



Asia-Pacific Region
Financial Resources Sub-Committee

Guidelines on Job Week for NSOs

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Strategic Priority

APR Plan 2015 – 2018 directs the Regional bodies to focus on NSOs towards resources development and strengthening financial capabilities towards self-reliance by:

- Improved their financial management capability
- Strengthened their fund raising capabilities including partnerships

ACTION STEPS

- Encourage benchmarking and learning from advanced fundraising practices including in other regions, during regional workshops.
- Recognising that government funding for some NSOs is reducing in real and absolute terms, NSOs are encouraged to pursue other funding sources and to learn from experience of other NSOs.
- Extend support in the area of Fundraising and Partnership

Introduction

Job Week was first introduced as a good turn day in 1914 by the Scout Movement Founder Lord Baden-Powell. It was known as “Bob a Job Week” in the earlier days. The scheme got its nickname from shilling, colloquially ‘bob’, that the youngsters were paid for completing their good turn - which would now be worth 5p.

Today, some National Scout Organisations (NSOs) have discontinued with the Job Week mainly because of health and safety reasons. Some have also cited the risk of compensation as a reason for discontinuing this meaningful and educational activity.

However, there are NSOs who have re-launched the idea, like the UK Scouts in 2012 and the Scouts New Zealand in 2010.

By Jasper Copping (The Telegraph) 8:45AM BST 06 May 2012

For generations of Scouts, it was a time for raising money by performing good deeds – until health and safety fears and the rise of compensation culture saw it scrapped.

Now, 20 years after the last one, Bob-a-Job week will this week be revived by the Scout Association, as leaders attempt to rebuild the movement’s traditional commitment to helping others.

The scheme, which starts on Saturday, will see more than 144,000 children take part in thousands of community projects across the UK.

The revamped scheme has been designed to comply with health and safety laws and to avoid the risk of compensation claims that saw its previous incarnation halted in 1992.

There are some countries in the Asia-Pacific Region which are annually organizing this activity. Singapore and Sri Lanka are the two NSOs organizing the activity very successfully for the past few years, where Job Week is an annual event which takes place during the school holidays.

In Singapore, this takes place during the March week long school holidays. Quite identical to the advent of job week which was first introduced by Lord Baden Powell during the Easter holidays to keep Scouts busy.

Establishing the Purpose of Job Week

As in all Scouting activities, it's good to have an educational purpose established, in line with the mission and values of Scouting. Some of these may include but not limited to the following:

- Inculcating the dignity of labour and value of hard & honest work especially in the growing affluence of the society in many countries.
- Character Building as a result of participating in the effort and while on the job.
- Developing relationship skills and leadership qualities.
- Putting in practice the skills/ special skill learnt through Scouting or through formal education
- The values of rendering service, helping others, service before self and the community.
- Being a part of the fund raising effort for the benefit of the organisation and for their respective units through which they belong.
- Contributions made and funds raised are for the further development of Scouting.
- Entrepreneurship learning

The Role of Adults

The role of adults is paramount in ensuring the meaningful outcome and its peripheral objectives. While no amount of guidance and supervision will be entirely adequate, the sharing of experience, some basic training and preparation would be helpful as a start.

- Ensure that the purpose and objective is clearly identified and understood by both Adult Leaders and the Youth in participation. A thorough briefing of these should be made by the respective NSO. This may come under the purview of a Commissioner / Executive in charge of finance, fund raising, community project or the like.
- As in all fund raising effort, the involvement of the leadership and the top management would add to the success of the effort.
- Adult supervision and guidance must be provided to all young people on the nature of the activity, the rules, safety concerns etc.
- Assignment and proper allocation of funds collected.
- Ensuring that the funds raised must be properly administered in accordance to the financial practice of respective NSO and funds raised should be accounted for its purpose.

- Ensuring that the fund raising effort is in line with labor laws, local regulations governing fund raising, as it involves soliciting funds from the public.

Adequately prepare youths for the Job Week which can include:

- Type of jobs that can be expected and accepted,
 - Those that should be declined
 - Places where jobs should or can be solicited
 - Discipline & behavior in the public
 - Basic skills required for tasks
 - Public engagement skills
 - Safekeeping the funds collected
- Helping to secure jobs!

Setting The Rules & Guidance

A list of Do's and Don'ts would be very helpful and to reiterate the importance of adherence to such rules as may be set. The Leadership should have a good understanding of the rules themselves and ensuring that all youths are adequately briefed before embarking on the job week.

The rules could be established around the following areas:

- Importance of maintaining a good public image, including the wearing of correct attire, good manners, ability to articulate the purpose of job week, making self-introduction, offering of appreciation, kindness to the environment, care to private and public properties etc
- Avoiding disturbances and creating of public nuisance to residential neighbourhoods, offices or other places of work.
- Adherence to the stipulated working hours and dates unless prior arrangements have been made.
- Avoiding the request for jobs where a "Job Done" Card has been displayed.
- Treatment of cash collected and how the cards should be accurately entered and endorsed
- Treatment of lost monies and collection cards
- Accepting and tact in declining Jobs
- Safety Precautions

The list is not exhaustive and should be designed to suit the local needs. It could be helpful to have some of these rules, including the objectives of the Job Week could be printed on the Job Week collection cards as a reminder.

Get the public prepared

When an NSO has decided to embark on launching a Job Week, it is probably wise to engage in some publicity and let the public know of the objective and educational values of the Job Week.

Get the public prepared for job week too. They will probably be more receptive to scouts knocking on the doors and more readily offer the scouts a job.

Publicity could be offered through channels such as:

- News Media – radio broadcast, television news channels, social media
- Announcements through posters and bulletins in the neighbourhood, community clubs, city councils or schools
- In smaller neighbourhood, a carefully crafted flyer may be delivered to the local community
- Work places of scouters, parents, relatives and well wishers
- Official launches by influential persons can attract media attention
- Writing to Well Wishers & Supporters of Scouting

Public Image

Once the media and publicity campaign is out, it's timely to prepare the scouts to face that publicity. It's important to note that "One bad publicity is one too much" for the image of scouting.

When scouts get onto the job week trail, they will need to be adequately briefed and prepared with some basic 'Image Training' & 'Public Relations Skills'. You don't need to be a contestant for the beauty pageant!

- Wear the correct attire in public, look smart, well groom and be a happy scout!
- Dress appropriately when performing a job or a task. The full uniform may not always be the most appropriate attire.
- Provide some training to adequately prepare scouts on the following:
 - Requesting or Suggesting a job politely
 - Declining a job which they can't handle
 - Making simple introductions
 - Explaining the intention and objective
 - Welcoming all contributions for the job without bargaining
 - Offering appreciation
- Upon completing a job and a collection is made, a scout should have a "Job Done" Label or Card for the household or office so that no subsequent disturbance of the same household or office for jobs. On the same note, scouts should always avoid premises which already have such a label or card posted.

"In one country, the use of "Job Done" Stickers was discontinued as the public households found it hard to remove from their gates or doors."

"In one country, a Calendar Card which is both useful and a good keepsake is issued for a Job Done"

Equipping with Basic skills

Preparing scouts with some basic skills may be a good idea in preparing them for Job Week. On the same note, encouraging them to equip themselves with some tools, simple apparatuses or kits would also be very handy. Consider having troop meetings which you can teach some simple skills, daily tasks and household chores. You will be surprised by the lack of awareness or experience the scouts may have or the lack thereof.

When the scout is equipped, they are able to request for jobs which they can suggest doing. More often than not, people end up declining to offer any jobs as they have no idea what to offer at that moment. A little suggestion of what could be done is definitely a helpful 'trick' in triggering a 'job list'.

Examples:

- Shoe Polishing (Shoe shine wax, Polishing Cloth)
- Car Washing (Cloth for Car Wash, Sponge)
- Gardening, Weeding, Raking Dead Leaves (Gloves)
- Walking a Dog (Old Newspapers, Plastic Bags)
- Painting the fence
- Baby Sitting / Playing with a toddler

(Some job in the present world can be added such as: cable organizing, internet setting, orienting on social media)

Safety Concerns

This is probably one of the reasons that some NSOs may have ceased the Job Week Initiative. The safety of the scouts is of paramount importance and should not be taken lightly. Safety of a child could include child exploitation, sexual harassment and job safety.

Here are some examples on how the safety of a scout could be avoided:

- Never allow the scout to work alone. They should be in groups of 2's to 3's at least. Younger scouts should always be accompanied by an older scout. In cases of Cubs participating in Job Week, a responsible Rover or Adult should be in company. This may also be a good opportunity to involve parents or adult leaders in Scouting.
- Never follow any strangers into any buildings or premises. When allocating the premises to cover for job hunting, adult with a good knowledge of the neighbourhood or surroundings should be sought for advice and supervision.
- Never tout for jobs in the public, scouts should avoid being in public places like the train stations, airports or ports. They should be advised not to take on jobs at such places or where it is too crowded. They should avoid jobs such as handling of luggage or boxes.
- Scouts should always remain contactable by the Adult Leader. Scouts should also be advised to contact their Adult Leader when they encounter a situation beyond their control or when harm is suspected.

- Scouts should be probably coached on how to decline jobs or tasks that may be too difficult to handle or may posed a health or personal safety concern.
- Scouts should adhere to the stipulated time for work and with-inrecommended working hours. Of course, jobs solicited within the family, amongst relatives could have exceptions.

Strategies & Job Description

The value of “hard work and dignity of labor” has been emphasized before. Scouts should never beg for donations, defeating the spirit of Job Week and its educational objective. While it is not to obtain jobs for a donation, one should not accept the donation without first offering to perform a task.

NSOs may wish to consider having a well thought out strategies to raise the chances of getting a job offer.

Some strategies worth considering:

- Writing to organisations to offer jobs. They could come in shifts and involve a larger pool of work for scouts.
- Organise a ‘Car Wash’ in a local community and encourage the community to bring their cars for a car wash.
- Some NSOs have set up websites or ‘job booking portals’ for public to post job offers.
- Encouraging parents to assist in getting offers from friends, relatives and colleagues. This is a safe way to obtain jobs.
- Some groups even run a ‘Job week’ camp where ‘friendly competitions’ are organized to compete amongst patrols.

The list goes on. A concerted effort in creating a safe working environment and in creating job opportunities would definitely result in a more successful campaign and more NSOs catching on with job week. It definitely beats running around, knocking on doors!

Administering & Usage of Funds

Finally, NSOs must be accountable for the stewardship of these hard earned contributions, accurately allocate the funds and ensuring that the funds are used according to its determined purpose.

NSOs who have been successful in engaging Job Week as a fund raising campaign have considered equitable sharing of the funds raised not only for the sole purpose of the operation of the National HQ but also with the groups who raised them.

It certainly helps when everyone who has a stake in participating in the Job Week also benefits as a stakeholder of the funds raised.

Local Rules & Regulations on Fund Raising

Before any NSO launches their Job week event, it is important that they check with local authorities (relevant government departments, police etc) on local rules and regulations on fund raising. This is in addition to any internal financial governance processes on fund raising that is required by the NSO.

Jobweek, being a public fund raising event, may be subjected to rules and regulations on hours of operations, duration of event, target donors, the use of funds raised, accounting practices etc. In many cases, government permits may be required and this must be done before the event.

