abuse*

The Jungle Book by Rudyard Kipling

Available from www.scouts.ca in PDF format (requiring Adobe Acrobat Reader also downloadable from the Scouts website at: <http://www.scouts.ca/scinfo/outguide.htm>).

Camping and Outdoor Activity Guide

All required paperwork: Parental Consent Forms; Incident Reports; Parent/Guardian Consent Forms, Parent/Guardian; Consent Forms (list format) for Tours, Visits and Fundraisers; Physical Fitness; Tour Permits; Safety Checklists.

District Contacts:

<i>Commissioner</i>	Michael Holla	(905) 682-5546 mholla@sympatico.ca
<i>ADC Pack</i>	Suzanne Martin	(905) 646-2961 tedsuzmartin@aol.com
<i>Scout Office</i>		(905) 685-8600 scouting@niagara.com

***Your Service Team Representative**_____*



FORMS TABLE **FOR OUTINGS,** **CAMPS AND** **OVERNIGHTS**

*Remember, in Scouting,
use the outdoors as
a key learning
resource!*

*Camp Wetaskiwin book-
ings are taken on first
business day after Labour
Day for the full Scouting
Season*

*Call Scout Office at:
905-685-8600*

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<i>A Tour Permit is needed for any activity out of country where youth and adults will be outside of Canada for more than 12 hours, an overnight, or beyond 250 km. from border</i> <i>Form to be submitted to Scout Office 4 or 5 weeks prior to activity for Provincial approval</i>			
Go over <i>Safety Checklist</i> with Group Committee to insure all aspects of activity are being carefully examined. For overnights at a church or partner facility inform the fire department and police that a sleepover is in progress	Go over <i>Safety Checklist</i> with Group Committee to insure all aspects of activity are being carefully examined. For overnights at a church or partner facility inform the fire department and police that a sleepover is in progress	Copy of <i>Camping and Outdoor Activity Form</i> submitted to District Office 3 weeks prior to activity with Group Committee signature indicating approval	Copy of <i>Camping and Outdoor Activity Form</i> submitted to District Office 3 weeks prior to activity with Group Committee signature indicating approval
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Group Committee approval Safe and appropriate for your youth as per <i>Outdoor Guide</i> <i>Camping and Outdoor Activity</i> or <i>Parent/Guardian Consent Form For Tours and Fundraising</i> for Group Records	Group Committee Approval Safe and appropriate for your youth as per <i>Outdoor Guide</i> <i>Camping and Outdoor Activity</i> or <i>Parent/Guardian Consent Form For Tours and Fundraising</i> for Group Records	Group Committee Approval Safe and appropriate for your youth as per <i>Outdoor Guide</i> <i>Camping and Outdoor Activity</i> or <i>Parent/Guardian Consent Form For Tours and Fundraising</i> for Group Records	Group Committee Approval Safe and appropriate for your youth as per <i>Outdoor Guide</i> <i>Camping and Outdoor Activity</i> signed by Group Committee
<i>Outings/Tours in District Boundaries (under 5 hrs.)</i>	<i>Camping/Overnights</i>	<i>Outings/Tours at Camp, Out of District (over 5 hrs.)</i>	<i>Out of Country</i>

*For all Outings the Parental Consent Form must be filled out and adherence to BP&P is mandatory.
Please refer to Outdoor Activities: The Hows and Whys Of Filling Out The Paperwork available
by email request, through your Service Team Representative or at the Office.*