

## SLRN 11: Record Keeping

### Introduction

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.

This fact sheet provides information on the records that need to be kept by the Section and Group.

### Section

Records in the Section fall into three principles groups: finance, meeting minutes, and Member information.

### Finance

Because the Group operates a bank account for all of the Sections, it is likely that only a small float will need to be managed. The Section will need to keep a note of what it spends, as well as any income, such as subs. Expenditure will require receipts to be kept.

### Section Meeting Minutes



## Members information

Each Section needs to keep a record of their young people. Details that need recording are as follows:

- Forename(s) and surname
- Gender
- Date of birth
- National Insurance Number (over 16s)
- Occupation (if employed)
- Home address, including post code
- Telephone number
- Fax number
- Mobile phone number
- email address.

Sections will also need to maintain a list of those on their waiting list. Waiting lists usually take two forms: one is a list of all those waiting to become members of the Section subject to their age. The other is those who have reached the right age but are waiting for a space to become available in the Section.

Obligatory:

- Progress register (or loose leaf file).
- Register of personnel.
- Subscriptions and attendance registers.
- Minute book (Sixers' Council / Patrol Leaders' council / Venture Unit Executive) and the Section Meeting Minutes plus ideally also minutes of weekly minutes.

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



## Group

Record keeping in the Group falls under similar sub-headings as for the Sections. However there are differences.

## Finance

Bank accounts operate on a Group-level and therefore the Group Treasurer is often appointed to manage the financial side of Group Finance.

## Data Protection

Regardless of what level records are being kept at though, all adults holding information should be aware of their responsibilities in regard to Data Protection. As The Scout Association is classed as a 'not for profit' organisation, the Scout Association is exempt from recognition under the 1998 Data Protection Act. However there are some conditions of this exemption. Personal data kept of people can only be stored and processed for the purpose of:

- establishing or maintaining Membership or support for the Scout Group/Section
- providing Scouting activities to Members or to those who have regular contact with the Scout Group or Section.

The Group and Section should also ensure that individuals do not object to personal data being held. It is suggested that a Data Protection Form is handed to new members for approval of certain situations such as photographs, videos etc.



## 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



## 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, specialised 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 familiarise 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.



**Membership form**

**Please complete and return by next week**

Member Name		Date of Birth:	
Special Health Notes: <i>(that leaders should be aware of eg asthma, epilepsy, special diets, allergies, medication etc)</i>			
Hobbies & Interests:			
Name of Parents or Guardian:		Name:	
Home No. & Name:			
Street:			
Locality:			
Post Code:			
Home Tel. No.:	Work Tel No.	Email:	
Date of Joining:		Membership No:	

**Parents Survey**

If you have an interest in any of the following, please ✓

Arts	<input type="checkbox"/>	Cycling	<input type="checkbox"/>	Camping	<input type="checkbox"/>
Carpentry	<input type="checkbox"/>	Cooking	<input type="checkbox"/>	Swimming	<input type="checkbox"/>
First Aid	<input type="checkbox"/>	Hill Walking	<input type="checkbox"/>	Music/Drama	<input type="checkbox"/>
Nature	<input type="checkbox"/>	Orienteering	<input type="checkbox"/>	Radio Amtr.	<input type="checkbox"/>
Gardening	<input type="checkbox"/>	Sports	<input type="checkbox"/>	Drawing/Painting	<input type="checkbox"/>
Public Relations	<input type="checkbox"/>	Photography	<input type="checkbox"/>		

Other(s) not listed:

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**Would you like to help out in Scouting?**

- |   |  |
|---|--|
| <input type="radio"/> Yes, in a small way                   | <input type="radio"/> Yes, I could provide transport     |
| <input type="radio"/> Yes, I could help as an Instructor    | <input type="radio"/> Yes, Parents and Friends Committee |
| <input type="radio"/> Yes, but I don't know what I could do |  |

I realise that scouting is a commitment for both parent and child and also that I may be asked to support the Leaders and Scout Group from time to time.

\_\_\_\_\_ Date

*Parents / Guardian*

*NB: Please submit one passport size photo and a birth certificate for records purposes*





### Programme Planner Form

Use this programme planner to help you outline your weekly programmes and as a handy resource in years to come

Leaders Present:		Date:		
Time	Activity	Leader	Equipment	Outdoor

**Notes on Meeting/Activity:**



## Section Meeting Minutes

Date of meeting:	Number of Members:
Scouters Present:	
Guests Present:	
Lectures Covered:	Badges Covered:
<b>Summary Of Meeting:</b>	

\_\_\_\_\_  
*Asst. Cub Scout Leader*

\_\_\_\_\_  
*Cub Scout Leader/GSL*



**CONFIDENTIAL**

## Health Form

Name of Member:		Date of Birth:
Blood Group:	Mother Name:	Father Name:
Home No. & Name:		
Street:		
Locality:		
Post Code:		
Home Tel. No.:	Work Tel No.	Mobile:
<b>Other Information:</b>		
Next of Kin Name:		Tel.No.:
Family Doctor Name:		Tel.No.:
<b>Suffers From:</b>		<b>Allergies:</b>
Asthma <input type="radio"/> Epilepsy <input type="radio"/> Diabetic <input type="radio"/>		Penicillin <input type="radio"/>
		Zinc oxide <input type="radio"/> nuts <input type="radio"/> bee stings <input type="radio"/>
Suffers from other illness?    Yes <input type="radio"/> No <input type="radio"/>		Suffers from other illness? Yes <input type="radio"/> No <input type="radio"/>
If yes state which:		If yes state which:
Is your child under any type of medical treatment?    Yes <input type="radio"/> No <input type="radio"/>		
If yes state which:		
Is your child taking any type of medicine?    Yes <input type="radio"/> No <input type="radio"/>		
If yes state name of medicine:		
How many times daily:	Daily Dosage:	How much:

\_\_\_\_\_  
**Parents' signature**

\_\_\_\_\_  
**Date**



