

Southwestern Ontario Administrative Centre Process for Group Charter Renewal

Annually, it is important to review and assess a Group's commitment to the Mission, Principles and Practices of Scouts Canada and the collective ability of the Movement and its Sponsor's to meet the needs of their community.

The Charter – BP&P 2003.4 ii

Charter - for the operation of one or more of Scouting's programs is granted by Scouts Canada through the corporate office to the approved Group. Charters must be renewed annually, may be cancelled for cause at any time and shall remain the property of Scouts Canada. A charter is issued once the application is approved by an Area/Council Commissioner on behalf of Scouts Canada.

Sponsors & Scouts Canada



The relationship between Scouts Canada and the community is brought to life through local partnerships with organizations, institutions and associations.

This relationship is defined in the resource: *In Partnership for Youth – "Guidelines for Sponsor/Partner & Group/Section Committee"* found at: <http://scouts.ca/js2g/group-sponsors.html>

The Charter Renewal Process

The Group Charter is annually renewed by Scouts Canada. The Area Key Three must be satisfied that the Sponsoring institution is committed to the Partnership Agreement. Within any three-year period, a minimum of one Charter Renewal Meeting should take place.

The purpose of the Charter Renewal Process is to:

- Confirm and acknowledge the Partner's commitment to Scouts Canada's Mission, Principles and Practices;
- Assess the Community need and identify a plan to meet the needs;
- Confirm that the Group is striving to meet the Section Program Standards;

The Charter Renewal Process Cont.

- Ensure the Group is compliant with the By-Law, Policies and Procedures of Scouts Canada and the Council;
- Provide for two-way communication as to issues, concerns and ideas.

Requirements - Group Charter Renewal

Application for Group/Section Charter

The Application Form is to be reviewed and signed by the partnering institution and the Group Commissioner. Upon completion it is to be submitted to the Area Support Manager on June 1st for the coming year.

Roles and Responsibilities – Group Committee Handbook

By June 1st, the Group Commissioner has been interviewed by the Area Commissioner and the roles and responsibilities are reviewed and that there is general satisfaction in the Group Commissioner's attitude, skills and knowledge.

Jumpstart to Growth Youth Growth Plan

<http://scouts.ca/js2g/resources/growthplan.pdf>

This tool is to help groups identify their membership potential and to develop a strategy to reach their goals. It is expected that a copy of this document is submitted to the Area Key Three by June 30th of each year.

Group Health Check

http://scouts.ca/vstk/pdf/support/group-health-check_form_v2.pdf

The Group assesses itself using the Group Health Check on-line. Groups are to print a copy and submit it to the Area Key Three. (The Area Key Three is to review this check with the Group to determine the top three actions to be taken by the Area in the next 3 months to support the Group).



Requirements - Group Charter Renewal Cont.

Minutes of Group Committee

The Group Committee can demonstrate that good and accurate records are kept of their meetings and that they are available upon request.

*Group Budget

Submitted to your Area Support Manager annually by September 1st.

*Financial Statement

Submitted to your Area Support Manager annually by October 1st.

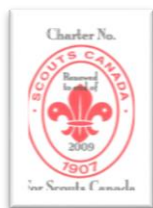
Confirmation of Group's Business Practices

Area Key Three are asked to gauge if there is a good understanding of the By-Law, Policies and Procedures of Scouts Canada & the Council and the group is prepared to work to the best of their abilities to support them.

Outdoor and Camping Activity Forms

Submitted to the Southwestern Ontario Admin Centre regularly (See SWO Procedure – Storage of Forms).

Charter Renewal Acknowledgment



The Area Commissioner will present the Charter Renewal Sticker when satisfied that the Group can continue to meet the needs of the community.

Community Assessment & Group Charter Renewal Meeting

While there is always time for dialogue between Scouts Canada and the Partnering/Sponsoring Institution, formally sitting down every year or so to discuss the relationship and identify needs is a good way to establish a strong collaboration.

Such a meeting could be attended by: A Sponsor Representative; Group Commissioner; Group Committee Members; A Scouter from each section; Representative(s) of the Area; Area Support Manager.

The Agenda would consist of the following items:

- Introductions of those present
- Statement of the purpose of the meeting
- Review of the Group Health Check
- Community Profile (Area Support Manager to develop)
- Identification of Community needs
- Development of Action Plan to meet Community Needs
- Clarification of the expectations of the Group, Area and Council
- Questions and answers
- Opportunity for the Sponsor to comment and confirm support for the future
- Adjournment

Prepared by Scouts Canada

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