

Overview

Scouting Ireland has a wide range of forms, policies and other documents, covering subjects relevant to providing the best possible Scout experience. These documents are created to assist in maintaining a uniformity to our Scouting but also regulate how we deal with topics such as our programme, communication, training, safe guarding and various other elements that help with the day to day running of a Scout Group.

Relevance to you

Group Leaders need to ensure that all decisions of Group Council are properly recorded; this is the role of the Group Secretary who is also responsible for ensuring that all Scout Group documentation is maintained in a correct and safe manner.

Documents include the Constitution and Rules, Standing Orders, Policies, Procedures, Records and Reports of the Association, and forms include all data collection devices whether in paper or electronic format, including membership application or registration, appointment application, expenses claim or programme questionnaire. Publications include all youth programme, adult resources, adult scouter training, public relations, whether in book, handout, pamphlet, or leaflet in paper or in electronic format. There are also terms of reference for all appointments and standing committees of the National Management Committee.

You will find many of the documents you need to run your Scout Group in the **Resources - Official Documents** section of the Scouting Ireland website. The National Secretary is responsible for the maintenance of all records and documents of the Association. Each document or form is assigned a number which is followed by the year it was last amended, for example: SID 21/04 - Document number 21, issued in 2004.

Scouting Ireland documents are referred to as SID's and there are over 120 of them listed on the website. SIFs are the forms you will need for the day to day running of your Scout Group and number around 30.

As a Group Leader you do not need to be able to instantly recall everything contained in all of the documents and forms but you should be familiar with what topics are covered and how to look them up when you need to reference them.

Useful documents and publications

SID 21/04 Policy on Documents and Records.

www.scouts.ie -> Resources -> Official Documents -> Official Documents

www.scouts.ie -> Resources -> Official Documents -> Official Forms

Where to get help

If you need assistance in locating documents or forms on the website contact your Group Support Facilitator or Provincial Support Officer.

You can contact Scouting Ireland's National Office on 01 495 6300 if you require any advice during normal office hours. You can also use the same number on Monday night's between 7pm and 9pm to contact a member of the National Adult Resources Committee.