

Partnership Agreement – worked examples and template



Item Code FS103012 October 10 Edition no 1

0845 300 1818

Where a Scout Group wishes to work closely with an Explorer Scout Unit, or where an Explorer Scout Unit wishes to link closely with one or more Groups, a Partnership agreement needs to be signed by the parties involved. The Partnership Agreement is designed to help a Scout District ensure that an Explorer Scout Unit and the one or more Scout Groups it links with, has an effective working relationship.

Below are two worked examples, one showing a Partnership Agreement between an Explorer Scout Unit and a Group and another showing a Partnership Agreement between an Explorer Scout Unit and a Scout Activity Centre.

Worked Example – Agreement with a Scout Group

PARTNERSHIP AGREEMENT
between *1st Anytown Scout Group* and
Anytown Scout District
For The Provision of Explorer Scouting

Introduction

- The agreement may be two way, between a Group and District, or three way, where a particular Explorer Scout Unit wishes to establish a partnership.
- This Support Agreement is between *1st Anytown Scout Group* and *Anytown Scout District* (for the provision of Explorer Scouting) and if appropriate *Anytown West Explorer Scout Unit*.
- Membership of the Unit is open to *any 14 – 18 year old*.
- Management of the Group is the responsibility of *the Group Scout Leader*.
- Management of the Explorer Scout Unit rests with *the District Explorer Scout Commissioner*.

Liaison between the Unit and the Group

Effective liaison between the Group and Unit is important. The Unit's Explorer Scout Leader (or nominee) is invited to attend the following Group meetings:

- *Group Executive*
- *Group Leaders Meeting*
- *The Group AGM*

These other Leaders/Unit Members may also attend these Group meetings:

Assistant Leaders and Helpers.

The Scout Leader and Explorer Scout Leader will meet at least **two** times a year to plan linking between the two Sections. It is recognised that Scouts may join one or more Explorer Scout Units.

Links between the Scout Troop and the Explorer Scout Section

- The Scout Leader and the District Explorer Scout Commissioner (or their representative) will ensure that effective transfer of Members takes place.
- The aim is for all Scouts to become Explorer Scouts.

This will be helped by *Birthday cards at 13 and 14, promotions and road shows, and the District Joint Activity weekend.*

- Every year, the Scout Leader will provide details of Scouts aged 13 and over to the District Explorer Scout Administrator
- A Scout may choose to join any Explorer Scout Unit.

This Agreement does not mean that Scouts should only join the Unit partnered with this Group. Also, a Scout may join more than one Explorer Scout Unit.

Equipment, facilities and resources

- The Explorer Scout Unit will meet at **Cumberland Park**, which is the property of **the Scout Group**.
- The financial arrangements for providing the meeting place are: **the unit will pay the hourly hire rate decided by the group exec in April each year.**
- The Explorer Scout Unit will normally meet at **20:00 on Thursdays. The Unit may also use the meeting place at other times, provided this booking procedure is followed (see Group HQ booking form to be returned to Mrs Miggins)**.
- The Scout Group will provide the Unit with access to the following resources: **Camping gear, use of Group Minibus (when booked through Mrs Miggins)**.
- The Unit will be able to provide the Group with access to the following resources **climbing equipment, tents and general camping equipment, canoes. The Unit may store their equipment in the main hall cupboard next to the kitchen.**
- The Scout Group will provide the following financial assistance **petrol money for outings.**
- The Scout Group will, in the event of the Unit's closure, have ownership of the following **any items used during meetings (e.g. books, maps, foodstuffs)**. Any other resources will go to the District Scout Council.
- The Explorer Scout Unit will manage its own finances. It will provide annual accounts to, and pay the Headquarters membership fee, along with any other fees (e.g. County/Area and District) to the District Treasurer.

- The Explorer Scout Unit (or individual members) will pay the following to **the Scout Group** for use of their facilities and/or resources: **£2 per member per week.**
- The Explorer Scout Unit will assist the Group in the following activities or area Group activity days: **the Group Fair in June**
- The Explorer Scout Unit, has, or intends to establish additional Partnership Agreements with the following Groups: **N/A**
- Any other details: **the Unit will wear the Group Scarf**

Review

This Agreement will be reviewed by all parties on **30th January 2003** or if there is a change of any of the persons holding the roles below:

- **Signatures to the agreement**
- **For the Scout Group:** *Group Scout Leader*
- **For The Explorer Scout Unit:** *Explorer Scout Leader*
- **For The District:** *District Explorer Scout Commissioner*

Date

30th January 2002

The Scout Information Centre

Gilwell Park Chingford London E4 7QW Tel + 44 (0)20 8433 7100 Fax + 44 (0)20 8433 7103 email info.centre@scout.org.uk www.scouts.org.uk

Worked Example – Agreement with an Activity Centre

PARTNERSHIP AGREEMENT

between **the District Activity Centre** and
Anytown Scout District
For The Provision of Explorer Scouting

Introduction

- This Support Agreement is between **the Anytown Scout District** and **the Anytown Activity Centre** (for the provision of Explorer Scouting).
- Membership of the Unit is open to **any 14 – 18 year old**
- Management of the Activity Centre is the responsibility of **the Activity Centre Manager**.
- Management of the Explorer Scout Unit rests with **the District Explorer Scout Commissioner**.

Liaison between the Unit and the Activity Centre

Effective liaison between **the Activity Centre** and **Unit** is important. The Unit's Explorer Scout Leader (or nominee) is invited to attend the following Activity Centre meetings:

- **Activity Centre Management Committee.**

Equipment, facilities and resources

- The Explorer Scout Unit will meet at **Anytown Activity Centre**, which is the property of **the Activity Centre**.
- The financial arrangement for providing the meeting place is **a fee of £100 per term payable in advance**.
- The Explorer Scout Unit will normally meet at **19.30 - 21.30 on Thursdays**. **The Unit may also use the meeting place at other times, provided this booking procedure is followed.**
- The Activity Centre will provide the Unit with access to the following resources: **use of all water activity equipment on the normal meeting night (dinghies, kayaks, canoes and safety equipment)**. **The Unit may also**

use the Coxswain's Lodge for other Unit Activities on meeting nights.

- The Activity Centre will allow the Unit to use **equipment at a discounted rate of 75% off normal charges at all other times, subject to normal booking procedures.**
- The Activity Centre will allow **the Unit to use the Coxswain's Lodge for storage of Unit Equipment.**
- The Activity Centre will, in the event of the Unit's closure, have ownership of the following **N/A**.
- Any other resources will go to the District Scout Council.
- The Explorer Scout Unit will manage its own finances. It will provide annual accounts to, and pay the Headquarters membership fee, along with any other fees (for instance County/Area and District) to the District Treasurer.
- The Explorer Scout Unit will assist the Activity Centre in the following activities: **County Water Activities weekend.**
- The Explorer Scout Unit, has, or intends to establish additional Partnership Agreements with the following Groups: **N/A**
- Any other details: **the Unit will wear the District Scarf as worn by all members of the Activity Centre.**

Review

This agreement will be reviewed by all parties on **31st January 2003** or if there is a change of any of the persons holding the roles below:

- **Signatures to the agreement**
- **For the Activity Centre: Manager**
- **For the Explorer Scout Unit: Explorer Scout Leader**
- **For the District: District Explorer Scout Commissioner**

Date

30th January 2002

Template

This is a framework for an Agreement, in that it contains a number of statements that could be used. However these **should** be modified or deleted according to the individual circumstances of the particular Scout Group and Unit. It should also be modified where the agreement is with another Scouting body, for example, an Activity Centre.

This partnership agreement should be reviewed annually, or whenever one or more of the signatories to the Agreement changes.

Introduction

Note: The agreement may be two way, between a Group and District, or three way, where an existing Explorer Scout Unit wishes to establish a partnership.

1. This Support Agreement is between the _____ Scout District and the _____ Scout Group (for the provision of Explorer Scouting) and if appropriate, the _____ Explorer Scout Unit.
2. Membership of the Unit is open to _____ (this will normally be any member of The Scout Association, except in closed sponsored Groups).
3. Management of the Group is the responsibility of the Group Scout Leader. Management of the Explorer Scout Unit rests with the District Explorer Scout Commissioner.

Liaison between the Unit and the Group

4. Effective liaison between Group and Unit is important. The Unit's Explorer Scout Leader is invited to attend the following Group meetings _____.
These other Leaders/Unit Members _____ may also attend these Group meetings _____.

5. The Scout Leader and Explorer Scout Leader will meet at least _____ times a year to plan linking between the two Sections. It is recognised that Scouts may join one or more Explorer Scout Unit(s).

Links between the Scout Troop and the Explorer Scout Section

6. The Scout Leader and the District Explorer Scout Commissioner (or their representative) will ensure that effective transfer of Members takes place. The aim is for ALL Scouts to become Explorer Scouts. This will be helped by _____ (may include joint activities, administrative systems, etc.)
7. Every year, the Scout Leader will provide details of Scouts aged 13 and over to the District Explorer Scout Administrator.
8. A Scout may choose to join any Explorer Scout Unit. This Agreement does not mean that Scouts should only join the Unit partnered with this Group. Also, a Scout may join more than one Explorer Scout Unit.

Equipment, facilities and resources

9. The Explorer Scout Unit will meet at _____, which is the property of the Scout Group. The financial arrangements for providing the meeting place are _____.
10. The Explorer Scout Unit will normally meet at _____ (day/time). The Unit may also use the meeting place at other times, provided this booking procedure is followed _____.

The Scout Information Centre

11. The Scout Group will provide the Unit with access to the following resources:

_____. (E.g. minibus, equipment). The Unit will follow this booking procedure:

12. The Unit will be able to provide the Group with access to the following resources

13. The Scout Group will provide the following financial assistance:

14. The Scout Group will, in the event of the Unit's closure, have ownership of the following:

_____. Any other resources will go to the District Scout Council.

15. The Explorer Scout Unit will manage its own finances. It will provide annual accounts, and pay the Headquarters membership fee, along with any other fees (e.g. County and District) to the District Treasurer.

16. The Explorer Scout Unit (or individual members) will pay the following to the Scout Group for use of their facilities and/or resources _____.

17. The Explorer Scout Unit will assist the Group in the following activities or areas
_____.

18. The Explorer Scout Unit, has, or intends to establish additional Partnership Agreements with the following Groups:

19. Any other details (such as wearing of Group scarves, fundraising, etc.):

Review

20. This agreement will be reviewed by all parties in _____ (month) of _____ (year) or if there is a change of any of the persons holding the roles below:

- **Signatures to the agreement**
- **For the Scout Group:** *Group Scout Leader*
- **For The Explorer Scout Unit:** *Explorer Scout Leader*
- **For The District:** *District Explorer Scout Commissioner*

Date: _____