

Registering a Scout Fellowship



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This factsheet is designed to help you with the technical aspects of setting up a Scout Fellowship, and registering your members. If you are just beginning to think about starting a new Scout Fellowship please also see the factsheet FS330089 'Setting up a Scout Fellowship'.

Your Responsible Commissioner

At various stages throughout the process of setting up and running a Scout Fellowship the 'responsible Commissioner' must be consulted. Who your responsible Commissioner is depends on what type of Scout Fellowship you are. The table below indicates the 'responsible Commissioner' for each type of Scout Fellowship:

Type of Scout Fellowship	'Responsible Commissioner'
Group Scout Fellowship	Group Scout Leader
District Scout Fellowship	District Commissioner
Area/County Scout Fellowship	Area/County Commissioner
Regional Scout Fellowship	Area/County Commissioner, or Regional Commissioner
National Scout Fellowship	UK Adviser (Scout Fellowship)

This responsibility may be delegated to a suitable person. For example a District Commissioner may delegate responsibility for certain aspects to

an Assistant District Commissioner (Scout Fellowship).

Agree your Remit

A remit sets out your Fellowship's role in providing active support to Scouting. This needs to be agreed with your 'responsible Commissioner' during the process of setting up your Fellowship. Care should be taken to ensure that the remit is achievable, helps to meet the needs of the local Scouting community, and makes use of the skills and interests of Fellowship members. Ideally the remit should provide a broad definition of the objectives to be achieved but not be too prescriptive in defining how these objectives should be met – it is up to the Fellowship themselves to decide this. Once agreed the remit should be reviewed every year to ensure that it is still relevant to both parties.

The free resource 'Remit and Review' and Section 2.11 of the Active Support file both talk in more detail about the Scout Fellowship Remit. Both are available from the Information Centre.

The Executive Committee

There are no fixed rules about the size of the Executive Committee, or the nature of the roles. However as a minimum every Fellowship should have a Chair, Secretary and Treasurer. Members of the Committee may be elected or appointed, and the Chair must be approved by the 'responsible Commissioner'. The Chair, Secretary

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and Treasurer should be registered in these roles (see below).

The Constitution

It is recommended that either a Constitution or a set of Guidelines of Operation are drawn up and agreed by the membership of the Fellowship, and the 'responsible Commissioner'. This could be agreed at the AGM. Items that might be covered include:

- Election of officers
- Remit of Fellowship
- Membership
- Subscriptions
- How to amend the constitution

The Fellowship Secretary and the responsible Commissioner should each keep a copy.

Registering your Fellowship

There is no formal process for registering a Fellowship as a unit at a National level. Once the remit and constitution have been agreed, and the Chair, Secretary and Treasurer have been registered, the Fellowship is considered registered. However, we are always keen to hear about new Fellowships, particularly unusual ones. If you would like to let us know how you found the process of setting up your Fellowship, or send us information or photos about what you are doing please get in touch on fellowship@scout.org.uk

Registering your members

Every Fellowship member should have their Fellowship role registered, even those who also have another Scouting role, as Fellowship membership is an appointment in the same way as any other appointment in Scouting.

- Fellowship members should complete the standard AA form
- All Fellowship members must also have a valid CRB check
- It is a local decision whether Fellowship members need to provide references
- Fellowship members do not have to see an Appointments sub-Committee

- Members need only complete module 1 of the training scheme (Essential Information), and there is no time limit
- The appointment will be confirmed as full once segment C is returned with CRB details
- This process should be administered through the usual local channels – e.g. through the District Appointments Secretary

Once a Fellowship member has been registered and their role is confirmed as full they should receive an appointment card, *Scouting* magazine, and have the option to receive Scouting Plus+ emails in the same way as any other member of the Association. Fellowship membership also counts towards continuity of service for long service awards.

Training

The key to training is its flexibility to adapt to the needs of the members. It is likely that Fellowship members will have experienced a wide variety of training before becoming a part of the Fellowship. They may have completed a woodbadge and gone on to complete further learning, or they may have never been involved in Scouting before but bring relevant skills which they have acquired from other walks of life. They may have completed their learning a long time ago and feel that it is now time for an update.

The most important thing is to work with the individual to determine their needs. All Fellowship members must complete Module 1: 'Essential Information', within a suitable time of joining the Fellowship. They may then want to consider any other training they would like to have, taking into account any prior training and experience, and also their interests and other skills which could be developed to the benefit of the Scout Fellowship and local Scouting. This may include relevant elements of The Scout Association's training scheme, and also other training provided by an external provider – for example first aid or specialist activity training.

Census

Fellowship members need to be recorded on the annual census. Every Member of the Association has to pay capitation once every year, although it is a local decision where the money comes from. Many Fellowship members also have another role in Scouting and they only need to be included on the census for one of their roles. Again, it is a local decision which role they are included under. Those Fellowship members who have no other Scouting roles need to be included on the return in the Fellowship section.

Communication

Fellowship communication from Headquarters is usually sent to Assistant County/Area Commissioners (Scout Fellowship), or Assistant District Commissioners (Scout Fellowship), and copied to County Commissioners. If there is more than one Fellowship in your District you should have an ADC(SF). If not, or if there is only one Fellowship in the District, it is a good idea to get someone (perhaps the Fellowship Chair) recorded in this role in an acting capacity in order to ensure that you receive communications.

National Scout Fellowships

National Scout Fellowships are in a unique situation regarding both registration and operation. Whilst much of the above information does apply some of the rules and procedures that need to be followed do differ. If you would like more information about National Scout Fellowships please contact fellowship@scout.org.uk, or phone the Information Centre.