

<b>Name:</b>	
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**Description**

The records and procedures necessary to effectively administer a Section.

**This means:**

- ❖ keeping accurate records about Section members
- ❖ handling the finances according to the rules of The Scout Association and the law
- ❖ maintaining records in the manner required by the law
- ❖ understanding the insurance arrangements for Section activities.

**Test yourself questions**

<p>1. Can you explain what records must be kept about Section members, where and why?</p>	<p>3. Can you explain how members are insured through the Scout Association and what is NOT covered?</p>
<p>2. Do you know how Section finances must be handled, what the rules are for Section finances and the reporting required to the Group Treasurer?</p>	<p>4. Do you know how to ensure that record keeping in the Section complies with the General Data Protection Regulation (GDPR) affects?</p>

**Details of my experience:**

Enter here the details of any recent experience you have gained on this topic. For example, if you attended a course, who ran the course? Where? When? What qualification (if any) did you get?

**How is this module validated?**

To validate this module, you must complete three tasks. You need to choose these from the following list and, before starting the module, discuss and agree your choice with your Training Advisor

1. Provide evidence that you follow procedures in keeping financial records.
2. Describe The Scout Association’s insurance cover for adults and young people.
3. Demonstrate accurate and appropriate maintenance of member records for your Section.
4. Outline the financial responsibilities and procedures of your Section and Group (or Unit for Explorer Scouts or Network for the Scout Network).
5. Outline the provisions of the Data Protection Act and how they affect record keeping in your Section.
6. Explain the benefit of and methods for effective communication with parents and other Members of the Group Council (or District Scout Council for Explorer Scouts or County Scout Council for the Scout Network).
7. Any other ideas, subject to agreement with your Training Advisor.

**I have chosen the following tasks:**

Task 1 -

<b>Task 1 completed</b>		<b>Signed by TA</b>
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Task 2 –

<b>Task 2 completed</b>		<b>Signed by TA</b>
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Task 3 –

<b>Task 3 completed</b>		<b>Signed by TA</b>
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