



County Contingents

If you are considering asking the County Executive Committee to endorse participation in an activity as a "County Contingent", then please read this briefing as it will give you guidance on the sort of events the County may be prepared to endorse and what that endorsement will mean.

What you are going to do?

The County Executive Committee is keen to support events that will enable young people to achieve a specific goal especially where the opportunity to take part is unlikely without this support. Expeditions such as Explorer Belt and attendance at World Scout Jamborees are two examples where the Executive Committee may be prepared to support a county contingent. The County Executive Committee will not support a county contingent to events such as county, regional or national jamborees that do not require the selection of participants or where the organisers will accept bookings from individual Scout Groups or Explorer Scout Units.

What is a County Contingent?

A County Contingent is one in which participants are drawn from more than one District within the County and the leaders are selected by and accountable to the County Commissioner. A joint contingent between for example two or three Explorer Scout Units from different Districts does not need to be designated as a County Contingent. Such a contingent would simply be a good example of inter-Unit collaboration.

What does endorsement involve?

Endorsement of a contingent as a County Contingent means that the leaders of the Contingent will be accountable to the County Commissioner for the planning and execution of the contingent's participation in the event. This means they must be willing to accept the advice, guidance, and on occasions instructions of the County Commissioner since the County Commissioner will ultimately have responsibility for the contingent's participation. Similarly the County Executive Committee will have responsibility for ensuring the contingent is able to meet any financial commitments it may enter into. The County Executive Committee will not underwrite the costs of participation in an event without having effective controls over the contingent's finances.

How do I put together an application?

Please refer to Appendix 1: County Policy for Supporting Activities and Camps

Provide a summary of the event with as much detail as possible. This may be combined with an application for financial support from the County and needs to include the aims of the event, who will benefit from it and how, why you are doing it, how it will promote Scouting (including Gloucestershire Scouting) and what activities you will be doing afterwards that will benefit others in the community.

You need to produce a comprehensive budget forecast outlining all the costs and income you expect. Include estimated successes in fundraising and where the money from the County Bid (if successful) will fit.

You will also need to show a projection of how many Young People will be attending and the number of supporting adults. You must clearly show that you have taken on board the requirements and recommendations of The Scout Association in running such an event by referring to Policy, Organisation and Rules (POR) and guidance fact sheets (all available from headquarters or www.scouts.org.uk)

What happens next?

Once you have prepared the required information, meet with the DCC Activities to discuss the event. If the DCC Activities feels that the contingent has a chance of endorsement as a County Contingent and/or gaining some or all of the funding from the County then it will be forwarded to the County Commissioner and the next County Executive Committee Meeting for consideration. However, there is no guarantee that funding will be given. Success is based on a number of factors including:

- Does it meet the three areas outlined above?
- Number of other bids received
- Amount of available funds

If your bid is unsuccessful, then the County will offer support on identifying other structures to enable participation in the event and other funding options that might be available to you.

Good Luck and enjoy!



Appendix 1: County Policy for Supporting Activities and Camps

The WHY: Why should the County support this?

- Does it enhance or raise the profile of scouting in the County?
- Will it bring new experiences and benefits?
- What are the goals and objectives of this activity?
- Would this activity benefit the local community visited?

Conditions to be met once the activity has been accepted,

- Be familiar with the requirements of the Scout Association
- County involvement in the leadership selection for the activity
- Event should be self financing, as far as possible
- Leadership team must hold valid appointments and be suitably qualified or are planning to become qualified before the event
- Provision of financial support for low income participants
- Provisions for special needs where applicable
- The trip must have due regard for local culture and customs
- DCC Activities as the prime county contact must be kept informed at all times
- Leadership team must prepare a comprehensive plan for the trip. See “the how”
- Experience gained must be available/shared to county members via presentations, articles, etc
- The activity should not be used as a means of funding other activities.

The How

- Adequate risk assessment
- Health and safety considerations
- Adequate training for the leadership team and participants
- Liaison with headquarters for guidance, advice and information
- Regular updates for participants’ parents
- The location or the country must be thoroughly researched
- Compliance with Scout Association rules
- Appointment of a suitable home contact