

Name of Group \_\_\_\_\_

## **HOW ARE WE DOING?**

### **A Discussion Guide for Use at the Annual Group Check-Up**

Date our Check-Up meeting took place: \_\_\_\_\_

#### **TIPS FOR COMPLETING THE GROUP CHECK UP**

*The Group Check Up document is designed to be used either as a Group "self check", with the completion of the document done by the Group and forwarded to the Area Commissioner for review and follow-up, or in conjunction with a member of the Area Service Team present.*

*In order that your group can derive the maximum benefit from the Group Check Up it is recommended that the following steps be completed:*

- 1. The Group Commissioner should become familiar with the document, and gather the required background information (membership and retention, program standards results and training).*
- 2. Arrange to meet with the Sponsor Representative, the contact leader from each section, other group committee members to complete the document. Engage everyone in the completion of the document. Note: your Area Commissioner may wish to attend this meeting.*
- 3. Complete the action plan on the last page indicating the steps for the Group and for the Service Area.*
- 4. Forward the completed document to your Area Commissioner by April 15<sup>th</sup>, 2005.*
- 5. Your Area Commissioner will discuss the results with you.*

**MEMBERSHIP, RETENTION AND GROWTH**

Our Group is:

Growing:      Shrinking:      Staying the same:

Do we track member retention? ..... Y: N:

Do we have a problem retaining youth:

- from year to year in: Beavers:      Cubs:      Scouts:      Venturers/Rovers: :

- advancing from : Beavers to Cubs:      Cubs to Scouts:      Scouts to Venturers/Rovers: :

Was there follow-up on members that did not return from last year? ..... Y: N:

What are the major reasons that youth did not return? \_\_\_\_\_

Our Group has special activities that promotes linking? ..... Y: N:

Have we considered starting additional sections? ..... Y: N:

Is meeting space a barrier to growth? ..... Y: N:

Are we visible enough in the community? ..... Y: N:

Do our sections run Bring a Pal/Buddy Nights? ..... Y N:

Do we take extra steps to advertise our registration night? ..... Y: N:

Additional comments: \_\_\_\_\_

**GROUP COMMITTEE**

How are we organized as a committee? (Please check)

Group Commissioner	Group Administrator	Treasurer	Secretary	
Registrar	Youth Rep	Publicity	Fund-raising	

Have we sufficient members on our committee? ..... Y: N:

How many additional members do we need? \_\_\_\_\_

For what positions? \_\_\_\_\_

What are we doing to recruit the additional Group Committee members? \_\_\_\_\_

Does each member of the Group Committee have a copy of a Job Description? ..... Y: N:

Our committee meetings are held: Monthly \_\_\_ Call of the Chair \_\_\_ Bi-Monthly \_\_\_ Other \_\_\_\_\_

Is this sufficiently often and regular for us to do our job? ..... Y: N:

Additional Comments: \_\_\_\_\_

**PROGRAM**

Are all of our leaders aware of the Program Standards? ..... Y: N:

How our sections are performing against the Standards				
M = Meet E = Exceed NI = Need Improvement	Beavers	Cubs	Scouts	Venturers
Program Planning				
Outdoors				
Youth Input				
Environmental Awareness				
Spiritual Emphasis				
Community Service				
Membership/Retention				
Linking				
Family/ Parental Involvement				
Training/ Leadership				
Administration				

Are parents made aware of the Program Standards? ..... Y: N:

Additional Comments: \_\_\_\_\_

**TRAINING**

We ensure all of our leaders are made aware of the training available? ..... Y: N:

The requirement to take training is discussed with leaders? ..... Y: N:

Are there other training courses would our group like to see? \_\_\_\_\_

\_\_\_\_\_

Additional Comments: \_\_\_\_\_

**RECOGNITION**

We conduct an annual recognition review of all our leaders? . . . . . Y: N:

We award service pins to our leaders?. . . . . Y: N:

We consider thanks to all who support our group (parents, local businesses). . . . . Y: N:

Additional Comments: \_\_\_\_\_

**RELATIONSHIPS**

Are all sections represented at group committee meetings? . . . . . Y: N:

Our Group sends a representative to Area meetings? . . . . . Y: N:

We maintain contact with our sponsor? . . . . . Y: N:

We co-ordinate activities for all sections in the group? . . . . . Y: N:

We promote parent nights, banquets or other parent-oriented functions? . . . . . Y: N:

Additional Comments: \_\_\_\_\_

**FINANCE**

**Group Finances**

Our group committee develops an annual group budget . . . . . Y: N:

Does the group committee submit an annual financial report to the Area? . . . . . Y: N:

Do we make our annual financial statement available to our parents? . . . . . Y: N:

Does our Treasurer have a copy of the Group Treasurer's Guide? . . . . . Y: N:

Our Group bank accounts are clearly identified as Scouts Canada together with the name of the group or section? . . . . . Y: N:

**Section Finances**

Each section prepares an annual budget for the Group Committee? . . . . . Y: N:

Does each section submit an annual financial report for audit? . . . . . Y: N:

Section bank accounts are clearly identified as Scouts Canada together with the name of the group or section? . . . . . Y: N:

How do we ensure that no activity is curtailed and no member denied opportunity to participate through lack of funds?

\_\_\_\_\_

**VOLUNTEER SCREENING**

Who in our group has attended a Volunteer Screening Workshop? \_\_\_\_\_

Who performs the Reference Checks? \_\_\_\_\_

Who is responsible for interviewing new members? \_\_\_\_\_

We have a copy of the Volunteer Screening Handbook? ..... Y: N:

Have all adults active in our group completed the Volunteer Screening process (including the interview, reference checks, and Police Record Checks)? ..... Y: N:

Additional Comments: \_\_\_\_\_

**FUTURE PLANNING**

**Succession Planning**

Do we track how many youth are going up at the end of each year so the leadership can be adjusted to meet Leadership-Youth ratios? ..... Y: N:

Do we conduct a review in the spring to determine which leaders are returning? ..... Y: N:

Do we start recruiting leaders in the Spring to allow time for the screening to be completed before the next Scouting year starts? ..... Y: N:

Do we plan who will be replacing key section leaders if they will be leaving or moving up to the next section? ..... Y: N:

**Financial Planning**

Do we develop budgets to identify the financial requirements of our group's major activities, and short term and long term equipment requirements? ..... Y: N:

Do we maintain an accurate inventory (including purchase price, current condition, expected life remaining) to help us plan major equipment purchases? ..... Y: N:

In our planning, do we consult with youth, leaders and the total group committee? ..... Y: N:

Additional Comments: \_\_\_\_\_

**SERVICE AREA**

Do we consider Area Forums/Scouters Clubs important? ..... Y: N:

Is our Group represented at these meetings? Area Forums? ..... Y: N:

How could they be improved? \_\_\_\_\_

What are barriers to your participation? \_\_\_\_\_

Has a member of the Area service team attended any group committee meetings? ..... Y: N:

Do our leaders call a service team member if they have questions? ..... Y: N:

Do our leaders attend Area leader meetings? ..... Y: N:  
(if No.... why \_\_\_\_\_)

What can the Area Service Team do to be of more assistance to our group?  
\_\_\_\_\_

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_

**RISK MANAGEMENT**

Does the Group have real property (owned or leased)? ..... Y: N:

If so, has the Annual Property Standards Checklist been completed and submitted? ..... Y: N:

Our Group has an insurance policy to cover our own equipment? ..... Y: N:

If yes, please provide details (*i.e. policy # , company, amount of coverage*):  
\_\_\_\_\_  
\_\_\_\_\_

We maintain an inventory of our equipment? ..... Y: N:

Have all of our leaders been given a copy of the Duty of Care document? ..... Y: N:

Are all youth and adults participating in the Scouting program properly registered? ..... Y: N:

## Action Plan

Here are the areas that require follow up (by our group or by the Area Service Team)

	<u>Our Group</u>	<u>Area</u>	<u>Details</u>
Membership, Retention and Growth			_____
Group Committee			_____
Program			_____
Training			_____
Recognition			_____
Relationships			_____
Finance			_____
Volunteer Screening			_____
Future Planning			_____
Area			_____
Risk Management			_____

Comments: