Opening a New Section – Entry and Exit Checklist

*Entry – This is a list of what is needed/desirable prior to the formation of a new Group or Section*

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| Needed/Desirable | N/D | Further Information | Measurable | Achieved |
| Full District Support for the project. | N | District needs to provide a Project Sponsor and Champion, someone who understands the needs of the area and is willing to support the project.  | Local conversations with District Lead Volunteer and District Team |  |
| Community buy-in | D | Is the Section able to get further support from the local community, churches, housing associations, parish council etc. | Local Conversations and research. |  |
| Suitable Venue | N | Suitably placed, with relevant space and facilities for the needs of the project. Preferably free, but not cost-prohibitive. | Local Conversations and Research. |  |
| Need in the area. | N | Sufficient population of young people of required ages for sections. No other nearby provision. | Local Conversations, Demographics, Census tools etc. |  |
| Sufficient Volunteers | N | Local people with a desire and interest to be involved in Scouts. Parents, past member and volunteers, current volunteers with a desire to move to a new section.  | Local conversations, meetings with prospective parents. |  |
| Potential Group Lead Volunteer | D | An individual who has the desire, enthusiasm and charisma to inspire other potential volunteers. | Local Conversations |  |
| Project Plan | N | Full Project Plan drawn up and shared with all stakeholders, to include demographics, census information, schools details, existing local group’s statistics.  | Plan in place and stakeholder meeting held to agree key roles. |  |

*Exit – This is a list of what is needed/desirable to ensure sustainability prior to leaving a new Group/Section at project closure/handover.*

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| Needed/Desirable | N/D | Further Information | Measurable | Achieved |
| Lead Volunteer in place | N | Group Lead Volunteer and Section Leaders where appropriate, in place. | Through project Champion and exit tick-list |  |
| Getting Started Training completed | N | New leaders getting started completed, preferably with other leaders from other groups. | Through project Champion and exit tick-list |  |
| First Aid cover. | N | All volunteers must have First Aid Training | Evidenced and exit tick-list |  |
| Sufficient numbers, both YP and Adults | N | Good understanding of need for continuous recruitment. | Conversation with key volunteers and exit tick-list |  |
| Visits to other sections | N | Section Team have visited other sections in local area. | Conversation with key volunteers and exit tick-list |  |
| Bank Account in place | N | Treasurer in place to manage group finances | Evidenced and exit tick-list |  |
| Development plan | N | Where does the new group see itself in three or five years’ time and what steps are needed to achieve this. | Conversation with key volunteers and exit tick-list |  |
| Learning needs plan | D | What learning do the new leaders need, Nights Away Permits, Section Essentials etc? When will this be achieved? | Conversation with key volunteers and exit tick-list |  |
| Knowledge of premises | D | All new volunteers know the way around the building, lights, heating, emergency exits, unlocking/locking up, fire procedures etc | Conversation with key volunteers and exit tick-list |  |
| Risk Assessments | N | Risk Assessments in place for activities. All volunteers aware of content and location | Evidenced and exit tick-list |  |
| Group Identity | N | Group registration completed. Neckers and name tapes designed, approved and ordered. | Evidenced and exit tick-list |  |
| Needed/Desirable | N/D | Further Information | Measurable | Achieved |
| Uniform Policy | D | Policy for purchasing uniform for adults (does the group pay) and YP’s (i.e. which parts the parents buy) agreed and in place. | Conversation with key volunteers and exit tick-list |  |
| Membership Fee | N | Membership fee has been calculated and agreed, to allow for annual subscriptions, venue and programme costs. System for collection has been agreed and set up (i.e. weekly, termly, cash, direct debit etc.) | Conversation with key volunteers and exit tick-list |  |
| Parent Pack | D | All new members receive a welcome pack outlining Scouting, important contact details, young people information form including parent skills, ethos and expectations. | Evidence of welcome pack (templates available from Print Centre) |  |
| Parent Rota | D | All members start with expectations set for parental involvement | Laid out in parent pack |  |
| Member Records | N | Group have agreed how data will be collected and stored. | Conversation with key volunteers and exit tick-list |  |
| Communication tools | D | Group have agreed on methods of communication with parents and regularly use Facebook, newsletter, website to keep them involved in the Group’s activities. | Evidence of communications. |  |
| Vacancy Board | D | Succession planning and recruitment is part of the group culture from the outset, to ensure sustainability. | Conversation with key volunteers and exit tick-list |  |
| Buddy Group | N | Group have established strong links with another group in the area and shared activities and programme | Conversation with key volunteers and exit tick-list |  |
| Attendance at District and County events | D | Sections in group have attended a District or County event. Volunteers have attended a District meeting or event. | Conversation with key volunteers and exit tick-list |  |
| Project Celebration Event | D | Group holds an event to celebrate their growth success with members of County and District Teams as well as key stakeholders, etc. | Event Held |  |