



THE SCOUT ASSOCIATION OF AUSTRALIA

Victorian Branch

G1
MAR 2014

REQUEST FOR REGISTRATION, RE-REGISTRATION, INACTIVATION OR CLOSURE,
AMALGAMATION, RE-NAMING OF A SCOUT GROUP, RELINQUISHMENT OF PROPERTY
NEW GROUP—START UP FUNDS

This form is to be used for all new Group Registrations, Amalgamations and amendments to existing Groups or De-registrations.
The Chief & Region Commissioner must be made aware that a new Group, or amalgamation or renaming or De-registration is being contemplated
before starting this process.
The full policies are found on the rear of this form.

- A. Notification is hereby made for
New or Re-registration
Amalgamation
Inactivation or Closure
Re-naming of:
Relinquishment of Property
New Group Start Up Funds

1. (a) Name of Scout Group(s) Name of New Group

The Group Consists of the following Sections:

- Joey Scout Mob
Cub Scout Pack
Scout Troop
Venturer Scout Unit
Rover Crew

2. Group Leader: Name, Phone (P), Phone (b), Reg. No., Mobile

3. Group Meeting Place Address, P/Code

Tenure of Meeting Place, Sponsored by

4. District, Region

- B. Group Amalgamations complete this section:- Current /Old Name(s) of Scout Group(s)
(i) Group Code
(ii) Group Code

Attach printouts of current adults and youth members to be transferred

C. Reasons for proposed amalgamation; Re-naming or De-registration
Attach letter of recommendation from GL, DC & RC

BANK ACCOUNTS OF GROUPS NAMED ABOVE

Table with 5 columns: Account Name, Bank, Branch, Account No., Balance. Rows 1-6.

Approved (District Name)
Signed (District Commissioner) Date:

Approved (Region Name)
Signed (Region Commissioner) Date:

Approved Chief Commissioner / ACC Dev Date:

# POLICY ON INACTIVATION, CLOSURE, AMALGAMATION, RENAMING OF GROUPS NEW GROUP START UP FUNDS

## Definitions

- Groups and District Units and Crews with no youth members are considered **Inactive**.
- Groups where there are no youth members for 2 consecutive census' are considered **Closed**.
- New Group—**Start Up Funds**

Impending Group inactivations must be anticipated by District Commissioners (DC)s, discussed with their Group Leader / Leader in Charge (GL/LIC) and reported to the Region Commissioner (RC).

RCs need to determine the reasons for any impending inactivation and outline on a plan of action with the DC and GL/LIC and report to the Assistant Chief Commissioner Development.

No Group should become inactive or closed without a stock take which lists their finances, bank accounts, property, equipment and other assets. These details are to be kept by the DC and District Executive with a copy to the relevant RC.

A closed Group's property listing shall be moved onto the District listing and the District will be responsible for the maintenance, upkeep and insurance of the buildings and assets until a decision is reached to restart the Group or dispose of the property.

Carole Richards, the LPSA, is the staff member able to move properties to District listings and recognize the Group as closed on Extranet.

The decision to retain or dispose of Group properties must be part of the District, Region or Branch plan for development.

The BEC Property subcommittee is where detailed consideration of recommendations for property up-grades, retention or disposal takes place as part of overall Group, District and Region plans.

General Policy is that Groups should not be amalgamated. No Groups will be able to be considered for amalgamation by a DC without prior consultation with the RC, the ACC Development.

No proposed names changes for Groups to be discussed openly without prior consultation with the RC & ACC Development.

Any name changes must continue to reflect the locality of the Group or District.

Start up grants and benefits for new Groups are available for 12 months from the establishment date.  
New Group entitlement to the following rewards are stipulated on page 34 of the Info Book.

- \$500 credit for Leader Training & Uniforms
- Up to \$3000 credit at the Victorian Service Centre to establish yourselves
- No registration fees at commencement till June of the following year

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**Simon Marks**  
**Assistant Chief Commissioner—Development**

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**Adrian Ohlsen**  
**Assistant Chief Commissioner—Development**

Date processed on Extranet ..... By IT Member: .....

New Group Formation Code: 

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Returned to Group Service Centre & copy to Property Officer & Accounts

Property Officer ..... Finance Officer .....