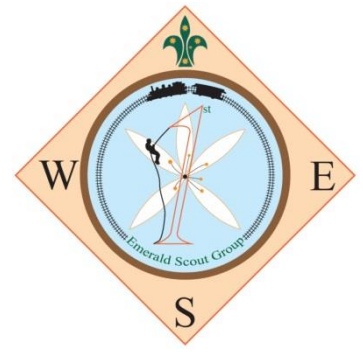




Emerald Scout Group

Scouts Victoria
Emerald Scout Centre
21 Kilvington Drive
Emerald 3782
Postal Address
PO Box 419
Emerald 3782

www.emeraldscouts.org.au
gl.1stemerald@scoutsvictoria.com.au



Emerald Scout Group Member information 2018-2019



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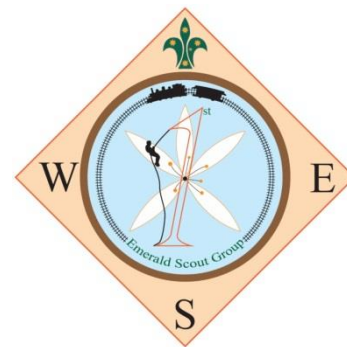


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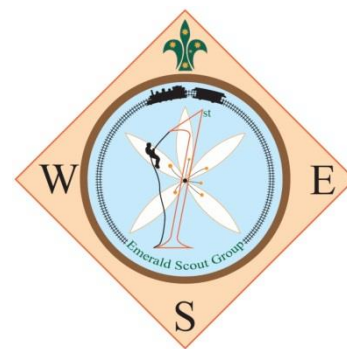
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WELCOME TO EMERALD SCOUT GROUP

Emerald Scout Group is the oldest Scout Group in the Dandenong Ranges having been formed on 1st July 1923 by the Rev. Noel Danne of St. Mark's Church. Since 1923 many hundreds of families have been part of the group. As a member of the Scouts Australia, we are part of the largest youth organisation in Australia and the world!

Through our team of volunteer Leaders, we offer exciting programs that aim to develop youth to be self-reliant and responsible in an informal learning environment so that they can play a constructive role in society.

The Group operates from the Emerald Scout Centre at 21 Kilvington Drive Emerald. The Centre comprises the Gus Ryberg Hall, Wilson & Nunn Abseiling Tower and a meeting room. The Centre was upgraded in 2013 with funding from the State Government, Scouts Victoria, Emerald Scout Group, Bendigo Bank and the local community.

EMERALD SCOUT GROUP SECTIONS

Emerald Scout Group offers a youth program in 5 age-based sections with some age overlaps between sections as outlined below. Generally new members will not be accepted into a section unless they can participate in that section for at least 6 months. The information contained within this brochure is primarily aimed at members in the Joey, Cub and Scout sections but will have some guidance to Venturers and Rovers.

Section	Age range	Likely entry age	Meeting day and time
Joeys	5* to 8 years	6 to 7 ½ years	Thursday 6:00 to 7:00 PM
Cubs (Tilambi)	7 to 11 years	7 to 10 ½ years	Monday 7:00 to 8:30 PM
Cubs (Tingari)	7 to 11 years	7 to 10 ½ years	Currently meeting with Tilambi
Scouts	10 to 15 years	10 to 14 ½ years	Thursday 7:00 to 9:00 PM
Venturers (JETS)	14 to 18 years	14 to 17 years	Wednesday 7:30 to 9:30 PM
Rovers (Ogilvy)	18 to 26 years	Over 18 years	Thursday 7:30 to 10:30 PM

* Note: Youth between 5 and 6 can be Joey members but must have attended at least 2 terms of primary school.

JOINING EMERALD SCOUT GROUP

Admissions list

At this time it is likely that positions are available in all sections with less than 1 term's delay. Periodically a section may be full or is expected to be full with youth progressing from the next younger section. In this situation you will be advised that your child can be added to the admissions list or referred to adjoining Scout Groups. A separate admissions policy is available.

Trialling Joeys, Cubs or Scouts

A prospective member may trial scouting in the appropriate aged section for a short period (usually up to 3 weeks) without committing to join scouts or paying membership or term fees. The family will be expected to pay the costs associated with specific events and activities.

There are some conditions for trialling scouting including:

- Attendance must be pre-arranged with section leader.
- The prospective members form (Y4) must be completed prior to or on the first night of the trial. See link below.
- The prospective member may not attend camps or sleepovers.

New Membership

As the majority of prospective members who trial scouting become members, the administrative process for joining starts during the trial period. The weeks below are only approximate:

- Week 1 (or before) complete the prospective member form **Y4**. An example of this form is attached to this booklet and the following is the link to the electronic copy.
<https://www.vicscouts.com.au/uploads/486/Youth/Y4%20Visitor%20Details%20Form%20Jul16.pdf>. Please complete the form on your computer, print, sign and bring to the first trial night.
- Week 2 you will be emailed a link to the Scouts Victoria website and invited to complete an online application form. This link will remain active for a **short period**. You will need to log onto the Scouts Victoria website via the link and complete the membership application form. The application for membership will be pending an offer of membership and payment of fees.
- Week 3 will usually involve discussion with you and your child regarding joining scouting. Membership would usually start on week 4 but may be deferred on occasions. An invoice for term fees or a fee sheet and an “**Acknowledgement of fee payment arrangements form**” will be provided. (Please refer to **Acknowledgement of fee payment arrangements**. Fees must be paid direct into the Group bank account. Please refer to [Paying Group Fees](#).)
- Week 4 upon **payment** of term fees and return of the **completed** acknowledgement of fee payment arrangements form your child will be registered with Scouts Victoria. You will also be sent a link from Scouts Victoria inviting you to create a CareMonkey health record.

If the offer of membership is within the last few weeks of a term the starting date may be deferred to the start of the following term.

Fees must be paid based on the term in which registration occurs.

Investiture

Investiture is a solemn process which involves the youth member committing to meet the Scout promise and live by the Scout law.

In order to be invested a new youth member must have a scout shirt for their section (see below), the membership certificate must have been received from Scouts Victoria (this can take up to about 2 weeks from registration) and for Cubs (excluding former Joeys) the youth member must have completed their “white scarf” training period.

Uniform, Badges and Scarf

Prior to investiture you will need to purchase a scout **uniform shirt** for your section. Uniform shirts can be purchased from the Scouts shop www.thescoutshop.com.au. Uniform shirts range from about \$35 to \$45. There are two types/qualities of uniform shirts with different costs. Scouting activities tend to be quite active and the better quality shirt is recommended for all sections other than Joeys.

There is no need to purchase any uniform badges or scarf as these will be supplied by the Group at investiture. New badges are also provided by the Scout Group when a youth member changes sections. The Emerald scarf is brown with a blue border. The Brown represents the rich brown soil of the Emerald area and the Blue represents the sky.

WHAT COSTS ARE INVOLVED?

Each Scout Group is self-funding and determines what fees are charged and how fund raising is undertaken. Emerald Scout Group charges the same fee each term which includes the Scouts Victoria fee, the Group fee and section subs.

The following table shows the components of Emerald Scout Group as of the start of Term 3 2017. It is anticipated that these fees will apply for 2017-2018 financial year but Fees may be adjusted if the need arises. Term Fees are due prior to registration and approximately 2 weeks after the start of each term:

Section	Scouts Victoria fee	District fee	Group fee	Section fee (subs)	Total	Fees per term
Joeys	\$228.00	\$20	\$100.00	\$80.00	\$428.00	\$107.00
Cubs	\$228.00	\$20	\$100.00	\$100.00	\$448.00	\$112.00
Scouts	\$228.00	\$20	\$100.00	\$100.00	\$448.00	\$112.00
Venturers	\$228.00	\$20	\$100.00	\$0.00 2	\$348.00	\$87.00
Rovers 1	\$228.00	\$20	\$0.00 3	\$0.00 2	\$248.00	N/A

Notes: **1** Rover Fees are paid annually before 30th June. **2** Section fees are not collected on behalf of Venturers or Rovers. **3** Rover use of facilities fee is separately negotiated.

Upon registration for a new member and at the start of July each year the Group pays the Scouts Victoria Membership Fee for each youth member. The Groups fees are structured so that the Group is reimbursed the Scouts Victoria membership fee through 4 equal term payments. This averages out the payments required by families. Occasionally a youth member leaves Scouting, takes leave of absence for a term or transfers to another Group during the year. For a leave of absence of one term the Group Fee and Subs will be waived but the prorata Scouts Victoria fees will need to be paid for that term. If a youth member leaves scouting or transfers to another Scout Group the balance of the Scouts Victoria (and any overdue group fees) is payable to the Group. Families are required to acknowledge this arrangement by completing the attached **Acknowledgement of fee payment arrangements form** prior to registration of a new member and renewal of registration each June.

Emerald Scout Group also charges a once only new membership fee of \$20. This fee assists the Group meet the costs associated with a new member such as scarf, badges and section book. For example a new cub would need to pay the \$112 term fee and \$20 new member fee in order to be registered into scouting. There are other costs involved in scouting including uniform and activities such as camps. These costs vary between sections and you should discuss these costs with the Section Leader. These additional fees are quite low for Joeys and Cubs but are larger for Scouts.

Discounts

The Group provides discounts for Leaders' children and also where there are 2 or more youth members in one family registered at Emerald. Payment plans can be arranged upon request.

A separate fee relief policy is available which integrates into the Scouts Victoria fee relief policy.

Paying Group Fees

Group fees are to be paid directly into the **Group Bank account**. Payments must **NOT** be made to Leaders, Committee members nor direct to section bank accounts or to Scouts Victoria. Our procedures are that payment must be made prior to registration being completed. You will be invoiced for your new member fees after the first week of trialling scouting and then at about the start of each term.

Our banking details are:

Scouts Australia Victorian Branch 1st Emerald Scout Group

Bendigo Bank

BSB 633 000

ACCOUNT NUMBER 128846128.

Payments can also be made at any Bendigo Bank (Cockatoo is closest) or at the Emerald Mitre10 agency. Please include the reference number on deposit slip and ask for a receipt.

SCOUTING PROGRAM:

The Scouting program consists of a single evening most weeks during school terms. Scouting will not be held on Total Fire Ban days and some public holidays. Some activities will be on weekends and major events may be during school holidays. The week night program may not take place following weekend activities.

HEALTH INFORMATION:

Scouts takes the health and safety of members very seriously. Preliminary health information is collected on the Y4 Prospective Youth Member form to assist leaders. Upon becoming a member you will be provided with a link to CareMonkey (where members' emergency, health and safety details are stored electronically) and invited to complete the online health form. This online information is then shared with Section leaders on a needs basis. Parents may update CareMonkey information at any time and may be required to update information prior to certain events or activities.

Further information on CareMonkey for Scouts Victoria may be found on the following link

<https://www.vicscouts.com.au/uploads/486/health-forms/CareMonkey%20FAQs%20V4%2020160818.pdf>

SCOUTING NEEDS YOUR COMMITMENT

Scouting is not a child-minding organisation. The Group would collapse if all every parent did was drop off and pick up their child. Group support commonly takes the form of:

- Taking your turn with fundraising
- Providing transport to and from activities and camps
- Sharing a skill or hobby with the children
- Accepting a position on the Group Committee
- Becoming a leader or adult helper, or
- Assisting with property maintenance.

What can you expect from Emerald Scout Group?

- Hard working, helpful, highly motivated and trained volunteer Leaders who always do their best.
- Unique, adventurous and educational experiences.
- Progressive independence with support, leadership opportunities and training.
- The opportunity for fun and friendships for both youth and adults.

What does Emerald Scout Group expect from you?

- It is expected that at least one Adult in each family will become a registered adult member with Emerald Scout Group. This is commonly a Group Rostered Parent but can be other support roles. A separate guide is available.
- Participate in fundraising and working bee type activities and Christmas tree sales
- To support your child in their Scouting endeavours
- To pay your group fees on time or make alternate arrangements in the event of financial hardship.
- To let us know of any problems or questions you may have.

Fundraising

Fundraising is a major activity for the Group and each family is expected to assist with fundraising. Following the transfer of a Day out with Thomas to Gembrook, the Group is currently reviewing the main fundraising and is participating in the Scouts Monster Raffle.

<https://www.vicscouts.com.au/monster-scout-raffle.html>

Families are expected to assist in Christmas Tree Sales in December.

Fundraising is used to assist youth and leaders attend major events and for Group operating costs. Fundraising is **NOT** used to offset Scouts Victoria or term fees.

Family involvement

Emerald Scout Group could not exist without the support and commitment of families.

The support given will depend on the individual circumstances of each family. Areas in which regular help is needed are:

1. Transport

Occasionally transporting the children to various activities included in our programme.

2. Cleaning & Maintenance of the Hall

It is important that the place in which our children gather be maintained in a clean hygienic fashion.

3. Assisting on Meeting Nights

This particularly applies to the Joey and Cub sections. There are occasions when the Leaders can do with an extra pair of hands, eyes and ears. If we call for a little extra help, it is good to know that there are parents willing to assist.

In the Joey section parents play a vital role in maintaining an effective adult/child ratio. It is usual that two parents are on a roster to assist with each meeting.

4. Joining the Group Support Committee

This is not a very onerous task - it really only involves a meeting or two a term and helping to manage and maintain the resources of our Group as well as the occasional social activity. It is expected that every family will be represented on the committee for at least one term (normally two years) during their child's Joey-Cub-Scout career. Don't leave it until your child is almost ready to leave!

5. Becoming a Uniformed Leader

Leadership is not for everyone, but if it interests you, please speak to any one of the leaders. They will tell you that they get just as much fun out of it as the kids, and a very real sense of achievement and of doing something worthwhile for the community. Experience is not required. Remember, there is no such thing as a professional Scout Leader. Most Leaders are also a Mum or Dad just like you.

Forms:

Prospective member form (Y4)

Please complete the electronic version of this form, print and sign and bring to and give to the Leader in Charge on the first trial night <https://scoutsvictoria.com.au/media/2184/y4-prospective-youth-member-details-nov-17.pdf>

SCOUTS VICTORIA PROSPECTIVE YOUTH MEMBER DETAILS



FORM Y4

Group/Formation:		Section:	
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SECTION A - PERSONAL DETAILS OF PROSPECTIVE YOUTH MEMBER			
Gender: <i>(tick one box only)</i>	Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/>	Date of Birth:	/ /
Given Names: <i>(Legal Given Name)</i>			
Surname: <i>(Legal Family Name)</i>			
SECTION B - PERSONAL DETAILS OF ACCOMPANYING PARENT/GUARDIAN			
Title: <i>(please tick)</i>	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other <input type="checkbox"/>		
Given Name: <i>(Legal Given Name)</i>			
Surname: <i>(Legal Family Name)</i>			
Relationship to Prospective Youth Member:			
Contact number during the visit(s)			
Mobile Phone: <i>(Mandatory)</i>		Home Phone:	
E-mail address: <i>(Mandatory)</i>			

Health Statement	
Does the prospective youth member suffer from any physical or other disabilities or impairments?	
<input type="checkbox"/> No <input type="checkbox"/> Yes: <i>(Please specify)</i>	
Does the prospective youth member have any allergies?	
<input type="checkbox"/> No <input type="checkbox"/> Yes: <i>(Please specify)</i>	
Does the prospective youth member have any other medical conditions?	
<input type="checkbox"/> No <input type="checkbox"/> Yes: <i>(Please specify)</i>	
Does the prospective youth member suffer from any other medical conditions? <i>(Please provide additional details)</i>	
<input type="checkbox"/> Asthma	
<input type="checkbox"/> Diabetes	
<input type="checkbox"/> Epilepsy	
Is there any further information you consider relevant?	
<input type="checkbox"/> No <input type="checkbox"/> Yes: <i>(Please specify)</i>	
Medical Authority	
In the event of an accident or illness I authorise any Officer, Servant or Agent of The Scout Association of Australia, Victorian Branch (Scouts Victoria) to obtain on my behalf and at my expense such urgent medical assistance, treatment and nursing, hospital and ambulance service as may be considered as appropriate by the Officer, Servant or Agent of Scouts Victoria and (should it be advised by a duly qualified Medical Practitioner that it is necessary) to authorise a general anaesthetic. This clause also includes any dental treatment urgently required. I further agree to pay on demand by Scouts Victoria all such medical, hospital and other fees and expenses incurred or to be incurred in such circumstances other than such fees and expenses recoverable under the policy of insurance taken out by Scouts Victoria. I acknowledge that I have read the above provisions prior to signing.	
Privacy	
I have read and agree to the terms of the Privacy Policy <i>(summary overleaf)</i> available at www.vicscouts.com.au	
Membership	
I understand that this form does not constitute membership of Scouts Victoria and an application for membership will require completion of an online application, sent via email by the Group Leader, and payment of the relevant fees.	
Parent/Guardian Signature:	Date:

This form should be handed to the Group Leader and, provided there has been no injury or illness, be destroyed upon registration of the prospective youth member as a member of Scouts Victoria, or the prospective youth member deciding not to become a member. If the prospective member sustains an injury this form should be attached to an incident report form.

The Scout Association of Australia, Victorian Branch (Scouts Victoria) 152 Forster Road Mount Waverley VIC 3149
Phone 1800 SCOUTS • Email membershipsupport@vicscouts.asn.au

Version: Aug16

Acknowledgement of fee payment arrangements

The following form must be completed and returned with evidence of payment of term fees and new member fee prior to registration

Acknowledgement of fee payment arrangements:

I request that Emerald Scout Group pay on my behalf the Scouts Victoria fee of \$228 and the Sherbrooke Forest District fee of \$20 or prorata amount for a new registration for my child/children listed below.

I understand that Emerald Scout Group will invoice me each term a fee that will include the Group fee and Subs for the term plus the prorata amount of the Scouts Victoria and District fees paid by the Group on my behalf.

I agree that should my child leave scouting at Emerald during the financial year I will pay the outstanding balance of Scouts Victoria fee to Emerald Scout Group.

(Insert Name)

(Insert Name)

(Insert Name)

(Insert Name)

Signed: _____ Name: _____
(Parent/Legal Guardian)

Date: _____

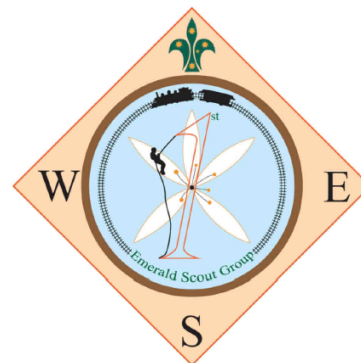
Proforma invoice



1st Emerald Scout Group

Scouts Australia - Victorian Branch
Emerald Scout Centre
21 Kilvington Drive
Emerald Vic 3782
A.B.N. 39 662 387 026

Postal Address
PO Box 419
Emerald Vic 3782
www.emeraldscouts.org.au
info@emeraldscouts.org.au



DATE:

Insert date

TO:

Family Name
email address

INVOICE

NEW MEMBER FEES

RE:

Emerald Scout Group Fees

Fees for:	Rego Number	Name	Section	Fees
	New Member	Youth name	Section	Insert fee
	New Member	Youth name	Section	Insert fee
	New Member	Youth name	Section	Insert fee
	New Member	Youth name	Section	Insert fee
Term Fees				Total
New Member fees		Insert No of youth	@ \$20	Total
Total Due				Total

Fees are due on

Insert date

Please transfer or deposit fees in to the Groups Bendigo Bank Account:

Scout Association of Australia Victorian Branch 1st Emerald Scout Group

BSB 633-000 Account 128846128

Payments may also be made at any Bendigo Bank branch or at the Mitre10 agency in Emerald.

Please use **YOUR FAMILY NAME** as your reference.

If you are having difficulty in paying please contact me on 0421362331 or by email
booksbasandbottomlines@gmail.com to discuss alternative payment arrangements.

Ali Butler
Group Treasurer

