

# Tools for Effective District Scout Leading

## A. District Events and Activities

### Module Overview

Successful Sections offer a varied and exciting program of activities to their young people. Part of our Aim to develop young people to play an active role in their local community includes introducing them to other members of the community. To support both of these outcomes, Districts will often run events and activities open to all Groups. These activities are an excellent supplement to the regular Section or Group based programs but require a different planning approach to be effective. This module will support your planning of such events.

### Expected Outcomes

In this module, it is expected that you will:

- Consider appropriate events for your District
- Establish a working system for planning and delivering these events
- Identify physical and human resources required
- Plan and deliver one District event

### Practical Outcomes

As part of this module, you will plan and deliver an actual District event.

### Amount of Work

Depending on the size and type of event you have chosen, this module will take about six months to complete. This includes three face to face meetings to set and review progress with your RCYP as well as planning time, team meetings and the actual event itself.

### In This Pack

To support the implementation and running of the module, the following resources are provided:

- Regional Commissioner Youth Program's Briefing
- Participant Briefing
- Module Resources
- Module Completion and Feedback

### Other Modules in the Scheme

Following this module, you might like to consider one of the other modules in the scheme:

- District Communications
- Running Effective Mindaris
- District Events and Activities
- Scout Leadership Courses
- Actively Supporting Troops
- Accessing the award scheme
- Training others

### About the Tools for Effective District Scout Leading Scheme

This scheme was introduced in 2008 to support the work of new and existing District Scout Leaders. There are several modules in the scheme focusing on different areas of the role. District Leaders should negotiate with their Regional Commissioner (Scouts) to decide which modules are most relevant to your situation. The modules are designed to be practical in nature and completed in any order. For more information, visit [www.nsw.scouts.com/scouts/districtleaders.htm](http://www.nsw.scouts.com/scouts/districtleaders.htm).

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## District Events and Activities

### Region Commissioner Youth Program's Briefing

This module can be run with an individual or with a number of District Leaders. The outcomes for each participant are the same. Your set up and review of progress may be structured differently if working with a number of District Leaders.

### Your Role in this Module

After the initial input and set-up of the module, your role in this module is to provide support, advice and example resources from your own operations or those you have seen in use. You may find it useful to collect these into a resource folder before starting the module and adding to the resource over time. At the end of the module, the Region Commissioner Youth Program must review the module's effectiveness and submit the review report to the State Commissioner Youth Program.

### Setting Up the Module

The module should be set up during a single set-up session with the participant(s). This should preferably be done face-to-face where practical, but can be achieved over email or telephone. The session would cover:

- Understanding and acceptance of the module outcomes
- Review of current skills, knowledge and experience
- Review of the resources available in this pack and elsewhere, written and human
- Outline plan for development, including milestones and timescales
- Identification of support required and a plan to provide it
- Expectations of completion and review – how do we know we have finished?

This session may or may not form part of your regular Region Training Meetings.

### Support to the Region Commissioner Youth Program

Support is available to you in facilitating this module from your State Commissioner's Team. This could include telephone support or examples of other major events planned. You should also look to the District Commissioner and other members of your Region Team for ideas and advise on this topic. Where a District is already running effective events, you could use them as a model and encourage your District Leaders to visit.

### Measuring Success

Scouting has always been based on doing your best. With this in mind, measuring success can be a very subjective task. Emphasising the positive achievements of the participant(s) will further build confidence. Remember the expected outcomes of the module and measure against those – Did the participant(s):

- Consider appropriate events for their District?
- Establish a working system for planning and delivering these events?
- Identify physical and human resources required?
- Plan and deliver one District event?

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# Tools for Effective District Scout Leading

## District Events and Activities

### Participating District Leader's Briefing

Welcome to the District Events and Activities Module of the Tools for Effective District Leading scheme. This is not a formal training scheme, but a practical, project driven support scheme designed specifically to support and develop you in your Scouting role.

### Your Role in this Module

You will meet with your Regional Commissioner Youth Program (RCYP) to discuss the expected outcomes of this module and to set a plan. Part of that plan will involve you working alone and with others to develop a suitable event or activity for your District. Although there is room to experiment and trial different approaches, ultimately, the module will lead you to a working model that will be the basis of your future District events.

### Setting Up the Module

The first step is to meet with your RCYP. There may be other participants completing the same module, so it would be helpful to meet together and share ideas. In your meeting, you should cover:

- Your understanding and acceptance of the module outcomes
- Review of current skills, knowledge and experience
- Review of the resources available in this pack and elsewhere, written and human
- Outline plan for development, including milestones and timescales
- Identification of support required and a plan to provide it
- Expectations of completion and review – how do we know we have finished?

This session may or may not form part of your regular Region Training Meetings.

### Support Available

Your RCYP is probably the central support to you in this module, but you should also talk with your District Commissioner, other members of your District Team and the Section Leaders you are supporting to seek their views and strategies on District events as well.

### Module Layout

There are five elements to this module:

- Selecting events and creating a calendar
- A framework for event management
- Identifying and securing resources
- Running and Reviewing and event

Module Review

You will find information on each over the next few pages.

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# Tools for Effective District Scout Leading

## District Events and Activities

### Element A: Selecting Events and Creating a Calendar

If an event is to enhance our Group based programs, then it must do something that a Group based event cannot achieve. This might be as simple as allowing youth members to interact with other youth members from the local area, or the event might deliver a specialised program element that a Group does not have the resource to provide. Considering the appropriate format and timing of an event is key to its potential success.

#### The Task

Review the events your District currently delivers to its Groups. Create a rolling calendar for the next 12 months of activities and events in consultation with your District Training Meeting. For each event on the calendar, write a single paragraph to explain: Why the event is required for the Section; why the District is running this event and not a Group; how the event enhances the Section program; and why the event runs at this time of year. This overview will be presented at your interim Module Review meeting.

#### Communication is Key

Planning a calendar of events in isolation is just not an option for a District Leader. There are many factors to take into account such as other events on the program, school holidays, availability of resources, desire of Groups to support the event, etc. Only by sharing your thoughts in an open forum with your Section Leaders will you gain a full understanding of their commitments and needs.

#### Rolling 12 Month Programs

Most Leaders in Scouting plan on a Scouting year basis whereby the calendar is set late in the year for the following year's activities. This can create some problems. For a calendar to be produced, basic information such as dates, times and locations are required. To be useful, the calendar will need to be released in November which means the events at the end of the next year are 14 months away and might not be confirmed yet. Furthermore, when it reaches October, many Sections are hungry for dates and information for the following years first term, but have to wait until the whole year is planned first! With the age of computers and web-sites, it is now easier to maintain a program on a rolling basis – that is by May, we know about the major events and activities for the following May. They are set, advertised and in the planning cycle. With this model, planning the calendar future events becomes a small part of every District Training Meeting, rather than an entire meeting at the end of the year.

#### Getting the message out there

Once the events have been placed in an appropriate place on the calendar, it is important to communicate to those who need to know. As a District Leader, you have a responsibility to ensure the event is promoted to all Sections via their leader team, but don't forget to advise your District Team, District Council of Group Leaders and your Regional Commissioner Youth Program.

#### Resources to Support This Element

We have created some resources for you to support this Element:

- Example calendars

# Tools for Effective District Scout Leading

## District Events and Activities

### Element B: A Framework for Event Management

There are plenty of examples around of how to get a major event together. This element identifies those examples and leads you to adopt best practice for your event.

#### The Task

Select a single event on your forthcoming District calendar and choose the best framework to manage this event. Your chosen framework will be presented at your interim review meeting.

#### Horses for Courses

There are as many ways to manage a major event as there are major events. Choosing the right one for you and your event is not always easy. You may wish to build your own model. The basic parts of such a model may include: An overall mission statement about what you hope to achieve, a project time-scale, a list of human resources you will require, a marketing and communications plan, a budget and a number of set team meetings.

#### Publications Available

Scouts Australia and Scouts NSW have a small number of publications to support the organisation and running of major events. Check out the websites at [www.scouts.com.au](http://www.scouts.com.au) and [www.nsw.scouts.com.au](http://www.nsw.scouts.com.au) for more information.

#### The Proof is in the Pudding

Of course, we recognise that each event is different. Your ability to adjust plans, re-work the model and review your program is important to the success of the project. Everyone is encouraged to review their work on completion. To not use the information received from these reviews is just reckless. If this or a similar event has been run before, then try to get a copy of the review notes to aid your planning, or at least talk to those involved.

#### Resources to Support This Element

We have created some resources for you to support this Element:

- Major Event planning framework

# Tools for Effective District Scout Leading

## District Events and Activities

### Element C: Identifying and Securing Resources

All events require resources. These include land (an area to run the event in), people (to plan, manage, deliver, set up, clear up, cater, etc.), time (to plan and to run) and usually physical things (equipment, food, vehicles, etc.). Some of these things cost money, some are shared with other people. Identifying what you need, when and then actually securing it is a very time consuming process.

#### The Task

Using the event you have selected for Element B, make a list of key resources required and how you will secure it. The attached overview sheet can be used to make this list and will be presented at your interim Module Review Meeting. We are only after Key Resources here, so if it is expected that a Catering Manager will make the list of resources they require in the kitchen, then you only need identify the Catering Manager as a resources for this list.

#### Human Resources

If your major event is correctly planned and structured, then it will include a team of people with set responsibilities working together to achieve the common aim. Putting these key people in place early will lead to a less stressful rush at the end. Before approaching anyone, be clear what exactly it is you want them to do. Prepare a bullet point list of the duties and responsibilities of the key people on your team. Make a list of the people who might be available to you for this event and select those who you know will do a good job. Ask them directly, face-to-face or over the phone. Make sure they understand what you are asking them to do. Establish a method of communicating with them about this event such as a regular meeting schedule or email exchange system. Advise them who else is on the team.

#### Budgeting

Before setting off on a project, you must do some basic figure work to test the feasibility of the event. If it is too expensive, no-one will come. If it is too cheap, how will any short-fall be covered? All accounting for District events is handled through NSW State accounts via your local Scout Region. If you do not know how to access these banking and accounting facilities, you must contact your Region Office. Handling an event totally through cash leaves you wide open for financial procedure questioning. Cover yourself.

#### Establishing the Team

Nothing beats a face-to-face meeting with the event team. Many Districts conduct these meetings within the time of their District Training Meetings. Unless every-one in attendance is part of your event team, this is not really appropriate.

*"Each year, our District organised and ran the Athlete's badge at a local school. The event was discussed in detail at our District Training Meeting the month before. One of the activities was the long jump and a particular Troop would be asked to manage the activity. This Troop would be advised that they would need a rake to smooth the sand after each jumper. We would always spend a few minutes working out who would bring the rake"*

**Report from a District Mindari**

#### Resources to Support This Element

We have created some resources for you to support this Element:

- Key resources list

# Tools for Effective District Scout Leading

## District Events and Activities

### Element D: Running and Reviewing an Event

For many events, the organiser is over the whole thing before we even get there with planning and preparation. If everything has been planned properly, then this is not far short – an event organiser should not have much to do on the day. However, delivering the finished product has to be the most important stage of any event planning cycle. How will you cope?

#### The Task

Using the event you have selected and planned in Elements B and C, run the event and review your success at the end. The review can take any format, but will be presented at your final Module Review Meeting. Remember to include comments on what went well, what can be improved and what you would do differently next time.

#### Running the Event

Pace yourself. Don't micro-manage. You have asked a competent team of people to each do a specific job – if you got it right, then your role is vastly reduced. Monitor the progress of each of your teams by regularly talking with the team leaders. Avoid diving in to solve every issue raised within your hearing. Instead, encourage others to take responsibility, make decisions and follow them through. Establish a good practice where your other leaders report back on issues and what they did about them. Don't forget that we are all here to support youth members, so talking to them about their experiences at the event is far more important than listening to the adults involved. Take time to do this.

#### Effective Reviewing

The planning cycle never ends – once an event is run, it is reviewed and that information is fed forward to the planning for the next time. Taking time to review your event is an essential part of the planning process. You should involve the whole team in the review and invite each team leader to review and report on their own area. Many people are unsure what to do with their review notes once compiled. Often they are filed and never looked at again. You are encouraged to share them with your District Commissioner, Regional Commissioner Youth Program and with your District Training Meeting. Who knows who will be involved next time round?

#### Planning the Next One

By conducting a mini-review during the event, you will get a pretty good feel for the overall success. Perhaps it will run again next year? Or every two years? If you know when the next event is running, take the time at your closing to announce this.

#### Resources to Support This Element

We have created some resources for you to support this Element:

- Reviewing events

# Tools for Effective District Scout Leading

## District Events and Activities

### Review and Feedback

Now you have completed this module, it is time to review your experiences. The review has three purposes:

- To ensure you have developed in your role as a District Leader in this area
- To ensure the contents of the module are relevant, appropriate and support the outcomes
- To identify the next steps for your development

You will complete this review in consultation with your RCYP. The RCYP will submit a copy of the review to the State Commissioner within 4 weeks of your meeting. If you would like to attach examples of your work, the State Team would be grateful to receive them.

DL's Name: \_\_\_\_\_ Date of review: \_\_\_\_\_  
District: \_\_\_\_\_ Region: \_\_\_\_\_  
Reviewer: \_\_\_\_\_

### About Your Experiences

**Did the module lead you to:**

Achieved	Close to	Started	Did not
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes:

### About the Module and Resources provided

**Please rate the resources in this module:**

Excellent	Suitable	Weak	Poor
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes:

### The Next Steps

There are more Modules available in the scheme. You should now discuss with your RCYP which would be the most appropriate for you.

- I will be taking a break from Effective Tool Modules for a while
- I would like to do another one, but I am still choosing which
- I am going to try \_\_\_\_\_ next

### Instructions to RCYP on completion of this form

The completed form should be forwarded to the State Commissioner for your Section within four weeks of the review meeting. You may wish to take a copy of the form for your own records and/or share the information with your Region Commissioner or the participants District Commissioner. The contents of the form will be used to monitor overall region progress on developing District Leaders and for ongoing review of the resources and support materials available.