

AMICUS

PART OF THE BB FAMILY

Amicus Handbook
&
Operating Procedures

April/May 2000



1. Contents

2	Introduction	9	Programme
	2.1 The Amicus Concepts	9.1	Planning
		9.2	Ideas
3	Background	10	Spiritual
4	Amicus	10.1	Weekly Worship
	4.1 Nature of the Group	11	Safety Aspects
	4.2 Church Link	11.1	Insurance
5	The Boys' Brigade®	11.2	First Aid
	5.1 Local Structure	11.3	Parental Consent/ Residential Trips
	5.2 Amicus Clusters	11.4	Camps, Expeditions and Holidays
	5.3 BB Battalions	11.5	Sporting Competitions
	5.4 Constitution		
6	Membership	Appendix 1 – The Ladder of Participation	
	6.1 Ages	Appendix 2 - The Constitution of The Boys' Brigade®	
	6.2 Subscriptions	Appendix 3 – The Boys' Brigade® Insurance	
	6.3 Exceptions	Appendix 4 – Amicus Application Forms	
7	Amicus Style	Appendix 5 – Amicus Consent Forms	
	7.1 Logo	Appendix 6 – Example of Camp Notification Form	
	7.2 Uniform	Appendix 7 – Example of Expedition Form	
	7.3 Public Relations	Appendix 8 - Sample Amicus Press Release	
8	Amicus Leaders	Appendix 9 – Amicus Artwork	
	8.1 Training		
	8.2 Appointment		
	8.3 Leader-In-Charge		
	8.4 Leader Status		

2. Introduction

Youth work as a means of social and political education is different from school based education in that it is flexible in approach and not curriculum lead. It works on the principle of 'being a vehicle' to facilitate and support young people's growth through the transition from childhood to responsible adulthood/citizenship. Through this it is able to raise young people's awareness of the range of decisions and choices open to them. It also offers opportunities for discussion and debate in order to make informed choices.

2.1. The Amicus Concepts

Amicus as a style of youth work is based on three main principles. These are: empowerment, participation and discipleship.

The Boys' Brigade understands these principles to be the following:

- Empowerment Young people are given authority, responsibility and resources for their work. Young people set the aims and leaders act as facilitators in order for them to achieve agreed goals and targets.

- Participation Where young people are involved in the planning, delivery and evaluation of all activities. A voluntary commitment by young people is much more conducive to the encouragement of experiential learning. There are many levels of participation [appendix 1].

- Discipleship A process by which young people experience the Christian faith. Young people are given opportunities to see the Christian faith in action and are encouraged to grow at their own pace. Discipleship places emphasis on the relationship between young person and leader where the leader is in a mentoring as opposed to teacher role.

3. Background

The Boys' Brigade launched Amicus in 1994 as an alternative programme to meet the needs of young people.

Amicus is from the Latin for 'Friend' and therefore in using this name there is the suggestion of 'Friendship' or 'group of Friends' or 'Friends of Jesus'.

The Boys' Brigade is the largest Christian uniformed youth organisation in existence in the UK with a total membership of around 100,000 boys and leaders. Founded in 1883 by Sir William Alexander Smith in Glasgow, the movement has been at the pioneering edge of youth work for over 116 years. Individual BB Companies must be attached to a local church and are under the leadership of a Company Captain.

Four different age groupings are already in existence: -

- Anchor Boys
- Junior Section
- Company Section
- Seniors

Each section offers a progressive programme its boys or young men.

Traditionally, the mainstream work of the Brigade has only been for boys. For the first time Amicus offers an opportunity for girls to join in the Brigade's activities.

Amicus began as a pilot project by the Brigade and following a full evaluation in 1997, the project has moved into a period of further development. Part of this development includes working with other Christian youth organisations, particularly The Girls' Brigade, England & Wales.

4. Amicus

4.1. Nature of Group

Amicus is designed to be a mixed sex youth group, aiming to offer a dynamic and challenging programme to its members. The aim is for the members of the group to participate in the planning and delivery of the programme.

The local church will appoint leaders. Their prime role is to act as a facilitator for the group. Each Amicus group is advised to appoint its own "Management Team" of young people and leaders who will be responsible for planning the programme on a week-by-week basis. Leaders will, however, have overall responsibility with regard to the health and safety of members and suitability of the programme.

Each Amicus group does not have a minimum number of members. The age group for membership is from the beginning of the session in which they become 15 until the end of the session when they are 22. R20 application forms for Amicus group enrolment must be completed and returned to BBHQ, these can be found in *appendix 4*.

N.B. A session corresponds to an academic year.

4.2. Church Link

Amicus groups can only be set up after consultation between the sponsoring church or similar organisation and the Amicus Project Manager. Amicus groups will ultimately come under the management of the sponsoring Church.

5. The Brigade

5.1. Local Structure

Local groups, accordingly, will operate as part of an endorsing BB Company and will be part of the overall responsibility of the Company Captain. If no BB Company is in existence, the Amicus Leader-In-Charge will fill the role of Captain.

Amicus groups are encouraged to be involved in the wider work of the BB Company and Church. This may well involve attendance at organised BB events or parade services.

5.2. Amicus Clusters

Each Amicus group will be part of a cluster. Amicus clusters are a support network for Amicus groups and their leaders. Meetings of the cluster will be arranged regularly and all Amicus leaders and helpers will be entitled to attend.

Within each Amicus cluster there are opportunities for leaders to meet so that there can be a sharing of ideas, voicing of needs and concerns, input of new resources, opportunities to meet with national staff, some training and time to pray.

Amicus Clusters are as follows:

South West England
 South East England
 The Midlands
 North East England

North West England
 Wales
 Scotland
 Ireland

5.3. **BB Battalions**

BB Companies are usually organised into Battalions at town or county level. The local Battalion may well invite Amicus leaders to their meetings/training events. Battalions may also invite Amicus groups to enter appropriate competitions, events, etc. Such decisions can only be made at Battalion level. For more advice on Battalion and Amicus relationships, contact the Amicus Project Manager at The Boys' Brigade Headquarters.

5.4. **Constitution**

Although not yet officially covered by The Boys' Brigade constitution, Amicus groups are expected to operate within the overall aims of the organisation. A copy of the Brigade's constitution is included [Appendix 2].

6. Membership

6.1. **Ages**

The Amicus age limit must be strictly adhered to (see section 2.1). It is perfectly possible for an Amicus member to maintain his/her membership of another BB Section.

6.2. **Subscriptions**

All members of the BB pay a capitation fee to help cover the costs of national services, insurance and HQ. There is an annual group membership fee for each Amicus group due in the September of each session. This fee funds the resources supplied each year to the Amicus group.

Amicus groups will also need to raise their own funds to help with local costs of activities. Accordingly, the group (leaders & members) are expected to set a realistic subscription for the year, taking into account BB Capitation Fees and local needs, e.g. Battalion fees if applicable.

The Management Team may decide to collect subscriptions weekly or they may be due on an annual, quarterly or monthly basis.

6.3. **Exceptions**

Girls' Brigade leaders and members involved in an Amicus group do not need to pay a second capitation fee as they will already be paying into their organisation. Also, Boys' Brigade members and leaders who are members of another section need not pay capitation again for belonging to Amicus.

7. Amicus Style

7.1. **Logo**

An Amicus group will be provided with artwork of the approved Amicus logo [appendix 9]. This should be used to publicise the work of Amicus wherever possible. It is suitable for use on stationery, publicity leaflets, etc. Please note, the logo should not be altered in any way.

Amicus groups should be identified by using the name of their local church, i.e. St Paul's Amicus Group.

7.2. **Uniform**

There is no official uniform for Amicus groups. However, groups can agree to adopt their own informal style. This may be a sweatshirt, a polo shirt, baseball cap etc. Only the approved Amicus logo should be used on such items.

7.3. Public Relations

As part of the BB it is important to ensure that in any dealings with the press or media, local groups are well informed on the role Amicus plays within the BB.

It is important to ensure that any publicity reflects well on Amicus and will not cause embarrassment. If you are in any doubt as to how to handle press enquiries these should be referred to BB HQ immediately. Wherever possible, if you are attempting to gain local publicity, ensure the press are briefed well in advance. A well laid out press release (double spaced on one side of A4) will usually suffice. Remember to always supply a local contact name and telephone number. A sample press release is attached [*appendix 8*].

8. Leaders

8.1. Training

Training for Amicus leaders is organised by the Amicus Project Manager. No group will commence operating until sufficient leaders have been trained. The Amicus Project Manager will advise when appropriate renewal training is available and/or required.

8.2. Appointment

The sponsoring Church nominates Amicus Leaders. Upon completion of initial training, prospective leaders should complete appointment form R21 (*Appendix 4*). These should be sent for approval to the Amicus Project Manager at BBHQ. Appointments are valid for five years and are renewed upon completion of appropriate further training.

8.3. Leader-In-Charge

Each Amicus group must have a Leader-In-Charge who has immediate responsibility for their group. Wherever possible, the Leader-In-Charge will work with the BB Captain, local Church leaders, the Amicus Project Manager and within their Amicus Cluster. Each Leader-In-Charge will receive the Captains' Mailing, a quarterly mailing of information for BB groups.

8.4. Leader Status

All registered Amicus Leaders hold the same status as other Officers in The Boys' Brigade.

9. Programme

9.1. Planning

Wherever possible the Amicus Group will be responsible for planning their programme. This could be delegated to the Management Team of the group. Members should have the maximum opportunity to be involved in planning the programme. Each young person should be able to comment on any plans before they are finalised.

9.2. Ideas

A set of resource cards is issued to each group upon completion of training. However, it is advised that groups devise their own programme, inspired by the ideas of their young people. It is important to bear in mind the need for progression in The Boys' Brigade programme and Amicus groups should not attempt to duplicate activities covered in other sections.

10. Spiritual

10.1. Weekly Worship

Amicus Groups being "unashamedly Christian" are expected to encourage attendance at an appropriate worship session. This may be organised by the church or another local body or could be organised directly by the Amicus group. The Leader-In-Charge will need to express the importance of such involvement to all members of the group.

11. Safety Aspects

11.1. Insurance

The BB insurers, where appropriate, provide insurance cover for all reasonable Amicus activities. This may not cover certain adventure activities, motor insurance or foreign trips. A document giving details of the BB insurance cover is attached [appendix 3].

Our Insurers will always expect leaders and members to show a reasonable degree of caution. If you are in any doubt about insurance cover, please check before proceeding. In certain circumstances leaders should be prepared to cancel activities if they are not satisfied about safety arrangements.

11.2. First Aid

Whenever possible leaders should have a good knowledge of First Aid and should preferably hold a recognised First Aid certificate. First Aid kits should be taken on appropriate outings.

11.3. Parental Consent /Residential Trips

Amicus members under 16 are required to complete an Annual Consent Form [appendix 5] at the beginning of each session. These should be kept by the Leader-In-Charge.

Safety requirements should always be a priority when planning residential activities or trips away from the group's usual base. Any activities that are not included on the Annual Consent Form require a special consent form [appendix 5]. This should be completed and returned to the Leader-In-Charge at least seven days before the activity.

N.B. These are compulsory for all overnight and residential activities.

11.4. Camps, Expeditions and Holidays

It is essential that when taking your Amicus group away, the Leader in Charge of the holiday should hold The Boys' Brigade Camp and Holiday Leadership qualification. In addition, when camping under canvas, a member of staff should hold The Boys' Brigade Camp Craft qualification.

For expeditions, the Leader in Charge must hold The Boys' Brigade Expedition and Outdoor Leadership qualification (Standard in open country up to Duke of Edinburgh Silver, or Advanced in wild county).

It is important to complete a BB Camp and Holiday Notification form and return as indicated on the form [appendix 6,7].

11.5. Sporting Competitions

Some sports have particular competition rules concerning mixed gender participation. You are advised to check these with either the relevant sporting body or the competition organiser before taking part.

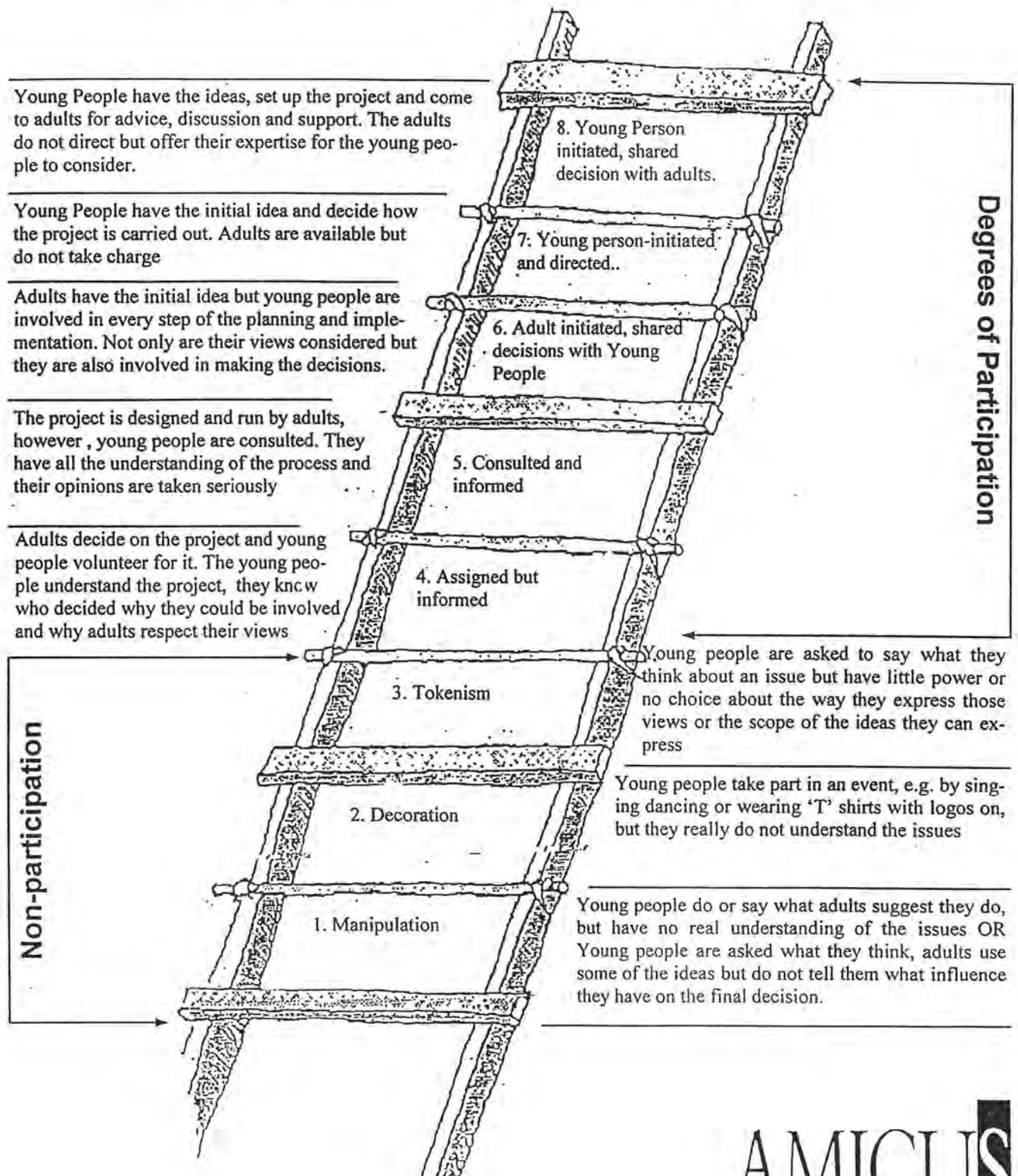


The Boys' Brigade®



Appendix 1 – The Ladder of Participation

The Ladder of Participation





The Boys' Brigade®



Appendix 2 - The Constitution of The Boys' Brigade®



The Constitution of The Boys' Brigade®

As approved by Brigade Council at Belfast on 1st August 1968, and amended by Brigade Council 1972, 1975, 1976, 1977, 1979, 1980, 1982, 1988, 1989, 1994, 1998 and 1999.

1. The Organisation shall be called 'The Boys' Brigade®' (the "Brigade").
2. The Object of the Brigade shall be the advancement of Christ's Kingdom among Boys, and the promotion of habits of Obedience, Reverence, Discipline, Self-Respect, and all that tends towards a true Christian Manliness.
3. The Object shall be promoted by Christian teaching, drill and such methods as may be recognised by the Brigade Council (as defined in Article 40) of value in the training of Boys.
4. Every member shall wear such uniform as is decided by the Brigade Council.
5. The age limits of Boys' membership of the Brigade shall be as defined by the Regulations as to Age Limits.
6. The Brigade Session shall be from 1st September to 31st August.
7. The Brigade financial year shall be from 1st April to 31st March or such other dates as the Brigade Executive (as defined in Article 30) may decide.
8.
 - a. The Brigade shall be composed of Companies. Each Company shall divide its Boys into groups on the basis of age. These groups shall be designated by the category of membership within them, namely Anchor Boys, Junior Section, Company Section and Seniors.
 - b. Each Company shall be part of a Church or Christian Organisation approved by the Brigade Executive. Such Church or Christian Organisation shall be responsible for the Christian Education of the Company.
 - c. With the consent of the Brigade Executive, a Company may be connected with an Institution, School or Club, provided that adequate arrangements are made for the Christian Education of its members.
 - d. With the consent of the Brigade Executive, a Company may be formed in a difficult urban, or remote and isolated rural area, provided that adequate arrangements are made for the Christian Education of its members.



- e. Subject to (g) below, each Company, Battalion or District may acquire and hold any real or personal property given upon charitable trusts and for charitable purposes corresponding with or akin to the objects of the Brigade or any of them, and whether the same be limited for the benefit of certain localities, institutions, persons or classes of persons or otherwise howsoever, in the name of the Church or sponsoring body in case of a Company, and in the names of their respective officers in the case of a Battalion or District.
- f. Subject to (g) below, any Company, Battalion or District may vest any real or personal property in the name of The Boys' Brigade® (Incorporated) as nominee for such Company, Battalion or District. In the case of a Company the prior written consent of the Church or sponsoring body is required.
- g.
 - (i) all money, musical instruments and equipment, and assets of an ephemeral nature belonging to a Company shall be vested in and under the control of the Church or sponsoring body; and
 - (ii) all money, musical instruments and equipment, and assets of an ephemeral nature belonging to a Battalion or District shall be vested in and under control of their respective Officers.
9. A Chaplain or Chaplains shall be appointed to each Company and such Chaplains shall wherever practicable be Ministers of Religion. Where no Minister is available, another suitable person nominated by the Church or other organisation of which the Company is a part shall be Chaplain.
10. Every Company shall be under the command of a Captain. Other Officers shall be Lieutenants.
11. In the work of the Company it shall be the duty of the Captain to seek to establish the closest co-operation with the Chaplain and the Church or other Organisation of which the Company is a part.
12. The Church or other Organisation of which the Company is a part shall nominate for enrolment all Officers of the Company. They shall be members or adherents of a Church or other Christian Organisation, and shall be desirous of promoting the Object of the Brigade.
13. The enrolment of Warrant Officers and Staff-Sergeants shall be in accordance with regulations approved by the Brigade Council.
14. The appointment of other non-commissioned Officers by promotion from the ranks of the Company Section may be made by the Captain in accordance with regulations approved by the Brigade Council.

15. Every Company shall make an annual contribution to the General Fund of the Brigade. The amount of such contributions shall be determined by the Brigade Executive in respect of the financial year of the Brigade next following the annual meeting of the Brigade Council. The amount so determined shall be reported to the Brigade Council which shall have power by a majority to determine such other sum (being not less than the sum determined at the previous annual meeting of the Brigade Council) by way of annual contributions.

Battalions

16. With the sanction of the Brigade Executive, a group of six or more Companies, or such lesser number as may be approved by the Brigade Executive in appropriate cases, may form a Battalion ("Battalion") to be designated by such title as they may choose and as may also be approved by the Brigade Executive. The area within which such Battalion may operate shall also be approved by the Brigade Executive.
17. Every Company shall be a member of a Battalion, except where, by reason of remoteness from a convenient administrative group or other sufficient reason, such membership would not in the opinion of the Brigade Executive be of advantage to the Company. Companies not in Battalions shall be enrolled and administered under arrangements to be made by the Brigade Executive.
18. The Brigade Executive may, at the request of any Company or Battalion, decide to which Battalion a Company shall be attached.
19. The Officers of Companies in a Battalion shall form a Battalion Council ("Battalion Council"). Each Battalion Council shall appoint a President, Vice-Presidents and a Treasurer annually and a Secretary to such term and on such conditions as they may decide. These Officer Bearers and an Executive shall be ex-officio members of the Battalion Council.
20. The Battalion Council shall have power to enrol Companies and Officers within its own area. The Battalion Council shall have power, with the prior approval of the Brigade Executive, to cancel the enrolment of any Company after due consultation with the Church or other sponsoring body of which the Company forms a part.
21. Each Battalion Council shall make such rules as it may deem fit for the realisation of the Object of the Brigade and the effective running of the Battalion and as may be consistent with the other provisions of this Constitution, and shall ensure that the work of each age group of the Brigade is adequately represented in any administrative arrangements which it may make.
22. The actions of all Battalion Councils shall be subject to review by the Brigade Executive which shall have power to disband any Battalion.

Districts

23. The Brigade throughout the United Kingdom of Great Britain and Northern Ireland, the Isle of Man, the Channel Islands and the Republic of Ireland shall be divided into such Districts as the Brigade Executive may decide.

The Officers of Companies within each District may form a District Council ("District Council") which shall be responsible for the furtherance of the work of the Brigade within the District. Each District Council may appoint a President, Vice-Presidents and a Treasurer annually, and a Secretary for such term and on such conditions as they may decide. These Office-Bearers shall be ex-officio members of the District Council.

Regions

24. The Brigade throughout the United Kingdom of Great Britain and Northern Ireland, the Isle of Man, the Channel Islands and the Republic of Ireland shall be divided into Regions ("Regions") coterminous with the National Boundaries of England with the Isle of Man and the Channel Islands, Scotland, Northern Ireland, Wales and the Republic of Ireland.

25. The Brigade Executive shall delegate such responsibilities as it sees appropriate for the management of the Brigade and the supervision of its affairs within each Region to a Regional Committee ("Regional Committee") which shall be constituted in accordance with Article 26 hereof. The decisions of each Regional Committee shall be subject to ratification by the Brigade Executive.

26. The elected members of each Regional Committee shall be elected annually and shall constitute together with the Brigade Office Bearers resident within each such Region and the co-opted members hereinafter provided for, the Regional Committee for the ensuing session.

27. The elected members of each Regional Committee shall be elected on a geographical basis. The Regional Electoral Areas and the numbers of members to be elected by each Area shall be in accordance with the Schedule of Regional Electoral Areas appended hereto. Nominations to vacancies in the elected membership of each Regional Committee shall be made in accordance with the Scheme appended hereto. The persons entitled to vote in an election within any Regional Electoral Area shall be as follows, namely:

- a. All Captains of Companies within such Area;
- b. Members of the Brigade Executive resident within such Area;
- c. Members of the Regional Committee resident within such Area;



- d. Officer-Bearers of Battalion and District Councils within such Area.

No person shall exercise more than one vote for each vacancy in the Area, nor give more than one vote to any nominee. The Ballot shall be secret. The procedure for giving effect to the provisions of this Article shall be set out in the Scheme appended hereto.

28. Each Regional Committee shall have power in any one Session to co-opt up to 4 members of whom at least two shall be under 26 years of age who shall serve until the end of the Session in which they are co-opted.
29. Regional Committees shall elect a Chairman annually from amongst their elected members and such other Officers as the Committee shall decide.

Brigade Executive

30. The overall management of the Brigade and the supervision of its affairs shall be entrusted by the Brigade Council to the Brigade Executive (the "Brigade Executive") which shall be constituted in accordance with Article 32 hereof. The decisions of the Brigade Executive shall be subject to review by the Brigade Council.
31. The elected members of the Brigade Executive shall be elected annually and shall constitute, together with the Brigade President, Brigade Vice-Presidents, the Brigade Treasurer and the co-opted members hereinafter provided for, the Brigade Executive for the ensuing Session.
32. The elected members of the Brigade Executive shall be elected on a geographical basis. The Executive Electoral Areas and the number of members to be elected by each Area shall be in accordance with the Schedule of Executive Electoral Areas appended hereto. Nominations to vacancies in the elected membership of the Brigade Executive shall be made in accordance with the Scheme appended hereto. The persons entitled to vote in an election within any Executive Electoral Area shall be as follows, namely:
- a. The elected members within each Regional Committee
 - b. The co-opted members within each Regional Committee
 - c. Officer-Bearers of the Executive resident within each Region.
33. The Brigade Executive shall appoint annually a Brigade President, Brigade Vice-Presidents and a Brigade Treasurer. Office Bearers may serve for a maximum of ten years from the date of their election pursuant to this Article.
34. The Brigade Executive shall have the power in any one Session to co-opt up to 2 members who shall serve until the end of the Session in which they are co-opted.

35. The Brigade Executive shall have the power to appoint a Brigade Secretary and such other staff as are required for the effective management of the Brigade and the promotion of the Object, on such terms and conditions as the Brigade Executive may deem desirable.
36. All monies belonging to the Brigade, as distinct from individual Companies, Battalions or Districts, shall be under the control of the Brigade Executive, who shall, from time to time, make appropriate arrangements for opening and operating Bank Accounts in the name of the Brigade. All investments, properties and other assets (other than money) belonging to the Brigade shall be vested or registered in the name of The Boys' Brigade® (Incorporated) or, alternatively, in the name of a Bank Nominee Company to be held by such Company to the order of the Brigade Executive.
37. The Brigade Executive shall cause true accounts to be kept of the financial transactions of the Brigade. Accounts shall be prepared annually, shall be audited by professional auditors outside the Brigade membership and shall be submitted annually to the Brigade Council.
38. The Brigade Executive shall meet at such times and in such places as they may determine. Six members shall form a quorum.

Honorary Officer-Bearers

39. Honorary Office-Bearers of the Brigade may be appointed by the Brigade Executive. Battalions and Districts may appoint Honorary Office-Bearers for the respective bodies.

Brigade Council

40. The governing body of The Boys' Brigade® in the United Kingdom of Great Britain and Northern Ireland, the Isle of Man, the Channel Islands and the Republic of Ireland shall be the Brigade Council (the "Brigade Council"), which shall consist of:
 - a. All Captains, Chaplains, Lieutenants, Warrant Officers, Officer Cadets and Staff Sergeants of Companies in the United Kingdom of Great Britain and Northern Ireland, the Isle of Man, the Channel Islands and the Republic of Ireland.
 - b. Members of the Brigade Executive; and
 - c. The ex-officio members of each Battalion and District Council who are not already included in (a) and (b).
 - d. Members of a Regional Committee who are not already included in (a), (b) and (c).



41. At meetings of Brigade Council voting shall be on the basis of one vote per Company which shall be exercised by each Captain. In the event of a Captain being unable to attend a Brigade Council meeting the voting power may be delegated in writing to another Officer in the Company.

If a Company cannot be represented at a Brigade Council meeting by one of its own Officers, the Captain may appoint in writing as proxy another member of Brigade Council to attend and vote on the Captain's behalf. An Officer-Bearer of a Battalion or District Council who is not a Company Captain shall have one vote. Members of the Brigade Executive or a Regional Committee shall have one vote. If a Member of the Brigade Executive or a Regional Committee is also a Company Captain the Company vote may be delegated in writing to another Officer.

42. The Brigade Council shall meet at least annually at such times and places as the Brigade Executive may decide, to discuss the affairs of the Brigade, to receive reports from the Brigade Executive, and to transact any other business. Notice of each meeting of Brigade Council shall be given pursuant to the terms of Article 45 no later than two months prior to the date thereof.

Brigade Overseas

43. The Boys' Brigade® in the United Kingdom of Great Britain and Northern Ireland, the Isle of Man, the Channel Islands and the Republic of Ireland, shall participate as a member of The World Conference of The Boys' Brigade, Frivilligt Dreng og Pige forbund, Suomen Pokien ja Tyttöjen Keskus, Neenah Menasha Boys' & Girls' Brigade, United Boys' & Girls' Brigade of America, Junior Ministry and other members.

The Boys' Brigade Gazette

44. The official publication of The Boys' Brigade® shall be 'The Boys' Brigade Gazette'. Publication in the Gazette of any notice by the Brigade Executive shall be deemed to be sufficient notice to the whole Brigade.

Amendment to Constitution

45. To be treated as valid business, a motion must be in the name of the Brigade Executive, a Regional Committee or of a Battalion or District Council, or have the support of at least five Officers from five different Companies. This Constitution shall not be altered except by a majority consisting of two-thirds of the votes cast at a duly convened meeting of the Brigade Council. Notice of a motion to amend the Constitution must be sent in writing to the Brigade Secretary not later than 10th March.

The terms of such motion and the name of the proposer thereof shall be published in an issue of the Gazette to be despatched in accordance with Article 44 not later than 30th April immediately succeeding. No amendment to such a motion shall be valid unless

notice of such amendment is received by the Brigade Secretary not later than 31st May immediately succeeding publication of the proposed motion. The terms of such amendment to the motion and the name of the proposer thereof shall be published in an issue of the Gazette to be dispatched in accordance with Article 44 not later than 30th June immediately succeeding. A meeting of the Brigade Council shall be held not later than 30th September immediately succeeding for the purpose inter alia of considering and determining upon such motion and any amendment thereof, and if such meeting be not otherwise convened it shall be the duty of the Brigade Secretary duly to convene the same.

Regulations as to Age Limits

- a. In any Session as defined in Article 5 of the Constitution, a Boy shall be eligible for membership of the Brigade provided he has attained his 6th birthday and until the end of the session in which he attains his eighteenth birthday.
- b. A Battalion may, with the approval of the Brigade Executive, specify such earlier date prior to the 6th birthday to the limit of the 5th birthday, for membership where local regulations so require.
- c. Within these overall age limits, there shall be four categories of membership with age limits as follows:

Anchor Boys:	6th birthday until 9th birthday
Junior Section:	8th birthday until 12th birthday
Company Section:	11th birthday until 16th birthday
Seniors:	15th birthday until the end of the session in which he attains his 18th birthday.

A Battalion may, at its discretion, specify or permit Companies within such Battalion to specify, an earlier age of transfer between the categories of membership than is specified above.

Scheme and Schedule Referred to in Article 27 Election of Regional Committees

- 1. The United Kingdom of Great Britain and Northern Ireland, the Isle of Man, the Channel Islands and Republic of Ireland shall be divided into 26 Regional Electoral Areas set out in the Schedule annexed and those entitled to vote in each Area shall elect one or more members, according to this Schedule, to represent them on the Regional Committees.
- 2. Nominations for members of the Regional Committees shall be sent in writing to reach the Brigade Secretary not later than 31st May each year. (A special form is available from Headquarters for this purpose).



3. All persons nominated must be enrolled Officers or members of Battalion Councils within the Area for which they are nominated.
4. Nominations may be made by any Battalion or District Council situated in the Area or by any three members of the Brigade Council resident in the Area.
5. In the event of more nominations being received by the Brigade Secretary than the number of members to which any Area is entitled, a ballot paper setting out the names, addresses and office or rank of the nominees, and the relevant rules as to voting shall be sent by post to each person entitled to vote in respect of the Area at the last known address. Ballot papers shall be sent to the electors not later than 15th June, and shall be returnable by 30th June.

Scrutineers, who shall observe the secrecy of the ballot, shall be appointed by the Brigade Executive, and the ballot papers shall be passed unopened by the Brigade Secretary to the Scrutineers immediately after the date when they require to be returned. The Scrutineers shall grant a certificate of the result of the voting to be laid before the Brigade Executive.

6. In the event of an elected member resigning, or ceasing to be eligible in any other way, or in the event of a Regional Electoral Area failing to nominate a representative it shall be competent for the Regional Committees to co-opt a member from the Area concerned, which member shall serve until the end of the Session in which the co-option is made.

Regional Electoral Areas

England

1. London - All Companies within the London Metropolitan area, and parts of Surrey, Kent, Essex, Herts, Buckinghamshire and Berkshire: 1 member.
2. Southern - Counties of East Sussex, West Sussex, Hampshire, Isle of Wight, those parts of Berkshire, Kent, Surrey outside the London District: 1 member
3. North of England - Counties of Cleveland, Cumbria, Durham, Northumberland, the Metropolitan County of Tyne and Wear: 1 member
4. North West - Counties of Cheshire, Lancashire, the Metropolitan Counties of Greater Manchester, Merseyside, the Isle of Man: 1 member
5. Yorkshire and Humberside - North Yorkshire, West Yorkshire, South Yorkshire, East Yorkshire and North Lincolnshire: 1 member
6. West Midland - Counties of Hereford and Worcester, Salop, Staffordshire, Warwickshire, the Metropolitan Counties of West Midlands: 1 member

7. North Midland - Counties of Derbyshire, Leicestershire, Lincolnshire, Nottinghamshire: 1 member
8. South Midland - Counties of Bedfordshire, Northamptonshire, Oxfordshire, those parts of Buckinghamshire, Hertfordshire outside the London District: 1 member
9. Eastern - Counties of Cambridgeshire, Norfolk, Suffolk, those parts of Essex outside the London District, part of Hertfordshire: 1 member
10. West of England and Channel Islands - Counties of Cornwall, Devon, Dorset, Gloucestershire, Somerset, Wiltshire, the Channel Islands: 1 member.

Scotland

11. Glasgow and Dunbarton - Argyll and Bute, East Dunbartonshire, West Dunbartonshire, part of North Lanarkshire, part of South Lanarkshire, Glasgow (City of): 1 member
12. Lanarkshire - part of North Lanarkshire, part of South Lanarkshire: 1 member
13. West Lowland - Dumfries and Galloway, East Ayrshire, East Renfrewshire, Inverclyde, North Ayrshire, Renfrewshire, South Ayrshire: 1 member
14. East Lowland - East Lothian, Edinburgh (City of), Midlothian, Scottish Borders, West Lothian: 1 member
15. Mid-Scottish - Angus, Clackmannanshire, Dundee City, Falkirk, Fife, Perthshire and Kinross, Stirling: 1 member
16. North Scottish - Aberdeenshire, Aberdeen City, Highland, Moray, Orkney Islands, Shetlands Islands, West Isles: 1 member

Northern Ireland

17. Greater Belfast; 3 members.
18. Ards, Down, Lurgan, Portadown : 1 member
19. Antrim, Ballymena, East Antrim: 1 member.
20. Mid Ulster, West Ulster: 1 member
21. Coleraine, Londonderry, Route: 1 member.

Wales

22. Cardiff & Vale of Glamorgan Battalion: 2 members.
23. Newport & Gwent Battalion: 2 members.
24. South West Wales Battalion: 1 member.
25. North Wales Battalion: 1 member.

The Republic of Ireland

26. The Companies of the Republic: 7 members.

Scheme and Schedule Referred to in Article 32 Election of Brigade Executive

1. The United Kingdom of Great Britain and Northern Ireland, the Isle of Man, the Channel Islands and the Republic of Ireland shall be divided into 5 Executive Areas set out in the Schedule annexed, and those entitled to vote in each Area shall elect one or more members, according to this Schedule, to represent them on the Executive.
2. Elections to the Brigade Executive shall be held by each Regional Committee no later than 31st August each year.
3. All persons nominated must be elected members of the Regional Committees.
4. In the event of an elected member resigning it shall be competent for the Brigade Executive to co-opt a member from the Regional Committee concerned, which member shall serve until the end of the Session in which the co-option is made.

**Executive Electoral Areas**

1. England - 4 members.
2. Scotland - 4 members.
3. Northern Ireland - 4 members.
4. Wales - 1 member.
5. Republic of Ireland - 1 member.



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Appendix 3 – The Boys' Brigade® Insurance

BOYS' BRIGADE INSURANCE

IMPORTANT NOTICE

It is most important that you read and understand this notice which relates to insurance in connection with The Boys' Brigade activities.

It has been prepared in consultation with the Brigade's nominated Insurance Broker Byas Mosley UK. Ltd., to assist you and to explain how you personally and we are protected.

INSURANCE ARRANGED BY THE BOYS' BRIGADE HEADQUARTERS

*** Public Liability Insurance**

This covers The Boys' Brigade its Officers, Employees, Voluntary Helpers and Members in respect of Liability at Law for injury to persons or damage to property of others arising in connection with Boys' Brigade activities

Renewal Date : 1st September
Limit : £10,000,000 any one accident

Insurance applies for activities undertaken anywhere in the World by The Boys' Brigade movement normally resident in Great Britain, Northern Ireland, Channel Islands, Isle of Man and the Republic of Ireland. The policy of course includes a number of conditions and exclusions and you should particularly note the following:

- * There is a claims excess of £250 for damage to property belonging to others.
- * Liability arising out of ownership, possession or use of aircraft or other aerial device or hovercraft as well as liability arising as a passenger is not insured. You should check with the owner in all circumstances where the use of such craft is contemplated.
- * Liability arising from gliding, hang-gliding, ballooning and parachuting is not insured.
- * Includes liability in respect of watercraft non-mechanically propelled and less than 6 metres in length whilst operating on inland waterways or within three miles of the coast. For all other marine activities additional insurance must be obtained.
- * The insurance does not cover liability you might assume under contract where this gives you a greater responsibility than your normal obligations - always attempt to avoid accepting these specific legal commitments.
- * Excludes liability arising out of the failure of computer or other equipment or software to correctly recognise any date.

*** Employers Liability Insurance**

Cover required for persons employed by Districts, Battalions and Companies is available on specific request but cover for persons working for the Brigade in the Republic of Ireland is not available and local arrangements should be made.

*** Personal Accident Insurance**

Officers and members are automatically covered for accidents arising whilst participating in Brigade activities. Members of The Girls' Brigade are also insured where they are involved in joint activities when under supervision of Boys' Brigade Officers and with qualified instructors.

The insurance is annually renewable on the 1st January and the benefits which will be paid on receipt of medical evidence are shown on the attached summary.

Turn over

We have tried to make these insurance covers as wide in scope and as automatic as possible within the constraints of reasonable cost. In return our Insurers of course expect us to act prudently and cautiously in whatever we do and to report to them in advance of any proposed activity which you consider unusually hazardous or a departure from those normally undertaken by the Brigade. It is expected that you will be diligent in your supervision of events, always ensure that proper instruction is given and make certain that activities are properly organised. Special attention is obviously necessary where variable conditions might be experienced. Example - weather.

INSURANCE TO BE ARRANGED BY DISTRICTS BATTALIONS AND COMPANIES

Because each unit will be different the Brigade have not arranged automatic insurance in respect of the following:

- * Loss of or damage to permanent Company property including money.
- * Camp equipment, luggage and money.
- * Optional additional personal accident insurance.
- * Cancellation and Curtailment.

The Boys' Brigade nominated Insurance Broker, Byas Mosley UK. Ltd., have however organised specific facilities for this additional insurance and the appropriate application forms for short period or annual unit cover are attached for your use as and when required. Byas Mosley in addition have a special cover to insure on request vehicles used by The Boys' Brigade and the price of this has proved to be very competitive, Byas Mosley will in addition deal with any other insurance enquiry.

Special Note : **In the event of an accident do not admit liability or make any offer or promise of payment.**

Report all claims immediately:

**The Boys' Brigade,
Business Centre,
Brigade House, Alington Road,
Eynesbury, St. Neots,
Cambs. PE19 2RD**

**Telephone No: 01480 470515
Facsimile No: 01480 470516**

Byas Mosley Contact:

"Unit" Scheme Annual or Short Period Insurance

**- Linda Quince or
David Rutherford**

**Byas Mosley UK. Ltd.,
William Byas House,
14-18, St. Clare Street,
London, EC3N 1JX**

**Telephone No: 020 - 7481 - 0101
Facsimile No: 020 - 7488 - 2858**

PERSONAL ACCIDENT INSURANCE BENEFIT SCHEDULE

COVER

SUMS INSURED

1. Death]			
]			
2. Loss of one or both eyes]			
]			
3. Loss of one or both hands]	£ 33,000		
]	[but in respect of		
4. Loss of one or both feet]	those aged under 16		
]	the Death Benefit		
5. Permanent Total Disablement]	is £5,000]		
6. Loss of speech or hearing		£33,000		
		<u>Right</u>	<u>Left</u>	
7. Loss of one thumb]	£11,000	£ 8,250]
]]
8. Loss of any finger]	£ 5,500	£ 3,300]
]]
9. Loss of shoulder or elbow]	£13,750	£11,000]
]]
10. Loss of wrist]	£11,000	£ 8,250]
11. Loss of big toe		£ 5,500		
12. Loss of any other toe		£ 1,650		
13. Loss of hip, knees or ankle		£ 11,000		
14. Removal of lower jaw		£ 16,500		
		<u>Persons</u>	<u>Single</u>	<u>Married</u>
		<u>under 16</u>	<u>Persons</u>	<u>Persons</u>
		<u>yrs. of</u>	<u>16 yrs.</u>	<u>Plus for each</u>
		<u>age.</u>	<u>& over.</u>	<u>dependent</u>
				<u>child up to</u>
				<u>a max of 5.</u>
15. Total Disablement				
immediately following the				
happening of the Event:				
[a] from engaging in or]			
attending to usual]			
business]			
]	£ 15	£ 100	£ 200
[b] from engaging in or]	per week	per week	per week
attending school or]			£ 50
confining to house]			per week
whilst the Insured]			
Person is of School Age]			
]	For a period not exceeding fifty two weeks		
]	from fourth day after happening of the		
]	event		
		Maximum weekly benefit £300 per week..		

Turn over

16. The incurring by the Insured Persons or the Insured of fees charged for:

- [a] treatment of the Insured person by a registered medical practitioner
- [b] a necessary surgical operation.
- [c] necessary dental or optical expenses
- [d] necessary conveyance to hospital or home
- [e] additional rent

] Reimbursement of the aggregate of all
] such charges up to but not exceeding -
]
] [1] £45 per person per event if such
] charges are incurred in Great
] Britain and/or Northern Ireland.
] [2] £80 per person per event if such
] charges are incurred in the Republic
] of Ireland.
]

17. The incurring by the Insured Person or the Insured of out of pocket travelling or personal expenses necessarily incurred by or on behalf of the Insured Person

] Reimbursement of the aggregate of all
] such expenses incurred whilst in Great
] Britain, Northern Ireland, the Channel
] Islands, the Isle of Man and the
] Republic of Ireland but limited to :-
]
] [1] £240 if such expenses involves
] travel away from the Insured
] Persons residence up to a limit of
] 100 miles.
] [2] £605 if such expenses involves
] travel away from the Insured
] Persons residence beyond 100 miles.
] [3] £1,210 if such expenses involves
] travel from the Insured Persons
] residence to any World Wide
] destination, or expenses involving
] internal airflight to Great
] Britain, Northern Ireland, the
] Channel Islands or the Republic of
] Ireland.
]

18. Death occurring in any Country outside the Insured Person's Country of residence.

] [1] Reimbursement of the fees or
] charges necessarily incurred to
] return the deceased to the next of
] kin up to but not exceeding £2,500.
]
] The aggregate of Compensation for
] all Insured Persons arising from
] an accident under this Result
] shall not exceed £7,500.
]

THE BOYS' BRIGADE UNIT SCHEME
PROPOSAL FORM FOR
SHORT TERM "SPECIAL" COMPANY INSURANCES FOR CAMP AND EVENTS
In all instances where 'Company' is stated, read 'Company'/District/Division/Region'.)

This leaflet summarises briefly the extent of cover offered by the 'Special' Company Insurance available through our Insurance Brokers, and is a proposal form. Full details of the terms and conditions applying to each item are contained in policy documentation held by the Brigade's Business Centre.

Please note the Insurance detailed below will commence on acceptance by the Underwriters and will remain in force for the period stated. No renewal notices will be issued by the Insurers and Officers will need to make their own arrangements to maintain cover.

All insurance cover described below is covered anywhere in Great Britain, Northern Ireland, Isle of Man, the Channel Islands, Republic of Ireland and the Continent of Europe.

COMPANY _____ CAPTAIN _____

POSTAL ADDRESS OF COMPANY CAPTAIN _____

TELEPHONE NUMBER: Home _____ Work _____

POST CODE _____

PLEASE GIVE: a) Dates of Camp (including travelling) _____ Max. 31 days duration

b) Location of Camp and Country _____

c) Method of Travel _____

Was Special Insurance taken out last year?
YES/NO

SECTION 1 CAMP EQUIPMENT

Type of Cover: All Physical Loss or Damage including Full Theft - Short Term Cover: Camp Equipment whilst on hire or which is in use anywhere in Europe and in transit, for short periods including loss of hiring charges.

- Exclusions:**
- a) Wear, tear, allowance for age and condition, gradual deterioration, rust, mechanical derangement, moth or vermin
 - b) For musical instruments - loss or damage caused by climatic or atmospheric conditions, extremes of temperatures or breakage of strings, reeds or drumheads from any cause.
 - c) The first £25 of each and every loss.

TOTAL SUM INSURED £ _____ x £0.825 per £100 or part thereof

PREMIUM

PREMIUM

= £ minimum £6.00

SECTION 2 PERSONAL EFFECTS AND LUGGAGE OF CAMP MEMBERS

Type of Cover: All Physical Loss or Damage including Full Theft whilst at or travelling to or from camp.
Limit: £500 any one member whilst on any one camp or European Visit.

- Exclusions:**
- a) Wear, tear, allowance for age and condition, gradual deterioration, rust, mechanical derangement, moth or vermin
 - b) Breakage of brittle articles, other than jewellery, unless caused by fire or theft.
 - c) The first £25 of each and every loss.

Premium:

Up to 10 persons	£17.00	<input type="checkbox"/>
11 - 30 persons	£33.00	<input type="checkbox"/>
31 - 45 persons	£50.00	<input type="checkbox"/>
46 - 60 persons	£66.00	<input type="checkbox"/>

61 persons and over to be referred to Byas Mosley.

PREMIUM

= £

SECTION 3 MONEY

Type of Cover: Loss of all Company Cash, Postal orders, uncrossed cheques, Company money or personal money of Officials, Officers, Leaders and Camp Members whilst in transit to or from or at camp.

Limit: £500 any one Officer, Official or Leaders including Money held on behalf of Members £100 any one boy.

Exclusions: The first £25 of each and every loss.

Premium:

Up to 10 persons	£11.00	<input type="checkbox"/>
11 - 30 persons	£22.00	<input type="checkbox"/>
31 - 45 persons	£33.00	<input type="checkbox"/>
46 - 60 persons	£44.00	<input type="checkbox"/>

61 persons and over to be referred to Byas Mosley.

PREMIUM

= £

SECTION 4 CANCELLATION & CURTAILMENT

Type of Cover: Loss of unused travel and accommodation and additional travel and accommodation expenses including use of local accommodation as a result of:

- injury, illness of camp members or close relative.
- major damage rendering camp members accommodation uninhabitable.

Limit: £250 any one Officer, Official, Leader and Camp Member.

Premium: £2.50 per person.

PREMIUM

= £

TOTAL PREMIUM
plus 5% Insurance Premium Tax
plus Admin. Fee

= £
= £
= £ 1.00

TOTAL DUE

= £

DATED..... SIGNED.....

CAPTAIN



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Appendix 4 – Example Amicus Application Forms
(Contact BBHQ for supply)



APPLICATION FOR THE ENROLMENT OF AN AMICUS GROUP



To Brigade Headquarters

Application is hereby made for the enrolment of an Amicus group as detailed below.
This application has the full approval of the church of which it forms a part.

Date of application _____

Signed _____ (Minister/Head of Christian Organisation)

Name of Church _____ Denomination _____

Designation of BB/GB company, if any. _____

CHAPLAIN

Name: _____

Address: _____

Postcode: _____

Tel: _____

Email: _____

AMICUS GROUP

Present strength _____ Male _____ Female _____ Average attendance _____

Day, place and time of meeting _____

LEADER IN CHARGE

Name: _____

Address: _____

Postcode: _____

Tel: _____

Email: _____

Boys' Brigade Headquarters Approval

The above application has been approved on behalf of The Boys' Brigade by:

Signed: _____ Date: _____

Please return to: The Boys' Brigade Headquarters, Felden Lodge, Hemel Hempstead, Herts, HP3 0BL



APPLICATION FOR APPOINTMENT AS AN AMICUS LEADER IN THE _____ AMICUS GROUP

(Appointment is for 5 years. Subsequent re-appointment at 5 yearly intervals is conditional upon the completion of further Amicus training)



Mr/Mrs/Miss/Ms/Revd/Other: _____ Surname: _____ Date of Birth: _____

Christian Name(s): _____ Address: _____

Postcode _____ Telephone Number _____ Email _____

I am a full member/adherent* of _____ Church (state denomination)

Details of previous experience in the BB/GB or other Youth Organisations: _____

If you have previously been a BB/GB Officer, please state your Leader Registration Number: _____

Date and place of BB Officer Basic Training or KGVI Cadet Training Course already completed: _____

Have you ever been convicted of a criminal offence or are you at present the subject of criminal charges? YES/NO* (NB The disclosure of an offence may be no bar to your appointment.)

Nature of Offence: _____ Date: _____

Signed: _____ Date: _____

(Because of the nature of the work for which you are applying, this post is exempt from the provision of Section 4 (ii) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) order 1975, and you are therefore not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act and any failure to disclose such convictions could result in the withdrawal of approval to work with children and/or young people within The Boys' Brigade. The act relates to England and Wales but Officers in Scotland, Northern Ireland and the Republic of Ireland must also answer the question and sign the declaration.)

Declaration to be signed by the applicant: Having read the constitution of The Boys' Brigade, fully approving of its object and recognising the responsibility of the duties involved, I wish to become an Amicus Leader. I promise to carry out my duties in accordance with the Constitution and regulations of The Boys' Brigade and have completed the necessary training.

Signed: _____ Date: _____

Please supply the names, addresses, telephone numbers and positions or relationship of two people to whom reference can be made in support of your application.

Postcode: _____ Postcode: _____

Tel: _____ Tel: _____

Church Approval (To be signed by the Minister of the Church and The Leader in Charge of the Amicus Group.): We consider the above named person to be suitable for appointment as an Officer in The Boys' Brigade. This approval is granted by the Governing Body of _____ Church.

References were taken up and were satisfactory/References were not taken up because* (state reasons)

Signed: (Minster) _____ Date: _____

Signed: (Leader in Charge) _____ Date: _____

Boys' Brigade Headquarters Approval
The above application has been approved on behalf of The Boys' Brigade by:

Signed: _____ Date: _____

Please return to: The Boys' Brigade Headquarters, Felden Lodge, Hemel Hempstead, Herts, HP3 0BL



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Appendix 5 – Examples of Amicus Consent Forms

(Contact BBHQ for supply)



NAME IN CAPITALS

ANNUAL PARENT'S CONSENT FORM

PART A (To be completed by the Amicus Group)

Group

Leader

PART B (To be completed by the Parent/Guardian)

Full name of young person

Date of Birth

PERMISSION

I give my permission for him/her to attend and take part in the activities of the Group.

MEDICAL DETAILS

Details of any medical condition Leaders should be aware of (including any medication he/she may need whilst at Amicus)?

.....
.....
.....
.....

List of normal Group activities on back of form

Signed
(PARENT/GUARDIAN)

Address

.....

..... Post Code

Telephone (day (evening)

Date

List of normal Amicus Group activities:
(Leader is to specify activities)

Cooking
Ten Pin Bowling
Sports
Uni-hoc

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....



Please return to Leader in Charge not more than seven days before the event.



NAME IN CAPITALS

PARENTS' CONSENT FORM
SPECIAL EVENT/ACTIVITY

PART A (To be completed by Amicus)

Group
Activity or Event
Venue
Dates
Leader in Charge

PART B (To be completed by the Parent/Guardian)

Full name of young person
Date of birth

PERMISSION

I give my permission for him/her to attend and take part in the activities or event named in Part A. I understand that in the event of any illness or accident, every effort will be made to contact me, but if this is not possible, I authorise any Leader to sign on my behalf, any written form of consent required by medical authorities.

MEDICAL DETAILS

Name and address of young person's Doctor

Doctor's Telephone Number

National Health Service Number

Details of any infectious disease with which the young person has been in contact within the last three weeks

Details of medicine/diet/treatment which is being taken/followed

Details of known allergies/sensitivities (e.g. penicillin)

He/She has/has not* been immunised against tetanus within the last five years. (*Delete as appropriate)

ADDRESS(ES) OF PARENT/GUARDIAN DURING THE EVENT

Address

Telephone (day) (evening)

Signed Date



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Appendix 6 – Example of Camp Notification Form
(Contact BBHQ for supply)



THE BOYS' BRIGADE

CAMP OR HOLIDAY NOTIFICATION FORM

(Excluding Expeditions)



The arrangements are as follows:

- (a) All Camps and Holidays of more than two nights duration and for any age group **MUST** be notified to and endorsed by the Battalion.
- (b) This form is printed on "No Carbon Required" paper. Writing on the top copy will automatically be copied on the others. Write firmly, preferably with a ball point pen. **Then pass the completed form to the Battalion Secretary, at least 2 months prior to the event.**
- (c) It is hoped that all Camps or Holidays will receive a formal visit following which a report will be issued.

For Battalion Officials

- a) Return the **WHITE COPY** to the Company Captain
- b) Retain the **PINK COPY**
- c) Forward the **YELLOW COPY** to the Battalion/District secretary where the camp/holiday is being held
- d) Forward the **BLUE COPY** to the National Training Department to which the Company belongs

Camp or Holiday Notification

Dates of event From To

Full address of site or base: _____

Map Reference (if known): _____

Company: _____

Battalion: _____

Type of event (delete as necessary)	Junior Section	Company Section	Seniors	
	Company	Joint Company	Battalion	District
	Canvas Camp	Indoor holiday (hostel, school)	Cruise	Overseas Visit

If a joint Company Camp, please give designation of other Companies participating.

Name and Home Address of Officer in Charge _____ Date qualified

Name of person responsible for the supervision of First Aid & Water Activities _____

(For Canvas Camps)
 Name of person holding Campcraft Qualification _____ Date qualified

Day(s) not convenient for visitor to call _____

Battalion endorsement _____ (Battalion Secretary)

Date _____



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Appendix 7 – Example of Expedition Form

(Contact BBHQ for supply)



EXPEDITION NOTIFICATION

Company _____ Dates _____

Location _____ (Range of Hills)

Type of Expedition: B.B. Awards Practice Assessment

Tick as appropriate D. Of E. Practice Assessment

Bronze Silver Gold

Person _____ Expiry Date _____
Leading Expedition _____ Leadership Certificate No. _____

Signed _____ Date _____ Print Name _____ Captain

- All expeditions MUST be notified to your Brigade National Headquarters.
- The leader supervising the Expedition MUST hold a valid Expedition & Outdoor Leadership Certificate.
- A full copy of a route card should be left behind with a responsible person.
- D. of E. Expeditions held in wild country must be notified to the local Wild Country Panel and the Brigade Awards Officer.



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Appendix 8 - Sample Amicus Press Release

PRESS RELEASE



The Boys' Brigade

The Boys' Brigade was founded in 1883 and, for over one hundred years, has offered a structured, progressive programme for boys up to the age of 18. Covering a wide range of interests, the programme provides opportunities for achievement and the development of leadership skills, all of which are underpinned by systematic Christian teaching.

In recent years The Boys' Brigade, alongside many other youth organisations and churches, has found it an increasing challenge to retain its older members. It was their belief however, that with proven experience of work with teenagers, the organisation still had an important role to play in contributing to churches' work with this age group. As a reaction to this need, the BB launched AMICUS in 1994 as an alternative programme to meet the needs of young people. Run as a pilot scheme, evaluated during the first part of 1997, AMICUS proved to be a viable method enabling the church to retain the older teenagers it had and to offer an alternative to those yet to be reached.

Aimed at young men and women between 14 and 22 years, AMICUS is based on the original and proven BB method of offering a structured, progressive programme. In addition it involves the members fully in managing the group, determining their own programme and emphasises adventure type activities such as Duke of Edinburgh Award Scheme, community service and environmental issues. Although AMICUS is part of the BB family, it does not have a standard uniform. The decision of what to wear is again put into the hands of the young people themselves.

Amicus is offered as an additional resource or alternative available to church groups with or without existing Boys' Brigade or Girls' Brigade. The pilot scheme demonstrated that AMICUS can complement existing youth work in a new and dynamic way.

For more information about AMICUS, please contact:

The Amicus Project Manager, The Boys' Brigade, Felden Lodge, Hemel Hempstead, Herts. HP3 0BL
Telephone 01442 231681. Fax 01442 235391
or check out our web site on the internet: www.boys-brigade.org.uk

Please note: The information contained here may only be used in articles relating directly to The Boys' Brigade. The AMICUS logo must be used in conjunction with this and/or any supporting text.



The Boys' Brigade®



Appendix 9 – Amicus Artwork

AMICUS

PART OF THE BB FAMILY

AMICUS

PART OF THE BB FAMILY

AMICUS
PART OF THE BB FAMILY

AMICUS

PART OF THE BB FAMILY

AMICUS

PART OF THE BB FAMILY