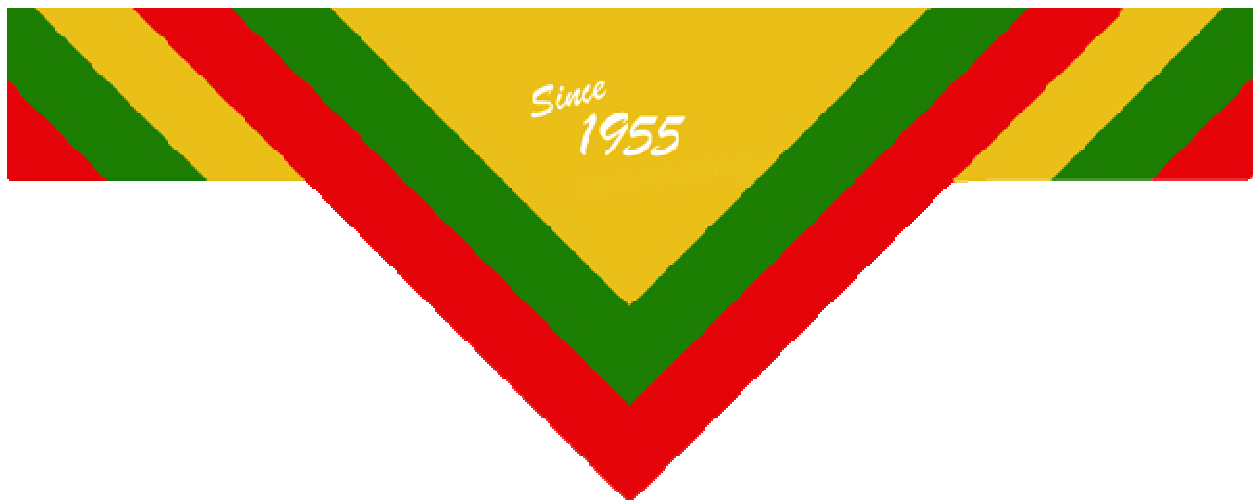




24th Kitchener Scouting Family



Policies & Procedures

Revision 6

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1 Declaration

This document is intended to compliment, not replace or over-ride Scouts Canada's Bylaws, Policies & Procedures.

2 Definitions:

2.1 24th Kitchener Scouting Family:

The 24th Kitchener Scouting Family shall be defined as:

- the youth members ,
- their parents and guardians
- Scouters
- local community members

2.2 Group Committee:

All parents and guardians of the youth of the 24th Kitchener Sections and local community members committed to promoting Scouting values within the 24th Kitchener Scouting Family are members of the Group Committee.

2.3 Operating Committee:

The Operating Committee (OC) is a group of members formed from the Group Committee which is responsible for:

- Administration
- Recruitment and recognition of Scouters
- Financial such as budgeting and reporting,
- Inventory
- Scouting information such as names, addresses and telephone numbers
- Registration

3 Structure:

3.1 Operating Committee

3.1.1 The Operating Committee will be made up of people to fill the following positions:

- Group Commissioner
- Administrative Assistant
- Past Group Commissioner
- Secretary
- Sponsor representative
- Registrar
- Treasurer
- Contact Scouter or designate from each Section
- Colony Parent representative of each Colony
- Pack Parent representative of each Pack
- Troop Parent representative or senior Scout from each Troop
- Venturer youth of each Company
- Rover youth from each Crew

3.1.2 The Operating Committee shall be appointed by the members of the Group Committee and will be approved by the Christian Education Committee of St. James'- Rosemount United Church.

3.1.3 The terms of membership will be two years.

3.1.4 At the option of the membership a person may serve multiple terms.

3.1.5 The Christian Education Committee will be the liaison by which committee members will communicate with the sponsor/partner, St. James' – Rosemount United Church.

3.1.6 Meetings will be held on the 4th Wednesday of:

- August
- September,
- October
- November
- January
- February
- March
- April
- May

3.1.7 Meetings will run from seven-forty to nine pm.

3.1.8 The Operating Committee meetings will be open to the entire membership of the Group Committee.

3.1.9 All members of the Group Committee may participate in discussion but only members of the OC will have a vote.

3.1.10 Quorum of 50% of the Operating Committee is needed to vote.

3.1.11 The Operating Committee at its discretion can add members.

3.2 Sub Committees

3.2.1 Sub Committees for the planning of special events, will be formed from the 24th Kitchener Scouting Family.

3.2.2 Every effort will be made to ensure fair representation of the affected Sections.

3.2.3 Sub Committees may include but are not limited to:

- Fall Camp
- Apple Day
- Popcorn Sales
-
- Baden-Powell Sunday Church Service
- Leadership Renewal and search
- Policy and Procedure review
- Winter Camp
- Year End Party
- Fundraising
- SAST

3.2.4 All Sub-Committees will have a chairperson and it will be the chairperson's responsibility to provide a financial statement and short review activities. For events this report shall be presented to the OC within 60 days of the completion of the event. For standing committees such as SAST, reporting shall be the same as Section reporting.

4 Leadership

The Operating Committee recognizes its responsibility for the recruitment and training of Scouters and managing information as outlined in Scouts Canada's Bylaws, Policies and Procedures.

5 Fundraising

5.1 Fundraising Committee

- 5.1.1 Fundraising Committees are Sub-Committee of the Operating Committee and therefore the rules of section 3.2 Sub-Committees will also apply.
- 5.1.2 From time to time members of the 24th Kitchener Scouting Family will approach the OC with a fundraising idea.
- 5.1.3 These people will become a named committee and will have a chairperson.
- 5.1.4 Before anything else is done, the Fundraising Committee will present:
 - a description of the event
 - a budget proposal
 - a profit distribution plan and a
 - a risk analysis (financial and physical)
- 5.1.5 If the Operating Committee approves, the Fundraising committee may proceed.
- 5.1.6 The fundraising committee will be responsible for meeting the next higher council's requirements for fundraising on behalf of 24th Kitchener.
- 5.1.7 It is the responsibility of the Chairperson of the Fundraising Committee to ensure that the appropriate forms will be submitted for notification and approval.

6 Financial Guidelines

6.1 Family surcharge

- 6.1.1 A family surcharge will be collected at registration.
- 6.1.2 The amount will be set by the OC.
- 6.1.3 The surcharge will be used to support the financial responsibilities of the Scouting Family
- 6.1.4 When a family joins the 24th Kitchener Scouting Family part way through the Scouting year, it can be as a new registrant to Scouting or as a transfer from another Group where they were already registered.

For transfers after October 31st of the year, the Group will waive the family surcharge.

For new registrants the family surcharge will be prorated as the Scouting year progresses, starting with a 15% discount in November and with the discount increasing by 15% each month until May when early registration starts. In May the family surcharge for the current year will be waived and the family surcharge for the year for which early registration is being done will be due.

It will be the responsibility of each Section to make their own policy for dues of mid-year joining members..

6.2 Cash Advances

- 6.2.1 Cash advances, with the approval of the OC, will be issued to the Chairperson of a special event to cover advance expenses such as food and craft supplies for our annual Fall Camp.

6.3 Financial Planning

- 6.3.1 A continuous financial planning process will be used.

- 6.3.2 Sufficient funds will be left at the end of the Scouting year to facilitate the start up of the following year.
- 6.3.3 Needs may be identified that have a multiple year time frame. Funds will be acquired and earmarked to meet these identified needs.
- 6.3.4 When and if it becomes evident that there are excess funds, meaningful ways to use these funds equitably and appropriately across the Sections will be implemented.

6.4 Family Assistance

- 6.4.1 We will not turn any youth away from Scouting or any of its activities due to a lack of personal financial resources.
- 6.4.2 An appropriate level of assistance will be provided to any member to cover their temporary needs including, but not limited to:
 - Uniform,
 - Dues
 - Registration
 - Camp
- 6.4.3 Section Scouters should make such requirements for assistance known to the Group Commissioner who shall then assess, determine and accommodate the need as confidentially as possible.

All Scouters in the 24th Kitchener Scouting Family should be aware of the support available through Scouts Canada's No One Left Behind (NOLB) program and feel free to offer information about that support program to families needing support.

6.5 Financial Year

- 6.5.1 The 24th Kitchener financial year will be August 1st – July 31st.

6.6 Standing Committee and Section Financial Reports

- 6.6.1 The Operating Committee has the responsibility to exhibit stewardship over the finances of each Section.
- 6.6.2 In order that the Operating Committee understand the finances of each Section, a current outline of the Section's financial position, including recent significant income and expenses will be submitted at each Operating committee meeting as part of the Section's report.
- 6.6.3 Each Section will provide an interim financial report including balance sheet and income/expense at the February Operating Committee meeting for the period August 1st – January 31st.
- 6.6.4 Each Section will provide a completed year-end financial report including balance sheet and income/expenses at the August Operating Committee meeting.

6.7 Operating Committee Financial Reports

The 24th Kitchener recognizes the BP&P financial reporting requirements and will meet the needs of the next higher Council and the Sponsor by:

- 6.7.1 Presenting an approved annual financial report at registration time (now September);

6.7.2 A copy of the approved annual financial report will be included in the report given to St. James'-Rosemount (currently before January 15th each year) for inclusion in their Annual Report.

6.7.3 All expenses of the Operating Committee shall be disclosed at the next Operating Committee meeting.

6.8 Treasurer

6.8.1 The Treasurer or his or her designate will give a financial report at each Operating Committee Meeting.

6.8.2 The Treasurer will submit an annual financial report for approval at the September Operating Committee meeting. This financial report will include the financial position of all Sections, Standing Committees and the Operating Committee.

6.9 Expense Reimbursement

6.9.1 The Operating Committee will reimburse the cost of Scouter's handbooks, books and magazines necessary to foster an effective program.

6.9.2 Resource books will be made available to other members of the Leadership Team.

6.9.3 Scouters will be reimbursed for ½ the cost of the first uniform. Additional uniform needs must be pre-approved by the Operating committee.

6.9.4 Sub-committees that organize special events will consider subsidizing Scouter's fees for the event.

6.9.5 The Operating Committee will pay expenses as outlined in the 24th Kitchener Policies and Procedures and those expenses which the Operating committee decides, by vote in committee, to pay. Expenses not in the 24th Kitchener Policies and Procedures should be approved before incurred, as the Operating Committee will not pay expenses just because they were incurred.

6.10 Section Folds

In the event that a Section folds, it is the responsibility of the signing officers of the accounts of the closing Section to ensure that:

6.10.1 The Section will provide a year-end financial report including balance sheet and income/expense.

6.10.2 All funds will revert and be transferred to the Operating Committee within 30 days of the Section closing.

6.10.3 The Operating Committee will hold all funds in trust for 1 year. If after 1 year the Section does not re-start, all funds will revert to the Operating Committee.

6.11 Audit

Refer to Scouts Canada's Bylaws, Policies and Procedures

7 Registration

7.1.1 Registration with Scouts Canada is the responsibility of Scouts Canada and the parent/guardian.

Registration with the 24th Kitchener Scouting Family is the responsibility of Operating Committee's Registrar.

7.1.2 Group Committee will cover the Registration costs for

- Section Scouters
- youth holding leadership positions in a program Section
- Operating Committee members including:
 - Group Commissioner
 - Administrative Assistant
 - Secretary
 - Treasurer
 - Registrar
 - Others chosen by vote of the Operating Committee.

7.1.3 The Registrar will ensure that the Group Charter is renewed each year and that the Charter Renewal Sticker is affixed to the Charter in the cabinet located in the main entrance of the church.

7.1.4 A drop-in event will be held around Labour Day. The purpose of the drop-in event will be to provide an opportunity for families to:

- Pay invoices for registration or Fall Camp
- Meet Section Scouters and ask questions.

7.1.5 The registrar is responsible for producing a contact list of:

- Operating Committee members
- Section Scouters

8 Property

8.1 Ownership

8.1.1 All Property acquired in the name of Scouting for the 24th Kitchener group is owned by the 24th Kitchener Scouting Family. Ownership does not lie with the Sections.

8.2 Stewardship

8.2.1 It is the responsibility of each Section to exhibit appropriate stewardship for the properties in its care and possession.

8.3 Inventory

8.3.1 Each Section will provide a complete inventory of properties in its possession at the August Operating Committee meeting.

8.4 Section Folds

In the event that a Section folds, it is the responsibility of the signing officers of the accounts of the closing Section to ensure that:

8.4.1 The Section will provide a year-end inventory of properties of the 24th Kitchener that are in its care and possession.

8.4.2 All properties will revert and be transferred to the Operating Committee within 30 days of the Section closing.

8.4.3 The Operating Committee will hold all properties for 1 year in trust. If after 1 year the Section does not re-start, all properties will revert to the Operating Committee.

9 Training

9.1 Costs

The Group Committee will pay for adult training, which will contribute to an effective program. This includes but is not limited to:

- Scouting Fundamentals

- Respect in Sport or Activity Leaders
- Wood Badge Part I
- Wood Badge Part II
- First Aid Certification
- Project Wild
- Canoeing
- Sharing sessions
- Song nights
- Craft sessions

9.2 Youth Training

9.2.1 Youth training costs for training related to leadership will be paid by the Group.

9.2.2 Scouts Canada * Youth Leadership Training

The Group will pay cost for youth who participate in this training.

9.2.3 Youth First Aid

Group Committee will support youth costs for Section organized First Aid training for Youth.

10 Recognition and Awards

10.1 Top Section Awards

The Group will provide for plaques to recognize Beavers who achieve the North Star Award and Cubs who achieve the Seeonee award.

10.2 Top Section Awards

An Appropriate recognition shall be given to any:

- Beaver earning the North Star Award
- Cub earning the Seeonee Award
- Scout earning the Chief Scout's Award
- Venturer earning the Queen' Venturer Award. and
- Rover earning the Canadian Rover Scout Award.

10.3 Years of Service

10.3.1 Scouters will be recognized for years of service annually, at some all Section event.

10.3.2 The Registrar will provide Section Scouters with years of service for each member when membership cards are issued, so that Section Scouters will distributed Service bars.

10.4 Scouts Canada Recognition

The Scouts Canada Recognition system works on evaluating the number and type of "thank you" / commendations given to a Scouter. As a threshold is reached Outstanding Service Awards are granted.

Each member of the 24th Kitchener Scouting Family is responsible recognising opportunities to say thank you with a commendation.

10.5 Partner/Sponsor

The 24th Kitchener Group recognises that our sponsor has its own ways to recognise volunteers and the 24th Kitchener Scouting Family welcomes expressions of appreciation of our members..

10.6 The Group Committee

The Group Committee or any Section Scouter, at their discretion, may recognize any member of the 24th Kitchener Scouting Family with a 24th Kitchener, Unique award.

10.7 Recognition in the situation of an Unfortunate Incident Involving a Member of the Extended 24th Kitchener Scouting Family

10.7.1 In situations involving an unfortunate incident including but not limited to death in the extended 24th Kitchener Scouting Family, it is appropriate to recognize, in a responsive manner, the significance of the unfortunate one or ones within the 24th Kitchener Scouting Family. At the discretion of the Group Commissioner any one of the expedient recognitions listed in ' on page 15 may be used:

- if the accompanying criterion are met, and
- if the Group Commissioner has the agreement of 2 other members of the Operating Committee of the Group Committee.

10.7.2 Any member of the 24th Kitchener Scouting Family may bring forward to the Group Commissioner the fact of the occurrence of an incident and suggest that it be considered for expedient recognition.

10.7.3 The Operating Committee of the Group Committee may meet and make decisions with respect to recognition in the above situations. Although the Operating Committee may use the above as guidelines, the committee is not restricted by the contents of the guidelines.

11 Travel and Permission

Sections will often travel to events not held at the primary meeting place of St. James'-Rosemount United Church.

- 11.1.1 Getting members of 24th Kitchener to these various events may be done in a multiple of ways with parental permission:
- public transportation may be hired e.g. Bus
 - Scouters and parents may drive e.g. family car
 - with parental agreement licensed youth Venturers may drive themselves
 - with parental consent of both sets of parents, a Venturer may ride with another licensed youth Venturer. NOTE: Written parental consent, proof of appropriate insurance and a valid driver's license are necessary.
 - Rovers may drive each other.

12 Use of St. James' – Rosemount Church Property

The guidelines issued by St. James'-Rosemount United Church shall be accepted and followed by all members of the 24th Kitchener Scouting Family.

13 Youth Placement/Transfer/Advancement

13.1 Normal Situations

13.1.1 Normally 24th Kitchener will do advancement during Year End time frame. For purposes of placement, age on Dec. 31 will be used.

13.2 Special Considerations

13.2.1 Any situation where consideration is being given to moving a youth from one Section to another, outside of the guidelines provided in Scouts Canada's BP & P, there must be considerable consultation involving:

- Group Commissioner
- an active Section Scouter from the "from" Section
- an active Section Scouter from the "to" Section

- At least one parent who has an interactive relationship with the youth in question.
- The youth member in question.

- 13.2.2 If a parent / guardian is also a Scouter within 24th Kitchener Scouting Family, then the parent shall assume the role of a parent for these negotiations and other persons are to be found to participate in the leadership positions of this consultation.
- 13.2.3 Every effort should be made to reach consensus regarding the placement of the youth.
- 13.2.4 The Group Commissioner must be made aware of the need to start this process. The Sections involved must submit a final report to Group Committee.

14 Uniform

14.1 Official Uniform

- 14.1.1 The 24th Kitchener endorses, encourages, and supports the use of the complete and official uniform as outlined in Scouts Canada's By Laws, Policies and Procedures.
- 14.1.2 Each year the Section Scouters are to provide a list of uniform requirements to parents with registration information. See Attached **Appendix C** on page 17.

14.2 Activity Uniform

- From time to time the uniform requirements may need to be modified by the Section Scouters for specific events.
- 14.2.1 Every effort should be made to establish uniformity among members at special events.

15 Miscellaneous

15.1 Environmental Awareness

- 15.1.1 When meeting at the church, we at 24th Kitchener will use the dishes and cutlery at the church rather than disposable plates, glasses and cutlery.
- 15.1.2 Every attempt will be made to be environmentally responsible at all offsite activities.

16 Keeping Policies & Procedures Current

16.1 Changes

Policies and Procedures can be changed by a majority vote of the Operating Committee.

16.2 Updates

Official versions of these policies should be updated as revisions are approved and revision shall be entered Appendix D.

16.3 Annual Revision

The Operating Committee will ensure that each year a spring time revision of this document will occur.

Appendix A

Approximate Calendar of Events

	Date	Event	Description
Aug	4th Wed	Group Committee meeting	Effectively 1 st meeting of the Scouting year
Sep	near Labour Day	Group Welcome Evening	Administrative event to collect fees and manage information
Sep	3rd w/e	Fall Camp	Group goes to camp
Sep	4th Wed	Group Committee meeting	
Sep - Oct		Popcorn Sales	
Oct	w/e after Thanksgiving	Apple Day	
Oct	4th Wed	Group Committee meeting	
Nov	4th Wed	Group Committee meeting	Kick Start various planning processes BP Sunday Swim Party ...and check Winter Camp planning
Dec	Late	Submit 24th Annual Report	to be included in Sponsors Annual Report
Jan		Winter Camp	Group goes to camp
Jan	4th Wed	Group Committee meeting	
Feb	around 22nd	BP Week with Church Parade	Celebrate Baden Powell's Birthday
Feb	4th Wed	Group Committee meeting	
Mar	last Sunday of March Break	Swim Party	Some fun to celebrate March Break
Mar	4th Wed	Group Committee meeting	
Apr	4th Wed	Group Committee meeting	Start examining leadership resources for next year set Fall Camp planning in motion look for who will be moving up
Apr	last Saturday	Pancake Day	Troop fundraiser in parallel with Church's Garage Sale
May	4th Wed	Group Committee meeting	
Jun		Year End Party	All Section event
Jun		Fall Camp Planning Meeting	Fall Camp planning
Jul	end of month	24th Kitchener financial yearend	ensure reports prepared for sponsor and Scouts Canada

Appendix B

Suggested amounts for recognition of Unfortunate Incidences

Criterion	Value limit of the Recognition
Death of a registered member of the Group	\$75
Death of a registered member of the Group who has made significant contributions over a significant time frame	\$150
Death of a past registered member of the Group who made significant contributions over a significant time frame	\$150
Death of a person closely associated with a registered member of the Group.	\$50
Death of a person associated with a registered member of the Group, which member has made significant contributions over a significant time frame	\$100
Death of a person not a registered member of the Group, who has made significant contributions over a significant time frame	\$100
Death of a person related to a registered member of the Group where the relationship is one of: <ul style="list-style-type: none"> - non co-domiciled grandparent - uncle, aunt - in-law - non co-domiciled sibling The use of this criterion includes consideration of the significance of the departed to the registered member	\$25
With respect to a registered member of the Group, an acute life threatening impairment of health causing a need for follow-up care such as hospitalization.	\$25

Appendix C

Definitions of Uniform for 24th Kitchener

Scouts Canada's BP&P defines Scouting uniform. The following table defines some terms to describe various configurations that are appropriate for various activities. The Beaver uniform is omitted from this discussion.

Name	Typical use	Description
Dress Uniform	Formal occasions when representing 24 th Kitchener outside the group as for a Remembrance Day colour party	The Section appropriate shirt / top neckerchief with standard woggle medals pants are either: uniform pants; uniform shorts, knee socks, garters; dress pants of uniform coordinated colour. dress shoes
Full Uniform	Formal occasions such as 24 th Kitchener's BP Sunday	The Section appropriate shirt / top neckerchief with standard woggle medals pants are either: uniform pants; uniform shorts, knee socks, garters; pants of uniform coordinated colour.
Meeting Uniform	Attending weekly meetings	The Section appropriate shirt / top neckerchief with woggle pants or shorts of uniform coordinated colour, appropriate to activity (no jeans)
Waist-Up Uniform	Travel such as going to camp	The Section appropriate shirt / top neckerchief with standard woggle pants or shorts of uniform coordinated colour, appropriate to activity
Activity Uniform	Activities at camp	any one of the many T-shirts created by 24 th Kitchener over the years (the specific one may be named) hat (if specified as activity uniform for the event) neckerchief with woggle (if specified ...)
Specific Uniform	Fundraiser	Fundraising can raise some unique situations. For example, Christmas Tree Sales need to be done well bundled up and in such case only a neckerchief sticking out of ones coat may be specified.

Appendix D

Record of Revisions

This Policies and Procedures Manual is an update and re-write of the original created by Verna Struke and friends.

Rev. #	Date Changed	Date Approved	Description of Revision
1	??	May 19, 2002	
2	??	May 23, 2002	
3	??	June 12, 2002	
4	Oct. 29, 2008	Oct. 22, 2008	Addition of 10.7 and Appendix B
5	Oct. 6, 2009.	Jan. 28, 2009	Minor Corrections throughout, removal of Group Scouter & addition of Group Commissioner, update of Appendix A & C, addition of Appendix D
6	June 12, 2019	Aug. 28, 2019	Several updates to reflect the Canadian Path
7			
8			
9			
10			
11			