



Leader Support Guide

A Guide to ARPs in Scouting

What is an ARP?

An Annual Report Presentation (ARP) is an opportunity to:

- Thank the Leaders for their work over the past year.
- Celebrate the successes and review the learning of the Group and its Youth.
- Showcase the work that has been achieved by the Youth.
- Understand the financial strength of the Group.
- Promote the Group to others.
- Introduce the office bearers.
- Allow Group Members and Supporters to come together, share ideas and offer suggestions for the year ahead.

An ARP is as much about the year ahead as it is about the year past. To ensure a memorable and satisfying event, thought must go into its planning and preparing.

Why do we need an ARP?

It is a requirement of the Charitable Fundraising Act that, at each level, the financials of the Scout Association will be audited and tabled at that level's ARP. Therefore, an ARP must be informative. We have a responsibility to the parents and Youth to explain where we have been and where we are going.

Where and when do we hold an ARP?

Usually, an ARP is held at the Group hall, though this is not mandatory. It could, for example, form part of a wider activity like a family camp.

ARPs are usually held in April or May, and no later than 31 May.

Who should attend?

While an ARP in Scouting is not usually open to the general public, a wide audience can and should be involved. Here are some suggestions:

- Parents or guardians
- Leaders
- Committee members
- Supporters (especially local dignitaries)
- Other Scouting representatives
- Youth

While the old adage 'the more the merrier' is often true, it is important to maintain control. There is a risk that an ARP can quickly turn from being a celebration to a lament, if not managed well.

What must be covered?

Here is a sample Agenda:

- Welcome by the Group Chairman
- Apologies
- Minutes of the Previous ARP (for acceptance)
- Summaries of written reports from Group Chairman, Group Treasurer, Group Leader and Section Leaders
- Adoption of the Annual Report
- Adoption of the Privacy Policy

- Adoption of the Code of Conduct
- Adoption of the Group Support Committees in the NSW Organisation and Information Handbook, available from www.nsw.scouts.com.au
- Introduction of office bearers
- Appointment of the auditor
- Presentation of awards
- Opportunity for invited guests to speak
- Guest speaker
- Close

Throughout the process, minutes must be recorded by the Group Secretary.

Appointing office bearers

It is preferable that all office bearer positions have been appointed by the Group Leader, and the Adult Helper – non uniform (A2) forms and related child protection checks have been completed and confirmed at least six weeks prior to the ARP.

A minimum requirement is to have:

- Chairperson
- Deputy Chairperson (at least one)
- Group Secretary
- Group Treasurer

It is preferable that you also have:

- Trustees (ideally two - one uniform and one non-uniform)
- Public Relations Officer
- Group delegate to the region council

Job descriptions and guides for some of these roles are on the National Web site, www.scouts.com.au/library

What is the planning process?

Like all things in Scouting, planning and preparation are critical for the ARP to be successful. To deliver an effective ARP can require up to 4 months of planning.

Timelines

November

Set a date and venue.

December

Group Treasurer arranges for Financials to be audited.

February

Group Leader actively recruits office bearers and ensures completion of the Adult Helper (A2) forms.

Issue Invitations to attendees (including community and Scouting members).

Organise guest speakers.

March

Agree arrangements for ARP (activities, food and beverages, etc.).

Prepare annual reports.

Confirm with Region any other Scouting members who will attend.

Venue

Book the Hall or venue.

Arrange suitable seating.

Ensure any displays have arrived, are in good working order, and that their information is up to date.

Ensure all multimedia works.

Confirm with Section Leaders and Group Council which Youth are to take part.

Paperwork

Ensure that the following are available:

- Clearances for office bearers
- Agenda
- Written reports
- Audited financial statements
- Copy of fire safety certificate
- P10 property inspection form
- All completed attendance books
- Annual report - a compilation of all of the content

Ensure copies are retained by the group of the annual report and audited financial records and that a copy is sent to the region office.

Managing the Meeting

- Start and finish on time.
- Minimise the use of jargon.
- Make sure all papers are printed and available.
- Ensure job descriptions and guides to roles (see note above) are on hand.
- Introduce all speakers (including Leaders), as people may not know them.

How to make an ARP interesting

There are many ways to enliven your ARP. Here are some ideas:

- Youth displays (going-up ceremonies can be a good draw card) can get people there.
- Set a Display Board theme, to centre peoples' thinking before, during and after the meeting.
- Use financial charts; do not rely solely on the printed report.
- Barbeque.
- Decorate the Hall; make it the brightest, cleanest and best looking it can be.
- Present skits from each Youth Section, a mini Gang Show of the past year.
- Present Youth awards at the ARP to encourage parents to attend.
- Create a video or automated presentation of major events.
- Award a lucky door prize (there is to be no charge for it).
- Issue invitations that look exciting; try a catchy title: "1st Centreville Scout Group: an expose on Scouting."

Tips for a successful ARP

Delegate to committee members and other leaders to assist in the organisation.

Reports and Agendas

These sections should be in the reports:

- Overview of each Section (e.g. numbers).
- Activities completed during the year.
- Special achievements (remember to name Youth Members).
- Goals for the year ahead.
- Recognition of key people who have helped.

For the sake of your audience, do not read out reports. Pick out the key items, share anecdotes and highlight the fun and satisfaction the year has delivered. People can read the reports at their leisure.

Consider having a break, but make sure you manage the process well. You do not want people leaving early.

Financial reports must be audited with a full statement of assets, liabilities, surplus and cash flow. Detail and transparency of the accounts is critical.

At the end of the meeting ensure that copies of the annual report are mailed to schools, the local parliamentarians, Region Office and all those who did not attend. Include the agenda and a program of the meeting.

Guest Speakers

Make sure they are interesting, competent, motivational and understand Scouting. All too often guest speakers tend to digress. Make sure you agree a topic that is relevant.

Also, make sure they know the time and location of the ARP.

Venue

Try a curved layout for seating.

Consider going outside, but have a back-up plan in case of wet weather.

If you sit the office bearers at a table, make sure it is covered (not with a National Flag) to the floor.

Display the Section Flags (if in good condition).

Offer refreshments, but minimise any delays.

Set up a welcome booth and issue nametags.

Brief Sixers and Patrol Leaders to welcome visitors and show them where to sit.

Media

Getting local journalists to an ARP may be unlikely, but invite them anyway. Also send a media release (with link to a downloadable photo) to the local paper. Use local media contacts such as community diaries to advertise and promote the group.

Conclusion

Things may not always go to plan. When District or Region people attend it is OK to lean on them for help.

Review the ARP at the next Group Council and Group Committee Meeting. Ask yourself how it went, what you would change, and review any survey data you have. Remember to reflect upon this a year later when you are planning your next ARP.

There is an old formula:

- Think
- Analyse
- Do
- Review

Making the same mistake twice is just dumb.

Above all else – have fun.