



Administrator Badge



To earn this badge the 7 tasks listed below must be completed:

1. WRITING

Type 200 words using a word processor or desktop publisher, ensuring that there are no mistakes before printing it out.

OR

Write 100 words of prose in a good legible hand.

2. SCOUT GROUP EXECUTIVE COMMITTEE

Within the Groups Executive Committee, find out what the names, key roles and responsibilities of:

The Group Scout Leader

The Chairman

Secretary

Treasurer

(hint: attend a committee meeting as speak to members of the committee, remember you need to attend a meeting as part of Secretary task)

3. BANK ACCOUNTS.

Know and explain the difference between a current account and savings account. Get information from a High Street bank on how to open a bank account appropriate to your age,

4. LETTER

After consultation with a member of the Leadership Team, draft a letter on an agreed subject.

5. INVITATION

Draft an invitation card for members of the public in connection with a Group, Troop or Patrol event. Such as a Committee meeting, AGM, fundraising event.

6. REPORT

Write an article, about 500 words, for a magazine / newsletter reporting a Group, Troop or Patrol event.

7. SECRETARY

Attend a Group Executive meeting (not including AGM) Take notes during the meeting and produce a set of minutes. Compare these to those minutes produced by the secretary.

Then attend a Patrol Meeting and produce minutes of the meeting, provide copies to all those who attended and the leaders.

Notes

Completing this badge can also help completing some aspects of other badges:

Writer Badge

If you complete Letter task, this will also cover Writer 'Letter' task

If you complete Report task, this will also cover Writer Publish or 'Report' task

Progress Chart

Complete all tasks

| Task | completed |
|-----------------------|------------------|
| Writing | |
| Scout Group Committee | |
| Bank Account | |
| Letter | |
| Invitation | |
| Report | |
| Secretary | |

Leader to sign and date that task completed to the required standard.

Date badge completed

...../...../.....

Leader Name

.....

Date badge awarded

...../...../.....