



# 1<sup>st</sup> Burghfield and Sulhamstead Scout Group

## New Members' Information Pack

Welcome to 1st Burghfield and Sulhamstead Scout Group which is part of Pang Valley District in Berkshire. It is our aim to provide relevant and exciting Scouting opportunities for young people (both boys and girls) aged between 6 and 18 in the Burghfield, Sulhamstead and Mortimer area.

As a group we are hugely proud of our heritage and our achievements, particularly in recent years. The growth in our numbers from less than 50 a few years ago to nearly 280 today shows that we are doing something right. We are the largest scout group in Berkshire and one of the largest in the Country.

We are a family friendly group and when young people join us, so do their families. We aim to include parents in as much as possible whether it's helping out at weekly meetings, coming along to our group family camp or just helping out with a bit of DIY at our Headquarters. Many of our parents are also leaders!

### 1. About the Group

We currently run 3 Beaver Colonies, 3 Cub Packs, 3 Scout Troops and 1 Explorer Unit. These 10 sections meet on a variety of nights in different locations outlined in the table below:

	<b>Beavers</b> (ages 6-8)	<b>Cubs</b> (ages 8-10½)	<b>Scouts</b> (ages 10½-14)	<b>Explorers</b> (ages 14-18)
<b>Monday</b>	<u>Voyager Colony</u> (5.30-6.45pm at Burghfield Scout HQ)		<u>Falcon Troop</u> (7-9pm at Burghfield Scout HQ)	
<b>Tuesday</b>	<u>Pathfinder Colony</u> (5.30-6.30pm at Burghfield Scout HQ)	<u>Jaguar Pack</u> (6.30-8pm at Burghfield Scout HQ)		<u>TAO Explorer Unit</u> (8.15-10pm at Burghfield Scout HQ)
<b>Wednesday</b>	<u>Pioneer Colony</u> (5.30-6.30pm at Burghfield Scout HQ)	<u>Panther Pack</u> (6.30-8pm at Burghfield Scout HQ)	<u>Hawk Troop</u> (7-9pm at Padworth)	
<b>Thursday</b>		<u>Cougar Pack</u> (6.30-8pm at Burghfield Scout HQ)		<u>TAO DofE Meeting</u> (8.15-10pm at Burghfield Scout HQ)
<b>Friday</b>			<u>Eagle Troop</u> (7-9pm at Burghfield Scout HQ)	

Please look at a map at [www.1stbands.org/our-scout-group/locations/](http://www.1stbands.org/our-scout-group/locations/)

### 2. Group Structure

The Group Scout Leader (GSL) is responsible for the overall running of the group in conjunction with Leaders and Assistant Leaders in each of the sections. All leaders are volunteers and as such give up varying amounts of time to commit to the running of scouting activities. All leaders undertake appropriate training to help them in their roles.



There is also a Group Executive Committee which is responsible for the smooth running of the behind the scenes elements of running a successful scout group, such as maintenance of the HQ, Group Finances and fund raising.

Additional help is always greatly received, no matter what you can offer, whether it is time, skills or resources. Please speak to the GSL or Group Chairman (depending on your interests). Details of who's who can be found towards the end of this pack.

### 3. Costs

The Group funds itself through a mixture of fundraising, joining fees and membership fees. A one off joining fee of £10 is payable at the first meeting to cover the costs of initial badges, neckerchief and handbook. Membership fees are currently £40 per term (with a £5 discount for prompt payment). You will be invited to setup a Direct Debit via 'go-cardless' which is the Scouts secure online payment system when your first full terms subs is due. 1<sup>st</sup> Burghfield and Sulhamstead Scout Group is unable to maintain your child's place if fees are not paid. Parents will be given written notification if their child's place is being withdrawn due to non-payment of fees. There are additional costs for camps, activities and outings.

Bursaries may be available in cases of extreme financial hardship – please contact the GSL in confidence.

### 4. Programme and Activities

We deliver the Scout Association's programme through the weekly meetings but these are supplemented by other activities such as camps, hikes and challenges. As a family orientated group, parents are expected and encouraged to give support at meetings on a rota basis, particularly in the younger sections. Please speak to your section leader if you have any relevant skills you are able to offer as part of the programme of activities.

### 5. Badges

Your child will initially be given a set of badges that identify them as members of the Scouting Movement. These badges consist of your section name tape, group name tape, District badge (Pang Valley), County badge (Royal Berkshire) and most importantly the membership of the World Scouting Movement Badge. Thereafter they will earn badges for the activities that they complete. There are set positions for these badges on their uniform and these can be found by following the links:

For the beaver uniform - <http://www.1stbands.org/beavers/beavers-uniform/>

For the cub uniform - <http://www.1stbands.org/cubs/cubs-uniform/>

For the scout uniform – <http://www.1stbands.org/scouts/scout-uniform/>

For the explorer uniform - <http://www.1stbands.org/explorers/explorer-uniform/>

### 6. Website

We have our own website [www.1stbands.org](http://www.1stbands.org). On here, you will find general information about the group as well as details about recent and upcoming events. There is a lot of useful information, in particular, the group calendar which shows all the groups main activities and events.

### 7. Disclosure and Barring Service's (DBS)

All leaders and helpers have been DBS checked but we have a policy of asking all parents to complete a DBS check too. This is because we operate parent helper rotas in most sections and we also run several family events, such as family camps, for which a DBS is a pre-requisite. Please either print off the form enclosed with



this email or ask your leader for a copy and return it to your leader with appropriate documents before your child's investiture.

#### 8. Photographs

We often take photos of activities and events to publicise what we do. We assume that most parents will be happy for these pictures to be used for publicity on our website, group social network or other publications (the young people are not named). Please let your section leader know, in writing, if you are not happy with this.

#### 9. Uniform

Your section leader will let you know what uniform is required but this can be purchased from a number of retailers including John Lewis, the Scout Shop online <http://www.scoutshops.com/acatalog/scouting-uniform.htm> and the Reading Scout and Guide shop ([www.readingscoutandguideshop.co.uk](http://www.readingscoutandguideshop.co.uk)). If you choose the latter, please let us have your receipt as the Group are able to reclaim 10% of the amount to go towards our running costs.

#### 10. Group Branded Clothing

In addition to the uniform, we have our own group clothing available for purchase. These make ideal Christmas and birthday presents and also help the young people to feel part of the wider group. We encourage members to wear group branded polo shirts rather than optional section polo shirts as ours are not section specific. For current clothing, prices and how to order, please contact Emma Russell on [burghfield.clothing@gmail.com](mailto:burghfield.clothing@gmail.com).

#### 11. Gift Aid

The group operates a Gift Aid scheme that allows it to reclaim a portion of the membership fees from HMRC. It provides a significant proportion of our income. As part of the Subs online payment system you will be invited to complete an online form to allow us to claim Gift Aid back against subs if you are a UK Tax Payer.

#### 12. Membership Records

To enable us to operate and to communicate with our members, it is necessary to maintain accurate records. This includes both paper and electronic formats of personal data detailed in our Data Protection Policy. Please notify your section leader if any personal details change.

#### 13. Facebook

The Group has a closed Facebook page, where information about Group activities and camps is posted. Please feel free to post comments and feedback as appropriate. If you wish to join our Facebook group please follow this link <https://www.facebook.com/groups/1st.Burghfield.and.Sulhamstead.Scout/>

#### 14. Parental Support

Your help is invaluable to the successful running of the Group. You will be expected to commit to one group-based fundraising or one-off event per year. In addition, there are a number of ways in which you can get involved:

- Support your child with additional badge work at home. Encourage them to get as involved as possible; they and you will get more out of it.
- Become a leader, assistant, helper or instructor. You don't need special skills so why not talk to your section leader about how you could help?



- Become a parent representative on our Executive Committee or be part of one of the sub groups looking after fundraising, adult recruitment or maintenance of property and equipment.

#### 15. Standards of Behaviour

To ensure the safety of the young people and to ensure that everyone gets the correct level of attention, we operate a Group Disciplinary Policy. If it is felt that a child is breaching that policy, you will be advised but, should the behaviour persist, we may suspend or expel the young person. Please read The Group's Discipline and Behaviour Policy (which can be found in the 'Parent Info' section on our web site) and speak to your child about the expectations.

Because of our waiting list, if your child fails to attend for four consecutive weeks without notification, they will automatically be removed from the membership list and their place offered to another young person.

#### 16. Concerns and Feedback

We always want to improve the quality of the experiences that we give the young people. If at any time you have any concerns about your child's progress or you have any feedback for us (good or bad) please talk to your child's section leader, any other member of the leadership team or contact us via the website at <http://www.1stbands.org>

Key contacts are as follows:

Group Scout Leaders	Steve Langstaff & Andy Hodgson	07775 547642 07867 800335	burghfieldgsl@outlook.com burghfieldgsl@outlook.com
Assistant Group Scout Leader	Dave Kilshaw	david_kilshaw@hotmail.com	
Executive Committee Chairman	Mark Penston	mark.penston@btinternet.com	
Exec Committee Deputy Chair	John Hewitt	john.c.hewitt@bt.com	
Voyager Beaver Colony Leader	Helen Townsend	helen@glyntech.com	
Pioneer Beaver Colony Leader	Cathryn Graham	pioneerbeavers@gmail.com	
Pathfinder Beaver Colony Leader	Sarah McGibbon	pathfinderbeavers@gmail.com	
Cougar Cub Pack Leader	Sharon Masters	bands.cougar@gmail.com	
Jaguar Cub Pack Leader	Kev Strong	1stbs.jaguarcubs@gmail.com	
Panther Cub Pack Leader	Rowan Pulford	panthercubsbs@gmail.com	
Falcon Scout Troop Leader	Mark Moffat	falcon.scouts@outlook.com	
Hawk Scout Troop Leader	Alan Disberry	hawkscouts@gmail.com	
Eagle Scout Troop Leader	Kylie Duncan	kylie.j.duncan@gmail.com	
Explorer Unit	Liz Penston	liz.penston@btinternet.com	

Thank you for your support and we hope that your child enjoys their Scouting experience.

*The 1<sup>st</sup> Burghfield and Sulhamstead Leadership and Executive teams*

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**Please return this completed form to your section leader on your child's first visit with the £10 Joining fee**

- I have read the New Members' Pack.
- I have read and understand the Group Discipline Policy and I understand that if my child causes malicious damage to Scout property then I will be held responsible (see the 'Parent Info section on our web site).
- My child understands expected behaviour within the Group and agrees to abide by this.
- I agree to inform the group if my contact details change.
- I agree to the use of my children's photographs being used in relation to Scouting activities.
- I understand and agree that personal details relating to this application will be held electronically but will not be divulged to third parties outside the Scouting Movement.
- I / We have completed the DBS form
- I/We will help out at least once a year at a fund-raising or one-off event to support Scouting.

Signed: - \_\_\_\_\_ Please print name: - \_\_\_\_\_

Date: - \_\_\_\_\_

**TO BE COMPLETED BY SECTION LEADER**

Young Person's Record	DBS Forms and Documents	£10 Joining Fee
Yes <input type="checkbox"/> Details checked <input type="checkbox"/>	Parent 1 <input type="checkbox"/> Parent 2 <input type="checkbox"/>	Yes <input type="checkbox"/> Handbook given <input type="checkbox"/>