



The Singapore Scout Association

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Chief Scout
His Excellency
DR TONY TAN KENG YAM
President of the Republic of Singapore
President
MR TAN TEE HOW
Chief Commissioner
MR TAN CHENG KIONG

10th January 2017

Ref: ADM/02/17

To:
All Sponsoring Authorities/ Principals
Group Scout Leaders

Re: Job Week 2017

The mission of Scouting is to contribute to the education of young people, through a value system based on the Scout Promise and Law, to help build a better world where people are self-fulfilled as individuals and play a constructive role in society.

Job Week is a key educational experience for all scouts. The main objective of the Job Week is to inculcate in Scouts the dignity of labour and the value of honest work. These values are important to develop our youths to be better citizens of the 21st Century and is an integral part of the Scouts Programme.

To better support the scout units in the conduct of Job Week this year, a toolkit consisting of the following has been produced to help our scout leaders:

- Annex A: Information for Sponsoring Authorities/ Principal
- Annex B: Information for Scout Leaders
- Annex C: Information for Parents
- Annex D: Information for Scouts

A briefing will be conducted for scout leaders during the association's Annual Administrative briefing on 21st January at 10 am at the multi-purpose hall at Scout Headquarters. Please send your scout leaders to the briefing to find out more about Job Week 2017.

We look forward to your support for Job Week 2017.

Please feel free to reach out to me if you need further information.

Thank you.

Yours-in-Scouting,


Dr Mohd Effendy Bin Rajab
Executive Director

Information for Sponsoring Authorities/ Principals

Dear Principal / Sponsoring Authorities,

Thank you for your support in the Job Week.

The Job Week is an annual educational experience during which Scouts would go door-to-door around their communities to perform household tasks in exchange for a donation. This year, the Job Week will be held during the period between 11 March 2017 and 17 March 2017.

All Scouts promise to help other people and there is no better way of showing this than contributing to the local community. The Scouts will perform the jobs to earn the funds, and not solicit for donation. Through the Job Week, we seek to help our youths cultivate a set of sound values so that they appreciate the value of hard work and give back to our community.

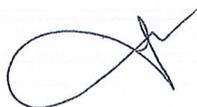
This year, we are working to capitalize Job Week to develop our Scouts to become confident citizens with deep communication and collaboration skills in the 21st century. As citizens in the 21st century, our youths need to possess a good sense of self-awareness, a sound moral compass, and the necessary skills and knowledge to take on challenges of the future. The values that we aspire to inculcate in our youths would help define their character, which would shape the youths' beliefs, attitudes, and actions in their lives ahead.

In this journey, our Scout Leaders would need your support too. We hope that you could take this opportunity bring meaning to this experience by exploring the topics around the dignity of labour and commitment to our communities within your school, for instance during your school assembly.

All proceeds raised during Job Week will go into supporting your student's Scout programmes and activities, to prepare them for a purposeful and responsible adulthood.

Thank you once again, for your contribution in this partnership and we look forward to co-developing our youths' strong sense of civic responsibility and takes an active part in bettering the lives of others around him.

Yours-in-Scouting,



Tan Cheng Kiong
Chief Commissioner

Information for Unit Leaders

Dear Unit Leaders,

Thank you for your support in the Job Week.

Objectives

The main purpose of the Job Week is to inculcate in Scouts the dignity of labour and the value of honest work. These values, no doubt, will enable the Scouts to be better leaders and citizens of tomorrow in our affluent society.

The emphasis that Scouts must perform a job in order to earn the funds and not to solicit for donations helps them to understand the need to render service before they go out to earn money for their Units and for the Association. The concept of service before self; service to the community and the nation is an important aspect and an integral part of the Scout Programme.

All proceeds from Job Week will go into supporting your scouts' programmes and activities, to prepare them for a purposeful and responsible adulthood.

Launch and Duration

Job Week 2017 will be carried out from (Sat) 11 March 2017 to (Fri) 17 March 2017.

To kick off this annual fund-raising event, the President and Chief Scout, Dr Tony Tan Keng Yam, has kindly consented to launch **Job Week 2017 on (Thur) 9 March 2017 at the Istana at 11.00 am.**

Target

The total collection for Year 2016 amounted to \$723,393.00.

The target for Job Week 2017 is \$800,000.00.

General

Unit Leaders must be very strict with their Scouts in every case of dishonesty; such acts contravene not only the Scout Law and Promise but also the Association's expectations.

Unit Leaders may refer problems encountered to the respective Area Commissioners and, when they are not contactable, to HQ for assistance, attention to Ms Diana @ Tel: 6259 2858.

We appreciate the kind co-operation of Unit Leaders and their strong support. Let us work together in partnership.

Yours-in-Scouting,



Mr Tan Cheng Kiong
Chief Commissioner

Key Information for the Conduct of Job Week

Key Action Items by Unit Leaders are:

To check all cards returned by their Scouts to ensure the amounts collected and recorded are correct and to **certify and sign all cards. In the event that Unit Leaders fail to sign the cards, the auditor may require them to go to their office to sign the cards.**

Arrange and bundle the cards in sequence, used and unused cards separately according to serial numbers.

Ensure every Scout makes a **police report for Job Week cards stolen** and to indicate the amount collected. Please attach such reports to the Group Returns Form.

Ensure every Scout who has **lost the Job Week card to complete the Lost Card Form provided.**

As part of Corporate Governance under IPC, all collections from Job Week should be deposited directly into the Association's account at any branch of the Overseas Chinese Banking Corporation Ltd (OCBC):

Name : The Singapore Scout Association
Title : Job Week Account
Account No. : 538-048869-001

and submit the deposit slip together with your Group Returns Form to HQ latest by Saturday 22 April 2017.

All collections from Job Week should not be deposited into Unit Leader's personal account. Personal cheques will NOT be accepted.

(This deadline must be strictly adhered to, in order to meet the deadline set by NCSS.)

Unit Leaders should brief their Scouts thoroughly before they are allowed to participate in Job Week 2017.

In the briefing, Unit Leaders should stress the objectives of Job Week set out in the circular, and to emphasise the Scouts' conduct and integrity during Job Week.

Unit Leaders are to encourage all their Scouts to participate actively in Job Week, and to remind them that they are **only permitted to look for jobs within the stipulated Job Week dates (11 March 2017 – 17 March 2017)** except pre-arranged job bookings.

Allocation of Funds to the Units and targets for Job Week at Unit level can also be communicated to Scouts, so as to encourage them to be actively engaged throughout the Job Week duration.

Unit Leaders may want to conduct briefings to their Scouts based on the following suggested scope:

Objectives of Job Week

Instructions on communicating Job Week objectives to parents and guardians

Expectations of Scouts' conduct during Job Week

Unit's programme timeline regarding Job Week

Details/Grouping of Scouts for Job Week

Issue of Job Week Cards and Instructions on using them

Targets of Unit and Bumblebee Awards

Skit by Sixers/Patrol Leaders on handling different scenarios and being safe during Job Week

Tips for Unit Leaders on Running Job Week

Gain support from Sponsoring Authorities (school leaders, ACs)

Unit Leaders may want to request Sponsoring Authorities in lending support to the Scouts' efforts, and helping to spread the message on the objectives of Job Week.

You may want to invite your School Leaders to make mention of Job Week in the school's communication with parents, and during morning assembly to the student population. This will help to inform the community around your school on the rationale for Job Week.

Open Scout Groups may want to invite ACs to address your Scouts and give them a boost of morale.

Engage Stakeholders

Unit Leaders may want to request Sponsoring Authorities in lending support to the Scouts' efforts, and helping to spread the message on the objectives of Job Week.

Parents and guardians can also provide valuable help in providing your Scouts with a rich learning experience. You may want to engage their help in providing transport, being chaperones, or simply helping to spread the word on Job Week and its objectives to their neighbours.

Involve Youth

Unit Leaders may also want to involve the youth in the administrative process of Job Week within the Unit. Sixers and Patrol Leaders can help with teaching and role-modelling of conduct and procedures when out in the community for Job Week. This will encourage them to take ownership of the event and be better engaged.

Job Bookings

Unit Leaders can arrange for job bookings so as to have better control of the learning environment and experience of the Scouts, and to improve the earnings of the Unit. Other than being a safer arrangement to initiate younger Scouts to Job Week before they approach the community at-large, it can also be a warm-up activity to the jobs that the Scouts find in the community.

These bookings do not need happen within the stipulated Job Week duration for Scouts to go out to the community to look for jobs.

Workflow for Job Week 2017

Date	Event	Action by
21 January 2017	Job Week Briefing during Administrative Briefing at HQ	Unit Leaders
25 February 2017	Unit Leaders who have not collected the Job Week cards, Jobs That I Can Do cards and Thank You cards from ACs, to collect the cards from HQ Area Office	Unit Leaders
4 March 2017	Issue of cards to Scouts	Unit Leaders
9 March 2017	President and Chief Scout, Dr Tony Tan Keng Yam, launches Job Week at Istana	SSA HQ
11 March 2017 – 17 March 2017	Ensure Scouts look for jobs within the stipulated Job Week dates except pre-arranged job bookings.	Unit Leaders
25 March 2017	Ensure submission of cards and earnings by Scouts to Unit Leaders	Unit Leaders
11 April 2017 – 22 April 2017	Submission of Group Returns Forms and bank deposit slips to HQ	Unit Leaders

Information for Parents

10th January 2017

To:
All Parents

Dear Parents,

Job Week 2017 (11 – 17 March 2017)

Warm greetings from the Singapore Scout Association and wishing you a very Happy New Year!

Parents play important roles in our scouts' learning journey and we would like to thank you for your support in 2016. As we begin 2017, we look forward to your continued support.

Job Week 2017 is a key educational experience for all scouts. The main purpose of the Job Week is to inculcate in Scouts the dignity of labour and the value of honest work. These values are important to develop our youths to be better citizens of the 21st Century and is an integral part of the Scouts Programme.

In 2017, we hope to involve you in supporting your child's involvement in job week and helping him/her understand the concept of service to the community.

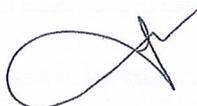
Here are some ways you could support your child:

- 1) Accompany your child when he / she go around performing their jobs.
- 2) Encourage your child to perform a job to earn funds and NOT to solicit for donations.
- 3) Help your child book jobs in advance at your workplace or with personal friends (i.e., shredding documents, walking the dog etc.).

All proceeds from Job Week will go into supporting your child's scout programmes and activities, to prepare them for a purposeful and responsible adulthood.

We look forward to your support in Job Week 2017.

Yours-in-Scouting,



Tan Cheng Kiong
Chief Commissioner

Information for Scouts

Dear Scout,

Job Week 2017 is just around the corner! Job Week is an opportunity for us to appreciate the dignity of labour, the value of honest work and to give back to our community!

Here are some tips to help you do Job Week like the millions of other Scouts around the world:

- Be Prepared!
- Request for a job and not solicit for donation.
- Be kind and courteous at all times. You represent all 13,000 scouts in Singapore and the 44 million others around the world.
- Small jobs make a big difference, even something as simple as cleaning the doorknob or arranging the floormats.
- Go job-hunting in small groups with your Scout friends.
- Help those around you - it's not just about getting paid.
- If someone does not have a job for you, do not be discouraged, thank the person for their time and move on to the next house. Remember, a scout is makes friends, establishes and maintains harmonious relations.
- Hydrate and get plenty of rest!

We're here to help! If you have any questions or encounter any difficulties, contact your scout leaders and they'll help you out!

Find out more at www.scout.sg and the Singapore Scouts Facebook Page.

We hope you will enjoy Job Week 2017 and find meaning in serving others! Together we can help create a better world!

Yours-in-Scouting,



Tan Cheng Kiong
Chief Commissioner