

GROUP COMMITTEE ACTION TORONTO QUALITY PROGRAM AWARD

INTRODUCTION

This award workbook is designed to be a planning tool. It provides a framework for Group Committees to plan their activities for one year and sets up minimum standards which all Group Committees are expected to meet or exceed to ensure that Group administration is reasonably consistent across the organization. These standards have been set at a reasonable level to guarantee that youth receive the fun, challenging outdoor program for which they joined Scouting, i.e., that they get the program we promised.

Using this planning tool and by meeting its requirements at any level will improve the effectiveness of your Group Committee and, with the assistance of the Group Scouter, the quality of the programs your Group delivers to youth.

What is the Group Committee Action Toronto Quality Program Award?

This award is recognition that your Group Committee has completed a planned program of activities to meet the requirements laid out in this Workbook.

There are three levels to this Award: Bronze, Silver and Gold. Bronze is a good goal for a Group Committee just getting started, silver for an established Group Committee and gold for one that wants to promote a very active, challenging and balanced program!

There are similar Workbooks available for all program sections. The requirements in them incorporate Scouts Canada Program Standards. The Sections can choose and plan their activities to meet the Award requirements.

Group Committee

The Group Committee is a committee of adults appointed to administer the business of the Group, which can offer up five levels of Scouts Canada programs. Its members are responsible for ensuring that programs are operated to achieve the maximum benefit for the youth and support to the leaders.

With the addition of a Group Scouter there is constant program support to help ensure that Scouts Canada Program Standards and expected leader training levels are met.

Completing the requirements for this award is recognition of a Group Committee's effectiveness in administering the business of the Group to the standards expected by Scouts Canada.

What is in this for you?

Group Committees are part of the whole team of adult volunteers dedicated to making Scouting an adventurous experience for the youth who join Scouting programs. This is what we advertise and

promise. Our mission is to help them develop into good responsible citizens.

Meeting the requirements set out in this workbook is a confirmation that your Group Committee is operating effectively in seeing that Scouts Canada Program Standards are in place.

Become an active part of the team and participate in this award program. It will benefit both your Group and your Committee. This will be your assessment of your effectiveness.

HOW TO START

Get the commitment of all members of the Group Committee to participate. The Committee is a team and the requirements outlined are for both individuals and the team. Ask your Group Scouter to assist.

PROCESS

- Designate one Group Committee member to be the coordinator at the start of the process, to follow up on all items you include in your plan.
- Plan your seasons and year with the key section leaders and make sure your planning team includes youth from your Sections. A team effort will result in a better plan.
- Review, as a team, the planned Group Committee activities planned month-by-month for the whole year and agree on what level of the award you will try to meet - Bronze, Silver or Gold.
- Check what elements of the plan have been met at each Group Committee meeting, and record in Workbook if completed. This will help you to keep your focus on where you want to be at the end of the year as well as how the Sections are doing.
- Adjust your program at any time. It is your plan, adjust it to your Group needs as these change.
- Do remember your Group Scouter is a dedicated resource to your Group from your Area Service Team. You can discuss your progress or solicit ideas from your Area Service Team through him/her.
- When you have met the requirements for the level you chose give the completed document to your Group Scouter at any time but **by no later than June 30th**. Your Group Scouter will forward the completed form to the Area Commissioner for the recognition insignia.

RECOGNITION

Once you complete the requirements for the Award your Group Committee will be awarded a special flag crest with the year and the level of the Award shown on it. The crest can be put on your section flag or on a plaque. In addition your Section will receive a certificate acknowledging this achievement.

To meet the requirements of the award the following items have to be completed:

BRONZE (all of items 1-9 plus 2 of items 10 - 13 to meet requirement)

SILVER (all of items 1-14 plus 2 of items 15-18 to meet requirement)

GOLD (all of items 1-22 to meet requirements)

BRONZE – complete items 1-9 plus 2 items from 10-13

MEMBERSHIP OF COMMITTEE

1. The Group Committee has at least three registered members. # of registered GC members

YOUTH INVOLVEMENT

2. The Group has an appointed youth representative to act as a contact point to the Area Youth Network and the Council Youth Forum through the Deputy Area Commissioner, Youth. Appointed youth representative is:

MEETINGS/ADMINISTRATION

3. Group Committee:
- met monthly
 - with an agenda
 - included Section representatives who report on activities
 - minutes of the meeting were distributed to attendees and the Group Scouter
 - the Sponsor was invited to attend
- How many times/year? _____
Yes/No (please circle)
- Yes/No (please circle)
- Yes/No (please circle)
- Yes/No (please circle)

MEMBERSHIP RETENTION/GROWTH

4. The Group Committee tracks membership and:
- held a registration open house
 - undertook at least one recruitment activity
- Date: _____
- Activity: _____
- Date: _____

GROUP MANAGEMENT TRAINING

5. The Group Committee Chair or Secretary attended the Group Management Course or has had experience equivalent to training recognized. Date training taken or recognized:

REGISTRATION

6. Group Committee submitted all required registration documents for the current season by October 31:
- Group Section /Charter form signed by Group Chair and Sponsor
 - Section Registration Summaries and related leader/youth applications
 - an audited Group Financial Statement
 - a cheque to cover all registrations and Police Record Checks (PRCs)

Date all required documents submitted:

FINANCIAL MANAGEMENT

7. Group Committee prepared a budget for the coming year which included estimated Section needs and details of how funds would be raised (attach copy of budget document).

Date budget prepared:

PROGRAM PLANNING

8. Group Committee ensured that all Sections prepared annual program plans consistent with the requirements of the Scouts Canada Quality Program Standards.

Date section plans prepared:

GROUP REVIEW

9. The Group Committee met with the Group Scouter to complete the Group review process.

Date review done:

(for BRONZE also complete 2 of items 10-13)

SILVER – complete items 1-14 and 2 of items 15-18

RECOGNITION

10. Group submitted at least one written recommendation for recognition for an adult volunteer to the Council Honours & Awards Committee.

Recommendation submitted for:

FAMILY/PARENTAL INVOLVEMENT/RESOURCE SPECIALISTS

11. The Group Committee organized at least two activities to which parents were invited, for example a family camp, father/son camp, parent/youth dinner, year-end barbeque or banquet, etc.

Name and date of activities organized:

1. _____

2. _____

SPIRITUAL EMPHASIS/GROWTH

12. At least one section of the Group attended at least one spiritual activity during the year, for example, a church parade, a Scouts Own organized by the Group or another Group.

Name and date of activity attended:

LEADERSHIP TEAM

13. Group Committee, in conjunction with the Group Scouter, ensured that every leader's performance was evaluated at the end of the Scouting year.

Were evaluations completed - Yes/No (please circle)

GROUP MANAGEMENT TRAINING

14. The Group Committee Chair & Secretary attended the Group Management Course or had experience equivalent to training recognized.

Date training/recognition of equivalent:

Group Chair _____;

Secretary _____

(for SILVER - complete 2 of items 15-18)

MEMBERSHIP RETENTION/GROWTH

15. The Group Committee tracked membership and:

- conducted exit interviews with youth
- conducted exit interviews with leaders

Yes/No (please circle)

Yes/No (please circle)

INTER-GROUP/AREA/COUNCIL ACTIVITIES

16. Group participated in Area or Council program events such as Kub Kar Rally, Operation Snowman, Trailblazers, etc.

Participated in: _____

MEMBERSHIP OF COMMITTEE

17. The Group Committee has more than three registered members.

of registered members:

PROGRAM PLANNING

18. Group Committee ensured that the annual program plan was reviewed each quarter.

Dates reviews completed:

GOLD - complete items 1-22

FINANCIAL MANAGEMENT

19. Group Committee membership has or recruited a dedicated person for fundraising activities.

Yes/No (please circle)

Name: _____

RECOGNITION

20. Group submitted more than one written recommendation for recognition for an adult volunteer to the Council Honours & Awards Committee.

Recommendations submitted for:

GROUP MANAGEMENT TRAINING

21. All registered members of the Group Committee who have not completed the Group Management Course, or had experience equivalent to training recognized, received the orientation to Scouting (completion of section Basic learning objectives covers the orientation requirement).

Yes/No (please circle)

PROGRAM PLANNING

22. Group Committee performed a year-end evaluation of the annual program plans of all sections in the Group, including that of their own Committee.

Date reviews completed:

ACTION TORONTO QUALITY PROGRAM AWARD

CONGRATULATIONS - YOU DID IT!

If you completed this Workbook to the end - CONGRATULATIONS! You have finished the year and achieved all the goals you set for your Committee. Well done!

Finally, please fill in the information below to claim the award. Give the completed form to your Group Scouter by no later than June 30th.

Level completed: BRONZE SILVER GOLD

Group: _____

Area: _____

Under the leadership of:

Chair: _____ Phone #: _____

Group Committee members:

1. _____

2. _____

3. _____

4. _____

5. _____

This Group Committee has successfully completed the requirements for the Action Toronto Quality Program Award as indicated above.

Area Commissioner/DAC, Group Support:

_____ (signature), _____ (date) _____ (phone #)