

Registration Manual

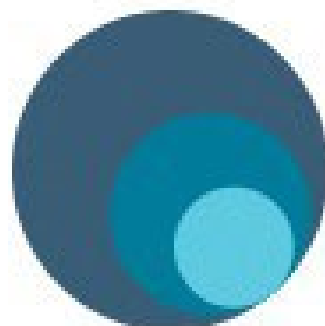
to assist

Scout Groups

in the

Republic of Ireland

register with the



An Rialálaí
Carthanas

Charities
Regulator

Preamble – How we got here:

At the EGM of National Council on the 6th of October 2018 the membership of Scouting Ireland voted in the new proposed structures that meant the organisation moving to a company only structure and each Group being a member of that company. Part of this structural change is that the Groups would need to register as a charity. In 2017 the Scout Groups of Northern Ireland registered as charities and now the Scout Groups in the Republic of Ireland are being called upon to register. To this end, a pack has been put together to assist with Groups in this process. It is hoped that most queries and questions are answered with this document and accompanying resources but if you have any additional queries please contact your support officer or email:

charityregistration@scouts.ie

For more information on how we got here check out the Governance Resources and Bulletins on the website, taking into consideration that some things have changed since the initial start of this process. The link is:

<https://issuu.com/scoutingireland/stacks/edb4b1c31fcf41698d8dcc282e5f02da>

The Charities Regulator:

The aim of the Charities Regulator is – “to regulate the charity sector in the public interest so as to ensure compliance with the law and support best practice in the governance, management and administration of charities”. Good governance involves putting in place systems and processes to ensure that your charity achieves its charitable objectives with integrity and is managed in an effective, efficient, accountable, and transparent way. Each group will need to look at the following; how it is managed, what local policies (written or otherwise) are in place, what assets they hold and how they feed into the finances of the group; and outline these to the Regulator, in the group’s application. If you have any concerns or questions regarding this, please contact the email address above or your support staff member.

This document:

This document is designed to assist the Scout Groups in ROI in registering with the Charities Regulator (CRA) so please take the time to read this document along with the rest of the pack thoroughly before and during making the application. Some of the information that you will enter into the application will appear on the CRA website for the public to see so take special care with spelling and grammar, otherwise the application might be returned for revising. It is also important that the Group documents and policies are in the same name throughout,

especially the following: the name of the Group in the application, Group Constitution and Group Safeguarding Statement.

We have tried to present what is needed (as best we can) in the sequence that they are needed for in the application. **Some of the documents are templates that Scouting Ireland have provided but need to be edited by the local Scout Group to reflect the local policy, it is very important that the Group enters the information needed into the document otherwise the application will be returned.**

All these documents are available to download from the following link (<https://issuu.com/scoutingireland/stacks/fb42d404d24c44b6b4c9db14314878b0>) or by contacting your local Support Officer. Most of the templates are in PDF format so that only what needs to be edited can be, so you will need a PDF writer to insert the information needed into the PDF document, one can be downloaded here – <https://get.adobe.com/reader/>

List of details and documents needed for the application:

Page 2: Main Details

- Name of Group as it appears on the database - Number > County > Local area (chosen name) > Scout Group. Any issue with this please contact your Support Officer
- Address and Eircode of the Group's meeting place
- Telephone number and email address of the person filling in the application, probably Group Leader or Group Secretary. This will be used by the CRA to contact the Group regarding the application, annual returns, etc.
- The Group's website and Facebook (other social media) page details (if they have them)

Page 4: Public Benefit:

- Summary of activities for the scouting year; i.e. weekly meetings, events, camps, etc
- Group Fees and Concessions Policy

This policy outlines the membership fees of the Group and if there are any concessions that is in operation in the Group. The Group needs to fill in the Group's name and enter any agreed local concessions into the empty box provided.

An example of a concession would be if there is a reduced fee for Scouters and their children who are members.

- Group Membership Policy:

This document outlines the policy within the group on who can become a member (i.e.

starting age), how the waiting list is managed, i.e. if selection preference goes to particular children, etc. The Group needs to enter the group's name and any agreed local policies into the empty box provided. An example of this would be that the children of current Scouters go to the top of the waiting list, then siblings of existing members, etc

- Group Strategic Plan:

This document goes through the Group's plan and objectives for the future and could include things like, group description, QSE outcomes, SWOT analysis, an action plan, projections, and budgets. Scouting Ireland Support Staff (PSO / DSO) will assist you with this area if required. This plan should also include any assets that produce funds for the group and how this is managed within the group structures.

Page 6: The Organisation

- A short history of the Group along with the Group's approximate start date
- The Group's meeting place (hall) lease agreement or proof of ownership, etc. If this isn't a written agreement, create a short word document outlining the arrangement.

Page 7: The People

- Each Trustee's Details:
 - Name of Trustee
 - Address (including Eircode)
 - Email Address
 - Phone Number
 - Date started as Trustee
 - If they are a trustee or employee of another registered charity.
- Each Trustee Declaration forms:

This is the declaration form that each Trustee needs to fill out and sign for the registration process. These are included in your pack for each trustee. Make sure that trustees **print** the name of the group, their name in full and the date of signing and then sign the declaration. These declarations need to be scanned to PDF format to be submitted with the application.

- Group Conflict of Interest Policy:

This document outlines the group's policy on dealing with conflicts of interest within the management of the group. The group needs to enter their group's name into the document and enter any conflict of interests that may be in the Group Council into the empty box provided. An example of this would be if a trustee (or a relative) owns a property that the Group uses and there is an arrangement in place.

Page 8: Constitution

- Scout Group Constitution:

This is the governing document of the Scout Group/Charity and outlines the parameters within which the Scout Group operates. This document cannot be changed other than to insert the name of the group. The Group needs to enter the name of the group into the document and then save a copy in PDF form. **The name of your Scout Group needs to be presented in the following way: Number(s) – County – Name – “Scout Group”**

Page 9: Financial

- Details of all the bank/financial accounts held within the group. This includes the IBAN, BIC and name of account.
- Group Accounts:

This document is the Group’s Accounts of the previous scouting year (Aug to Sept). This is the overview page that is submitted to the County Treasurer on an annual basis. The Group needs to PDF their previous scouting year accounts and submit this with the application.

- The Group’s financial projections for the coming years that the Group Treasurer and Group Council would estimate, based on previous year’s budgets the Group’s Strategic Plan

Page 10: Safeguarding

- The Group’s current Safeguarding Statement
- Scouting Ireland’s “Adults at Risk” Policy

Page 11: Further Information

Documents to be included/uploaded at the end of the application on Page 11 – Further Information:

- Scout Group Charter:

This document outlines the relationship and commitments between the Scout Group and Scouting Ireland and doesn’t need to be changed at all. A copy will need to be submitted with the application.

- 6 Month Bank statements for all accounts

What are the next Steps to get ready for Registration?

These are a few suggestions of steps that you could take now.

- **Create an account with the Charities Regulator on their website.** The group can decide their own username and password details and it is recommended that the group uses something specific to the group.

Example of a username – (Group Number) (Group County in shorthand) (Group name in shorthand). These details need to be kept safe and secure as they will be needed by the group to complete the registration process and communicate with the Regulator. The registration process is done through an online portal and all communication between the Group and the Charities Regulator will be done through this. Whomever is going to complete the registration can create this account as soon as they want and then have a look through the portal and application questions, etc. The application doesn't need to be completed in one go and a draft can be saved to be completed at a later time.

The link to create an account is:

<https://www.charitiesregulator.ie/en/information-for-charities/myaccount>

- **For the Group Council and Group Assembly to meet and discuss/decide on several things:**
 - o Local Policies – Membership, Conflict of Interest and Concessions & Fees
 - o Decide which member from the Group Council is going to do the registration and supply their details to get the correspondence from the Regulator.
 - o Familiarise themselves with the obligations of being a Charity Trustee, which can be found here.

<https://www.charitiesregulator.ie/media/1078/guidance-for-charity-trustees-july-2017.pdf>

What then?

If your Group Council has gone through this document and pack and the policies within and is happy to progress the registration process, give it a go and if you come across any hurdles, please contact your Support Staff Member (PSO/DSO) or the dedicated email address. Most applications get sent back to the Group for minor adjustments,



this is normal, so keep an eye out for emails from the Charities Regulator.

Thank you for taking the time to read through this information document and again if you have any further questions or concerns, please contact your Support Staff Member, or use the email address:

charityregistration@scouts.ie

Yours in Scouting,

Scouting Ireland