



# THE GROUP RECORDS

There are various systems of keeping adequate records. It is important that proper records are kept at all levels so that continuity is ensured when there is a change in personnel.

Main points to bear in mind:

## At Group Level:

Obligatory:

- Admission Forms
- Group Register of all Personnel
- Group Council minute book
- Scouters Meeting Minute Book
- Records of Group property and inventory of all Group equipment.
- Group account books and petty cash ledger.
- Census Returns
- I.H.Q. Bulletin and circulars
- Group activity logbook.

Optional:

- Records of gifts and donations
- Address book: Personal details of parents, supporters, instructors, local V.I.P.'s
- Visitors' book
- Photo albums of group activities
- Group notices
- Press cuttings scrapbook
- Group and I.H.Q. Publications
- Prayer Book
- Camp records
- Training charts
- Progress charts

## At Section Level:

Obligatory:

- Progress register (or loose leaf file).
- Register of personnel.
- Subscriptions and attendance registers.

- Minute book (Sixers' Council / Patrol Leaders' council / Venture Unit Executive).

Optional:

- Section's logbook
- Prayer book: selection of prayers for use at camp and during Section meetings
- Camp records
- Training charts
- Progress charts
- Games file

## Records

Perhaps one of the attributes of a Section Leader is that he/she must ensure that space is available for the huge amount of material that accumulates over the years, e.g. newspaper cuttings, photographs, diaries, camp and expedition log books, minute books, etc.

The keeping of records of various kinds is the misfortune of every good leader's life and yet these records must be kept, both for immediate use and for future recollection.

Two sorts of records are absolutely essential. We have already mentioned the need for proper accounts. In addition, there must be the minute book of the relevant meetings, committees or councils. This is the job of the secretary and he/she has to ensure that it is complete and accurate. Naturally, only decisions need to be recorded and not the whole discussion. Remember that this is the legal document of the Group or Section and therefore it must be kept in a proper and safe place.

Other records worth keeping by the Section Leader are details of the boys/girls in his/her care, i.e. name, address, telephone number, date of birth, age, home background, religious belief, dates of tests and awards,



etc. It goes without saying that most of this information is to be kept confidential.

Where the records of Section Leaders themselves are concerned, these can be similar to the above-mentioned but also including other relevant personal details, e.g. occupation, Scouting experience and training, etc.

Similar to all this the Scout Leader should keep information on all possible help from parents, supporters and others who are interested in being called in to help at just the right moment and for the right occasion.

Though there is no direct obligation to keep a logbook or diary, it is very appropriate that Sections do so. There is no doubt that such a record can be of tremendous interest in the years to come.

What goes into the logbook and who is responsible for its upkeep are matters for the District, Group or Section to decide. It might include photographs, press clippings, the menu of an important dinner, a letter of thanks from the Authorities for some Community Service, etc.

Beside the general logbook, specialized records can also be kept, e.g. camp diary, information on other youth organizations, the equipment loan book, the library catalogue, and many more.

### **The Group's Library**

A well run Group needs well trained leaders who are supported with the proper tools to carry out their duties with the various Sections.

One of the important areas in a Group is the "library". This may consist of a simple box or a bookcase or, better still, a room of its own. Scouting books are needed in order that Scouters and Scouts may familiarize themselves with Scout principles and methods and also to keep abreast of developments within the Movement.

For the Group's library to be effective, it is important that it be run properly. Books should be "available" and not locked away. A young Scouter or Venture Scout, or even a Patrol Leader, may be appointed as the Group's librarian. His job will be to keep a record of all books available and also to run a "lending service". An annual budget should see to the acquisition of new Scouting books and magazines, the latter being bound in volumes when enough issues have been obtained.

The library may also contain old log-books, newspaper-cuttings, scrap-books; old photo albums; videos and other visual aids; training charts; a bound copy of Island Headquarters Bulletin; current scout magazines (both local and overseas); the Group's newsletter or other occasional publication; and so on.

In order to select which books to have in your Group's Library, visit the Scout Shop or obtain current catalogues from various countries whose language you can follow.

Besides helping the Group's members, the Group's library should be considered as a resource centre on Scout Information which may help even outsiders wanting to carry out some research about Scouting's history internationally or even locally.