

Service Agreement

between

“InTouch” Scout Active Support Unit

and

Hemel Hempstead Scout District

Preamble

This Service Agreement outlines the purpose of the “InTouch” SASU and the active support it will provide, recognising that take-up of the InTouch system by Groups will be gradual and progressive. It covers how the Unit will support the local needs of the participating Groups, the District Commissioner, and what the InTouch SASU members will do over the next twelve months.

“This will be a living document and subject to change/review. It must also assist with the local development needs” - Scout HQ.

This document must be completed by the Scout Active Support Manager in consultation with its members and be agreed by the District Commissioner.

This document comprises three sections:

1. Introduction and Membership Conditions

2. Service Provision by InTouch SASU

3. Support Provided to InTouch SASU

Agreement on Service Provision

Duration of this agreement	January - December 2012
Signed Active Support Manager Name: A J Glass	date 14/12/11
Signature: <i>A J Glass</i>	
Signed District Commissioner Name Stuart Dickens	date 14/12/11
Signature: <i>Stuart Dickens</i>	

1. Introduction and Membership Conditions:

“InTouch” Scout Active Support Unit (Hemel Hempstead Scout District)

This is a District SASU whose remit is to direct and support the InTouch system for contact with members of Hemel Hempstead Scout District attending Scouting meetings, activities or other events.

Membership of this Unit will be as approved by the District Commissioner in consultation with the Active Support Manager and appropriate Coordinators.

For individuals who are not already covered by another Scouting appointment, the Scout membership subscription will be paid by District at Active Support rate.

Members of the Unit should meet and communicate, and report to the DC, at times and places appropriate to the timely and effective completion of this Service Agreement.

2. Service Provision

The InTouch SASU will be expected to provide the following services

Need	Method	Target	Completion date
Direct and support the InTouch system of communication for Scout meetings, activities and events organised or led by members of Hemel Hempstead Scout District, as required by POR Chapter 7, and Rules 9.3 and 9.5	Follow the procedures described in Scout Factsheet FS 120075 and on the Purple Card.		Ongoing
Inform organisers of Scout meetings, activities and events of their responsibilities under the InTouch system, and encourage them to participate.	Local communication, eg website, meetings, email.		
Devise a standard recommended method of working within the InTouch system, which can be used by Leaders and organisers of events for Hemel Hempstead Scout District.			
Ensure that the InTouch system is correctly followed by organisers of events within Hemel Hempstead Scout District.			Ongoing
Verify that an InTouch system is in place at events organised by others, when attended by members of Hemel Hempstead District.			
The Manager of the InTouch SASU should keep the District Commissioner informed of any significant issues or problems			
The Manager of the InTouch SASU should provide an annual report for inclusion in the District Annual Report.	The District annual report is prepared in April for publication in May	April	
Etc.			

3. Support Provided

The InTouch SASU will be supported by District in the following ways

3.1 Support to be provided by Hemel Hempstead District

- District will provide or arrange any necessary training requested
- District provide assistance with publicity of the InTouch scheme among Groups, if requested by this SASU.

3.2 Development required by InTouch SASU

- Training in the requirements and operation of the InTouch scheme

3.3 Agreement on Support and Development

Signed*A J Glass*.....Date...14/12/11.....

District InTouch Scout Active Support Manager

Signed*Stuart Dickens*.....Date...14/12/11.....

District Commissioner