

# Scouts | Terrain – How to: Conclude an Activity



## How to – Finalise a Program Activity & Awarding Program Essentials – Milestone Progressions

To finalise a Program activity, event or camp there are a few steps involved so as to finalise properly and to award Participates and part award Assists and Leads in the Program Essentials Milestones. The Organiser of this activity or any member of the Unit Council (including adult Leaders) will be able to finalise these activities. It is suggested this occurs at the end of a Program night or event with the Youth Members who participated are still present.

### Step 1

Navigate to the Program Calendar (found on the Programming tab on the left hand side navigation bar in Scouts | Terrain)

### Step 2

Select a program activity, event or camp that has already occurred – let's say it is the 24<sup>th</sup> of August 2020 and your Patrol, Unit or Group did an activity together today 24<sup>th</sup> August 2020. Go into that activity by clicking on the program for that day in the calendar.

There will be three selection menus at the top – Activity Details, Attendance and Review.

### Step 3

Select the attendance tab up the top of the page – select which members attended there are two ways to do this.

1. Click on the circle next to the name heading at the top of the list. This will select all members and then you can untick which ones did not attend
2. Individually select who attended by clicking on the circle next to their name.
3. Press save down the bottom right of the page otherwise Participate credits will not be awarded.

PROGRAMMING LOGOUT

ACTIVITY DETAILS **ATTENDANCE** REVIEW

Select the attendance button

### Confirm Attendance

<input checked="" type="checkbox"/> Name
<input checked="" type="checkbox"/> [nsw-12345] Karen Kachan
<input checked="" type="checkbox"/> [vic-10101] Automated Tests
<input checked="" type="checkbox"/> [vic-20202] Visual Tests
<input checked="" type="checkbox"/> [tas-666] Bear Grills
<input type="checkbox"/> [wa-00001] Joey Example User
<input type="checkbox"/> [wa-00002] Cub Example User
<input checked="" type="checkbox"/> [wa-12345] Larson Ferrell
<input checked="" type="checkbox"/> [vic-12345] Maria Kuznecova
<input checked="" type="checkbox"/> [wa-00005] Venturer Example User

**SAVE**



## Step 4

Now go to the Review tab on the top right of the page

You will need to walk through the review process (ideally this might occur at the end of a program night, event or camp with the youth members present and providing the feedback)

1. Double check who was initially assigned to lead this activity or components of the activity?
2. Who assisted if anyone?
3. Select from the three options as to how the activity was? (Great, Okay or Boring)

PROGRAMMING

ACTIVITY DETAILS      ATTENDANCE      **REVIEW** [Click Review](#)

### Review

Talk to the participants after the activity. What was achieved, what was enjoyed and how have they grown?

**Info** Don't forget to Review this activity after it has finished. Participates, Assists and Leads will only be assigned once the Review is completed and the activity has been concluded.

Who organised this activity?  
[nsw-12345] Karen Kachan

Who was this activity for?  
First Cheltenham Group

**NOTE: This only partially awards an Assist or Lead for any youth member. They will need to complete a Review component within their profile through the Milestones TAB once this activity has been concluded**

Who led this activity?  
[nsw-12345] Karen Kachan    [tas-666] Bear Grills

Who assisted this activity?  
[vic-10101] Automated Tests

**Double check who is listed as the lead/ leads for this activity. make sure all the youth members that lead specifically for a Milestone requirement are listed here**

**Double check who assisted if anyone and make sure thoughts who assisted for the purposes of a Milestone requirement are listed here**



4. Select which words apply to the activity (Adventures, Fun, Challenging and Inclusive)
5. What elements of the Scout Method were evident in the activity?
6. List some of the reasons how the members believe these elements of the Scout Method have been covered?

**How was the activity?** ← To get a quick pulse from the youth members - you can ask different questions to gauge which circle you should tick

Great  Okay  Boring

**This activity was** ← Our program should at all times hopefully be Adventures, Fun, Challenging and Inclusive however what do our youth say it is? only tick the circles that apply

Adventurous  Fun  Challenging  Inclusive

**What elements of the Scout Method were covered in this activity?** ← Select which elements of the Australian Scout Method the Youth Members and Adults believe have been covered during this activity Note: they need to be able to state how/ why.

<input checked="" type="checkbox"/> Community Involvement	<input checked="" type="checkbox"/> Personal Progression
<input checked="" type="checkbox"/> Learning by Doing	<input checked="" type="checkbox"/> Promise Law
<input checked="" type="checkbox"/> Nature and the Outdoors	<input checked="" type="checkbox"/> Symbolic Framework
<input checked="" type="checkbox"/> Patrol System	<input checked="" type="checkbox"/> Youth Leading, Adult Supporting

**How was it covered?** ← How do the Youth believe these items of the Method have been covered

These elements were covered by us testing out the system. Learning by doing e.g exploring the system without much guidance, personal progression by learning new skills that will help me track my scouting journey from now on, Patrol system as we discovered in Patrols.

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7. What are some of the things the members feel as though they have learnt through this activity or how they have grown through the SPICES?
8. Press the conclude activity button. This will complete the Units Review

**How has the Group grown?** ← This questions relates to how they have grown through their Educational Objectives of Scouting or our SPICES for short - can the youth articulate how they have grown in different areas through this activity

Our SPICES areas covered off where Intellectual as we are learning the system and emotional as we learn how some members of the Unit need more assistance and guidance with the technology then others

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Make sure you select conclude activity → **CONCLUDE ACTIVITY**

