



BOOKLET OF IDEAS



Our kit

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INTRODUCTION

“ This booklet has been published to give inspiration to the work in the local guild, group or club (for practical reasons hereafter called guild). During the period, 1991–1993 World Committee members Christian Haas and Ulla Eek took the first step by collecting ideas and classifying them. In 1993 at the World Conference in Indonesia, it was decided to publish the results. Therefore, World Committee member Fritz Halstensen and after him a Danish group consisting of former IFOFSAG Chairman Per Mikkelsen and his wife Grethe and former Vice-Chairman Robert Madsen worked on the manuscript, which was accepted and published in June 1996. The content of this booklet does not pretend to be complete in any way. It is just a collection of suggestions and ideas to choose between or to be inspired by. The suggestions are not written in priority order, and some of them may not be suitable in all areas around the world.

Nevertheless, it is the sincere hope of the World Committee that this booklet will find its way to the local guilds where it belongs and that it will be translated into other languages to ensure the best possible use for the benefit of a richer life in the local guilds.

ISGF World Committee 1996 - 1999

*2nd edition January 1997
(Updated after change of name)*

This booklet has been re-published by World Committee 2005-2008. The content has been slightly altered and updated. World Committee ensures that the suggestions in this edition will give you some ideas.

ISGF World Committee 2005 – 2008

3rd edition July 2008

There is no need to create new documents when there is already good information. So this booklet, reshaped with some more ideas, is to be considered as the introduction of “Our Kit” launched in July 2015. All ISGF members can consult it on the ISGF website (www.isgf.org) but some printed versions are also available upon request to the ISGF World Bureau.

ISGF World Committee 2014-2017



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1. ADMISSION TO THE GUILD

The normal criterion for admission is to have been a member of an internationally recognised scout and guide association. Presently, in some countries, admission is also possible for individuals who have not been members of the scout/guide movement but who have shown keen interest in scouting/guiding or guild work (for instance parents of scouts and guides, family and friends).

An information team will inform new members of the Objects, Aims and Principles and the working methods used within the guild.

A potential member of the guild requests membership on an application form, where he/she gives personal data, with details of the scout/guide background. In some countries, the admission of a new member involves a ceremony where the new member is being asked some questions, gives the scout/guide promise and receives a membership badge and a certificate of membership together with a copy of the constitution of the national or local organisation.

Admission of a new member should under all circumstances be a celebration as well as a presentation of the new member. Please remember that without a strong commitment from each member, the guild might easily end up just being a place to meet a few times a year to have some fun with old friends and discuss the past. Therefore, to underline the commitment, it could be a good idea to have a presentation along with a small celebration with the opportunity for the new member(s) and the present ones to share lively information regarding the programme and the distribution of the roles. The ceremony could be friendlier if a buffet (light food and drinks) could be organised with moment dedicated to songs.

A. "THE GUILD CHARTER"

When a new guild is created, often its members are invited to share and subscribe to a "pact" in order to make the choices which characterise the guild, while respecting the statutes and rules of the national organisations.

The "pact" must be simple and the choices doable. There is no point writing a book of dreams which are great in theory, but not feasible. The "pact" must above all accord with the character of the guild which will choose its own goals in relation to its history, its territory and the individual choices of its members.

For example one can draw up and subscribe to a "GUILD CHARTER" which is then put to each new member and, if they agree with it, subscribed to in a brief admission ceremony.

The "Guild Charter" can be modified when new goals or procedures

need to be introduced, or when it is felt necessary to arouse fresh interest with innovations and changes.

B. ACTIVITIES FOR SELF-FUNDING

The economic side of things is important in the guild. Normally adult scouts and guides finance their own activities and inventories themselves through monthly or annual payments managed by a treasurer who reports on them periodically to the guild.

This makes it possible to intervene on behalf of someone who is temporarily in difficulty or who is not in a position to make the payment. Solidarity is an important value among a group of friends.

There are many activities that can be organised to bring in funds and several have already been mentioned in the booklet.

The collection of funds needs to be motivated, and it is advisable to earmark the funds for the benefit of other organisations, scouting or otherwise, rather than for one's own guild. In cases where it is necessary to organise important events to take place in one's own town, one should seek out sponsors early enough by explaining the initiative in detail and by preparing an estimate of the various expenses for maximum transparency.

Sometimes adult scouts and guides are bewildered when they are asked to make payments for regional or national structures or for the ISGF, but they need to know that everything that is organised at the various levels has not insignificant costs and contributes to the development of our movement.

C. RELATIONSHIP WITH STRUCTURES AT REGIONAL, NATIONAL AND INTERNATIONAL LEVEL

The guild of adult scouts and guides is small piece of terrain which does not exist in "splendid isolation". It must intersect with the other guilds of its region and of its country, and with the ISGF.

Obviously it is unthinkable to have direct relationships with the higher-level structures and consequently it is important that one or two people from the guild are responsible for collaborating with external bodies and for taking part in activities organised at the various levels, starting with the leader who will be the principle point of reference and represent the guild.

Participation in regional, national and international events allows members of the guild to feel like an integral part of the wider scouting world, of a global brotherhood, and to benefit from all the activities organised across the board in order to get to attend the regional and global conferences of the ISGF.

2. SUPPORT TO SCOUTING AND GUIDING

Ensure that your guild always has a close connection to the local scouts/guides. The best way to establish such connections is by asking for their help with one of your projects or by having a joint project with them. Normally, you do not succeed well by starting with offering your help to them. When the good contact is there, they most certainly need the help of your guild.

First, there is of course the economic support to the local scout and guide groups for new material, participation at training courses, premises, etc. But there are also many other ways to help Scouting and Guiding for example:

- Help to repair and maintain their premises or to build new premises;
- Take over some of the administrative work from the leaders;
- Support the parents' council and, if wished, be ready to provide them with chairperson, secretary, treasurer, PR person or advisor;
- Once a year organise a competition for the local scout and guide groups over a weekend;
- Help in the establishing of camps, perhaps be a member of the camp staff and/or help with transport of children, material, etc.
- Help at scout/guide exhibitions, PR Days, parents' evenings, social gatherings;
- Help organising campfires, at patrol competitions, etc.
- Help as an instructor or, if needed, as a temporary leader;
- Use the expertise of the Guild members to help as capacity badge judges;
- Use your good contacts and relationships with the authorities and others to promote and support the local scout and guide groups;
- Establish archives and/or museums for Scouting/Guiding and be responsible for the constant updating.

NB: And then, please, in all your help and support to the children, their leaders and their parents, don't ever forget that although they are thankful for your help, they may not be interested in your advice, even if you feel certain that you know better.

3. SOCIAL WORK

To scouts and guides it is a natural thing to bring help to all those who are less privileged, who suffer from poverty, hunger or illness and to those who belong to the weaker groups of the society: the handicapped, the old and the children.

Consequently important part of the activities in the guild is social work, this being either in the local community, somewhere else in the country or in another country, where help is needed.

It is no secret that a lot of help needed can only be met with money resources, therefore it can be important for the guild to spend time and energy raising money in one way or another (see fund raising). However sometimes with specific projects, money can come from the local authorities, from other welfare organisations, from private donations etc.

Some examples of social work that a guild should be able to do are as follows:

- Arrange visits to local hospitals and provide patients with reading material, write letters for them to relatives, etc.
- Supply children hospitals with toys, books and other activity material;
- Provide blind people with sound-tapes with the news of the week etc. recited on the tape by yourself;
- Visit slum-areas and distribute second-hand clothes and medicine;
- Give blood and organise blood donation in co-operation with the local hospitals;
- Occasionally, visit homes for old and/or sick people and entertain with singing, music, bingo, etc.
- Offer help with free transportation to different humanitarian organisations;
- Visit prisoners to give them the feeling of being integrated in our society;
- Help to integrate immigrants and refugees in our social life;
- Arrange an annual festival for handicapped people and/or take them on an excursion occasionally;
- Support local schools with books and other kinds of material or establish a library if there is none locally.

In all this, it is important to co-operate with the authorities at the local community welfare office and with other welfare organisations, e.g. different religious relief organisations etc.

Among other possibilities to help can be mentioned:

- Adopt a child or more children in the third world, e.g. through the SOS children village project or children in underdeveloped regions of your own country (financial adoption);
- Co-operate with a guild in another part of the world. This in a way that the guild in the richer country provides the other guild with money, equipment, etc. This would enable the village to raise its standards and make it a better way to live;

- Collect second-hand clothes, wheel chairs, glasses, toys etc. and send it to countries, where there is a need for such items; but investigate it first, so that you are sure you are sending the right things covering the actual needs on the spot.

4. SUPPORT TO THE COMMUNITY

A guild should strive to become an important part of the local community, a respected unit always ready to help.

It therefore seems natural to for example:

- Make comments, resolutions on questions related to the youngsters;
- Educate the harmful effects of drinking, drugs, tobacco, etc.
- Co-operate at municipal events, cultural weeks, festivals, etc.
- Carry out a "Good Turn day" (once a year to the delight of the local community), for example in co-operation with scouts and guides;
- Let all guild members be trained in "First Aid";
- Render assistance during natural calamities such as floods, droughts, earthquakes and other disasters;
- Participate in governmental programmes on leprosy, family planning, immunisation of children, tree plantation, etc.

5. SPIRITUAL DIMENSION

Continued religious education should be the duty of every person and of every group basing their existence on the scout and guide ideals.

This could be done by together joining lectures, reading the same book etc., followed by discussions and meditation.

Other activities where the guild could participate:

- Attending religious ceremonies such as services, masses etc. during excursions, camps or just together in the local mosque or temple now and then, all of course depending upon your belief;
- Observing religious feast days;
- Holding minutes of silence and reflections;
- Helping preserve the culture of your area and country;
- Active support and co-operation with your religious circle of the areas;
- Doing something for people living alone by visiting them and bringing them little presents, e.g. at religious holidays;
- Visit the places of worship from the different religions in your town and get informed about their belief;
- Prepare material from the different main religions with your guild and organize a debate with members of those communities.

So in short: it is expected that you help each other to keep alive the spirit from the scout and guide promise within your lives, and that you show personal commitment. ISGF has members belonging to different religions and it's important to have an inter-religious information for a better mutual understanding of the different communities and to bring peace to our world.

6. OUTDOOR ACTIVITIES

Although we are adults and not directly involved in the youth movements, we should try to maintain at least most of the skills, Scouting and Guiding taught us. We also have an obligation to keep fit and to remember the words: A healthy soul in a healthy body.

So once in a while it could be a good idea that the guild leaves town and goes out into nature to do hiking, orientation, pioneer work (like building a bridge, a camping table, etc.). A week-end tour – for example with the family – is also a good idea.

We get to know each other better, we can practise some of our scouting/guiding skills and we can meet at campfires, enjoying barbecuing, etc.

Other possibilities would be:

- Participate in sport. (Running, dance, yoga etc.);
- Arrange a more permanent health circuit in the neighbourhood and use it frequently;
- Plan a car orientation for the members;
- Arrange a walking tour in the forest and make it a guided tour under the leadership of an expert, i.g. a forester, who can tell about the trees, the plants, the birds and/or other animals;
- Plan a city walking tour and prepare it thoroughly by reading all available literature on the architecture and the history of the town;
- Pay a visit to a scout/guide camp, and – if the leader accepts it – contribute for example with entertainment, instruction;
- Get informed about the Natural Reserves in your country, choose one and organise a visit or a hike.

7. ENVIRONMENTAL PROTECTION

Ensure that all guild members are kept informed about and take part in actions for the protection, preservation and conservation of the environment and natural resources. It is important that everybody understands that it begins with each of us and with our families.

Among actions to be taken can be mentioned:

- Care for the environment, in which we live;
- Prepare and follow up programmes related to environmental awareness, pollution control and related areas;
- Involve your guild in tree plantation programmes and ensure that it is followed up;
- Support the sorting of trash and the recycling of paper, bottles, tin cans, etc.
- Organise workshops to recycle the different unused materials and transform them in;
- Organise workshop to aware people about the overuse of energy and natural resources and how to behave every day;
- Organise cleaning environment activities;
- Support a society for prevention of cruelty to animals and the World Wildlife Fund (WWF);
- Co-operate with groups or organisations for ecological subjects.

8. TRADITIONS – CULTURE – HANDICRAFTS

The true traditions express the feeling and thinking of the people. This does not mean only to pass on customs and traditions to descendant, it also means cultural identity for the individual.

Therefore, preserving the heritage of the people is of greatest importance and increasing the knowledge of one's own cultural identity and that of other cultures is doing this. In the guild, this means among others:

- Singing – organizing and writing a quire with friends and family;
- Listening to folk music;
- Cooking traditional meals;
- Dancing the old dances of the country or the area;
- Helping to preserve the old folk dress style;
- Emphasising special religious or historic celebrations.

It could be a good idea to arrange for the guild if possible once a year:

- To go to a theatre play and afterwards discuss the experience;
- To go to a concert, or museums, thematic conferences;
- To visit an arts exhibition on a guided tour;
- To have somebody read aloud poems or poetry and afterwards discuss the content;
- To just listen to some good music together and learn about the composer and his works.

Finally, it should be mentioned that the guild could involve its members in handicrafts and needlework like:

- Cookery and Baking;
- Flower arrangement;
- Free painting, wood engraving;
- Ceramics and pottery;
- Basket-making;
- Batik work;
- Patchwork;
- Weaving;
- Root- and woodcarving.

Note: the products made can be subject to exhibitions and competition challenges, the funds earned will be used for other projects of the guild.

9. PUBLIC RELATIONS

- Inform scouts and guides about the adult movement and its possibilities for them, through articles in their magazines, through posters and participation in their camps, through invitation to their leaders to take part in the meetings, once in a while.
- Communicate efficiently to the local scout/guide groups what opportunities lie ahead as fellowship members;
- Involve the parents of the scouts/guides in the scope of the publicity;
- Prepare and issue press releases, periodically, on the progress of the work your unit is doing in various areas;
- Use modern techniques in the selling of your ideas to the public and the scout and guide movements with seminars, articles in the daily newspapers, information in local radio/TV programmes;
- Produce your own little leaflet or use the national one and distribute it to libraries, schools, etc. in your area;
- Invite – through local newspaper advertisement – all former members of scout and guide associations in the area to an evening meeting. Serve coffee and juice with cookies, show slides, etc. and tell about your guild and its many activities;
- Arrange once a year or every other year in a co-operation with the local scout and guide groups a day called "Scout/Guide for a day, where you invite parents and children who are not scouts or guides to participate in different activities;
- Establish close contacts to the municipal or parish council and the district council people and involve them in your activities;
- Create a website, a Facebook page;
- Post videos on You Tube and photos on Instagram.

10. FUND RAISING

Support the ISGF Stamp Bank by collecting used stamps and by selling them either unwashed to professional dealers or washed and sorted in nice packages directly to the collectors at scout/guide camps, markets, etc. Support your own work and help in financing the local scout/guide work through sponsorships. You can raise money through different activities:

- Arrange a lottery;
- Produce and sell gift articles and flower decorations, etc. at a bazaar;
- Arrange a concert or a town festival;
- Sell local produced arts and crafts at auctions. For example, let local well-known people try to make a painting each and sell their paintings;
- Organise paid public walking tours and give the participants a medal or certificate after having finished the tour;
- Collect second hand items and sell them at your own annual flea market;
- Produce, distribute and sell postcards, posters, a special guild stamp, etc.
- Organise a thematic evening;

Yes, there are many ideas as to how a guild can make money, and the possibilities of course vary from one country to another. So use your imagination, but do not invest more than you can afford to lose.

11. INTERNATIONAL GUILD WORK

a) Your national organisation has an **International Secretary** who knows a lot about how to put the international dimension into your daily guild work, and who knows about possibilities to participate internationally, to find twinning partners, etc. So, if you want to know more, ask this person.

b) The national guild is a member of the International Scout and Guide Fellowship, which has its headquarters in Brussels. Their ISGF Info, is sent automatically to the National Presidents and International Secretaries, in English or French. However, members are also entitled to subscribe via the website www.isgf.org.

c) It is important that somebody in the guild gets the international information that comes from the International Secretary and brings it to the members.

d) **Fellowship Day** is organised by each Guild on 25th October, corresponding to the date of foundation of the International Fellowship, 25 October 1953.

Since 2015, the Fellowship Day is a fund raising day, proposing to the members that while celebrating the date they should look for some funds. Those funds will be used to pay the fees, theirs or those from other member countries that can't afford to do it. A lottery, a dancing dinner, a bazaar, a cake sale, a family picnic can be organized to obtain funds. The guild members can interact with other members around the world, through the ISGF web page, Facebook and Skype.

Sometimes more than one guild go together to celebrate the day. An example of the celebration could be: the room is being decorated with paper flags from all over or from a specific country which has been chosen in advance. Food prepared like they do in that country or in different countries is being served.

The leader of the guild or a guest speaker talks about the international obligations, peace, mutual understanding, etc. The message from the Chairman of the World Committee is read aloud and symbolic greetings are sent out to all other member countries by mentioning their names, etc. On Fellowship Day, hopes are expressed for peace and mutual understanding in the world and we recall the pledge taken to spread the spirit of peace, international co-operation and tolerance through the community at large. Fellowship Day is not only intended to strengthen friendship amongst members of the Fellowship but also to make the International Fellowship known to others.

e) Individuals who travel to other Guild countries can get in touch with guild members of that country and learn about the country and its people. It is absolutely possible and a splendid idea for you to take part at **Regional and Sub-Regional Gatherings and Conferences as well as the World Conference**, everyone can attend, registration will be made through the International Secretary.

If guests intend to visit your city, you should be ready to welcome them and assist them where possible. International solidarity and understanding also means avoiding being critical about other nations and it means being helpful with information to any foreigner in your country.

f) The principle of Twinning is to establish contact between members of the International Fellowship in different countries. Personal contact made at World Conferences and other international events have led to twinning links which are often of long duration and deep friendship. Twinning is a practical way in which Guild members can become in-

volved in ISGF. It has been proved over the years that through twinning the strength of the International Fellowship has been enhanced in the following ways:

- By greater international awareness and understanding, so helping the cause of world peace;
- By an acceptance and friendship with people from other nations, thus breaking down barriers and reducing intolerance;
- By providing a wider view of our Guild movement, injecting new ideas and generating enthusiasm for the International Fellowship.

An international team within a guild could have the following jobs:

- Make Publicity;
- Make a detailed visitor's programme;
- Look for comfortable and reasonable accommodation;
- List individuals who speak one or more foreign languages;
- List individuals who are willing to help at international meetings (cars, invitation home, etc.);
- List individuals who are in contact with foreign guild members;
- Provide exchange between guilds;
- Provide exchange between children of guild members;
- Register film and slide material about foreign guilds for meetings or public performances;
- Encourage individuals to learn and to practise foreign languages and to visit regional and international conferences and gatherings.

12. GROUP WORK

When a guild reaches a certain size, it might be a good idea to introduce group work.

A group is a number of members (normally 5-7) who meet – often in private homes – apart from attending the guild meetings and arrangements.

In the smaller group it is easier to have a closer relationship to each member, and through a good knowledge of each member's strong and weak sides, the group will be able to – just like the scout or guide patrol – solve a number of tasks

It is the task of a guild leader team to organise the groups for a period of 2-3 years.

After these years, the groups should be dissolved and new ones organised, in order to give a chance for each guild member to be in different groups and to get to know each other well.

A group appoints its own leader and chooses the subjects it wishes to work with. Apart from this, the guild leader team may use the groups

in turns to be responsible for the practical arrangements concerning the guild meetings.

At the annual general assembly in the guild, each group should then give a report about the work in the year that passed.

The subjects for a group to choose are numerous. As a few examples:

- Amateur theatre: write a play and play it for the whole guild;
- Experiment with different kind of new dishes: write a cookery book with the best recipes;
- Produce a little songbook for the guild;
- Publish a little quarterly guild newsletter;
- Be responsible for an international twinning relationship;
- Get to know the history of the area, the church, mosque, etc.
- Study the different religions;
- Make everybody read the same book and then discuss it;
- Work on subjects like UN, UNHCR, UNICEF, UNESCO, human rights, peace, third world, countries problems, a foreign country, family today, the society structures, democracy, politics, The Good Old Days, monuments of antiquity, etc.
- Get involved as volunteer within the ISGF to work with the ISGF World Committee and the World Bureau.

13. OTHER GUILD ACTIVITIES

- Invite local writers, poets or journalists at various occasions;
- Establish close links with the National Headquarters and receive material and information regularly with a view to disseminating the same to other members and concerned persons;
- Organise or help in organising national general assemblies, and annual conventions;
- Work for peace and integration in your country;
- Establish communication with the local and district associations of scouts and guides;
- Establish, if possible, Junior Fellowship Units to allow programmes more suited to the younger age group;
- Organise visits to companies, industries or stores in the area to get to know your area and its possibilities better;
- Organise "Do you know" quiz contests for your members;
- Maintain good relationship with other Guilds in the district/state/county;
- Visit them once a while and invite them at special occasions;
- Send annual reports to National Headquarters.



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