

### **HOW TO ORGANIZE A KAWAN**

When an organization wants to sponsor a Kawan, it does not seem possible because the potential members are scattered over a wide area of the locality. At first glance this may be so but this problem can easily be solved. A few hints on organization can be the answer.

Most of the problem of the Kawan can be traced to the way they were organized. So, it is best to organize Kawans according to a three-phase plan. There will be a slim chance for failure if this is followed.

#### **Here are the three Phases of organizing a Kawan**

**Sponsorship:** The institution should be committed to the KAB Scouting program.

**Leadership:** Prospective parents should be properly oriented on the program and on their roles. Kawan Leader should be selected and properly trained for their roles in the Kawan.

**Membership:** Weekly Color Group meetings should be started, so with the monthly Kawan meeting. The Kawan should be properly installed with a charter presentation and with a follow-up after the Kawan is organized.

You need sponsorship to get leadership and you must have leadership to have the boy start meeting. The phases are interrelated but it is not necessary to complete one phase to go on to the next. The important point is; you cannot have a Kawan without sponsorship, leadership, and membership.

As the basic organizational unit in KAB Scouting, a Kawan may have neither a membership of not less than 14 nor more than 32 boys from the institution, bound together by unity, compatibility, interest, and needs.

#### **Organizing a New Kawan**

The following step should serve to guide whoever will be charged to organize a Kawan.

1. An institution or responsible group of citizen expresses a desire to organize a Kawan in a letter or a call to the Local Council.
2. The Scout Executive confers with the head of the institution or group of citizens, explaining the responsibility of sponsorship.
3. The Institutions agrees to adopt the KAB Scouting program.
4. An organizing committee, selected by the Institution, meets to plan the organization of the Kawan.
5. The appointment of an Institutional Coordinator and a Kawan Committee composed of a chairman and 2 to 4 members is finalized by the organizing committee,

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6. The Kawan Committee meets in consultation with the Institutional Head and/ or the Institutional Coordinator to appoint the Kawan Leader and his/her Assistants.
7. The boys who will be members of the Kawan are recruited. Similarly, the Color Group Leader are recruited from a Scout Troop.
8. The Institutional Coordinator files the application for chartering the Kawan.

### ***The chartering a new Kawan involves three steps:***

- a. Application for charter with the signature of each adult
  - b. Individual application for each boy member
  - c. Payment for registration of each boy and adult
9. The Local Council, through the Municipal/District Scouting Committee, prepares the Kawan leader for installation. The boys are assisted to meet the Membership Badge Requirements prior to investiture.
  10. Upon approval of their application, the Kawan sponsoring institution receives a charter and the members of the Kawan Committee, Institutional Head, Institutional Coordinator, Kawan Leaders and the boy receives their annual membership certificates in an Investiture and Installation Ceremony.

### **Reorganization an Old Kawan**

If the Kawan needs to be strengthened and/ or re-organized it is best to refer to the organizational flow mentioned above. It really serves as a measuring yardstick. It will show up any weakness that needs to be corrected.

If the problem is the Institutional Head or Representative, he/she needs to be re-oriented on his/her commitment. A dialogue might work out profitably.

If your Kawan has gone into slump because of poor parent participation, this might be due to ignorance of their responsibilities toward the Kawan and KAB Scouting. This situation can be remedied by a parent orientation session, preferably through an afternoon or an evening social. This may be one way of getting to know each other better and knowing how they (the parents) can help most in Kawan activities. Just keep in mind that an “extra push” may get parents to involve themselves actively in the program.

Sometimes you don't get enough boys to join the Kawan. A good remedy for this is for the KAB Scouts and their parents to “sell” the joys of KAB Scouting to their friends and neighbors.

If the problem is leadership, a possible reason might be lack of training, so the Leaders should be asked to attend formal training. If this is not feasible, a dialogue with them on their roles and responsibilities might just do the trick.

What is important in organizing a new Kawan or reorganizing an old one is to start with a firm base of understanding. Everyone will support the program and wholeheartedly get involved in it, if it is understood and roles are clarified.

## **KAWAN ADMINISTRATION**

You accepted the job of a Kawan Leader for various reasons: may be because you love to be with boys; or, KAB Scouting is a worthwhile activity for spending your leisure hours; or you like what you see and hear about Scouting so you wish to be part of it; and most of all, it is fun. I'm sure you were never attracted to the program because of the administrative side of it that lies behind all the fun. Do you know that it is the administrative side of running the Kawan that makes the KAB Scouting more fun, more worthwhile, and more successful? Good Kawan program also means good Kawan administration.

### **Kawan Financing and Budget System**

The sooner a Kawan gets on a solid financial standing, the better for the Kawan to function successfully. A budget system or Kawan thrift plan is a good way to attain this. The Kawan thrift plan or Kawan financing system is a simple way to back up Kawan program plans. Without it, the Kawan program plan may not be realized. This financing system involves three steps:

1. Adoption of a budget
2. Establishment of a revolving fund to meet financial needs
3. Fund raising to meet the budget requirements

The ability to spend money wisely is learned only by spending it. To gain this experience, the KAB Scouts as well all those involved in the Kawan, should share the responsibility of determining what to spend and where to get the funds for these. If everybody participates in the Kawan financing system, each one will feel his/her importance in the Kawan and willingly involve himself/herself in its program and activities. What should be done?

First, budget must be prepared. This will reflect the sources of funds and the activities and the projected expenses.

What are the items to be considered as expenses?

#### **Registration Fee**

Use of the budget ensures prompt payment of registration dues of the Kawan. When a boy first joins the Kawan he is required to pay in full his registration fee. The following year, the Kawan does not need to wait for each boy to give his registration fee anymore because this is already incorporated in the budget.

#### **Program Materials and Tools**

A fund for handicraft materials and tools may take it possible for each Color Group to plan things to make, without thinking whether it would be possible to make them. With available funds these materials or tools can easily be acquired.

#### **Goodwill Fund**

The KAB Scout gives goodwill. This is part of the law of the KAB Scouts. Some goodwill projects may involve some expenses.

### **Badges and Insignias**

The financial system can make available for free to each KAB Scout badges of office or even of advancement to be presented to them on behalf of the Color Group or of the Kawan.

### **Reserved Fund**

This fund makes it possible for the Kawan to push through with its programs and projects without resorting to juggling of funds or decreasing budgetary items in one or two items to finance unexpected projects.

These funds can also take care of emergencies, particularly if Kawan income should fall below the anticipated expenses. This is a sound financial procedure. Other desired budgetary items like Kawan equipment, such as Kawan flags or expenses for special projects may also be included. All these will have to be reflected in the budget.

For sources of income, the following may be considered:

### **Weekly Dues from KAB Scouts**

The KAB Scout should be encouraged to earn the money for their weekly dues – emphasis is on the personal responsibility from each boy to make prompt submission of his weekly dues. To teach them to be self-reliant – a modest amount, one which will not be a burden? Parents should be made to understand that this is not just a matter of collection but that this may provide an opportunity for a real experience in business training and thrift for their sons. The KAB Scout should understand too, why they have dues and where their dues would go.

The KAB Scouts submit their dues to their Assistant Kawan Leader every week. This collection is submitted to the Kawan Treasurer every week, who deposits the money in a bank in the name of the Kawan. The Treasurer does this after making the appropriate entry in the Kawan Financial Record Book.

### **Donations**

Usually, during the Kawan Investiture Ceremony, sponsors of the KAB Scouts donate small amount of the Kawan Fund. Sometimes the donations are unexpectedly large and it will be a big help to Kawan activities.

A civic-spirited citizen might also voluntarily give a sizeable amount for the Kawan because he/she is impressed with what has been seen or observed. For all you know, some individuals are just waiting to be asked, to share a little for Kawan projects.

### **Kawan Fund Raising Project**

To defray the expenses of a special Kawan project, the Kawan Committee may plan a special fund raising project. Of course, the amount collected will be spent for the purpose for which it was engaged in, but whatever balance there may be will be included in the general fund of the Kawan.

### **Fund-Raising Project**

Annually the National/Regional/Council sponsors a fund raising activity. The units invariably are asked to help in the project and a certain percent of the fund collected goes back to the unit.

The amount depends on the number of solicitation the unit makes.

### **Raising Funds-The Kawan**

The Kawan can raise funds for itself. With the help of their parents, the KAB Scout can sell the produce from their vegetable garden or from whatever money-earning project they might plan, such as selling old news paper, empty bottles, cleaning shoes, a “bring and buy sell”, and the like. It is good for the KAB Scouts to raise some money for their needs but the effort must be seen as part of their training, and not burden them or interfere with their planned programs.

### **Kawan and Color Group Record**

As with any other organization, record and record keeping is a must. For the Kawan, the record will tell at any time just where the Kawan stands. Such question as: How sound is it financially? How is the status of advancement in the Kawan? What activities or projects have been undertaken or are ongoing? Can easily be answered by looking at the Kawan records, but not if the record-keeper is not systematic and orderly in the job. Records are essential in a well-run Kawan. The most important ones are:

### **The KAB Scout Handbook**

Each KAB Scout must have his own copy of the KAB Scout Handbook and all other books necessary for his advancement in the Kawan. These books must be properly accomplished, which means promptly signed and dated by either the parent or the Assistant Kawan Leader.

It may help the Kawan keeps a small supply so that any boy can buy one easily, or the Kawan can give him one, whatever the practice in the Kawan is, depending of course on the Kawan finances.

### **Color Group Records**

#### *1. Weekly Color Group Programs*

This is important. At the Kawan Leaders' meetings where the next month's plans are finalized, the AKL in charge of the Color Group writes the detail of the Color Group plans. This will be the basis for the Color Group meetings. Afterwards, the AKL and the Chief Usa confer and note down on the plan which activities went over big and which failed. These notes can be used for future planning.

#### *2. Advancement Chart*

These show the advancement and achievement requirements passed by each KAB Scout in the Color Group. It should be up-to-date. At each color group meeting each KAB Scout should report on his accomplishment, which must be duly recorded in the chart by the Chief Usa or whoever is assigned to do it, of course, under the supervision of the AKL.

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### ***3. Advancement Report***

At each color Group meeting the AKL notes the updated record on the advancement Chart. He/she reports the information to the Kawan and helps fill out an Advancement Report for the Council Office, if there is a need for it.

Upon receipt of the report, the necessary badges are then secured for presentation at the next Color Group meeting.

### ***4. Attendance and Dues Record***

This is both a record of the individual KAB Scout's attendance and payment of weekly dues as well as color Group roster. Here, the AKL notes down the date when the boy join the Kawan and such other detail as necessary so that the AKL will be able to know the boys in her Color Group. It may even include information about the boy's parents and address for follow-up purposes.

### ***5. Color Group Accomplishments***

This may be optional. This is actually a logbook of Color Group activities. The logbooks may include photos, Articles, awards, clippings, etc. which the Color Group will be proud to show to others as a record of its joys.

## **Kawan Records**

### **1. Kawan Record Book**

This is your Kawan's most complete record. It should include all necessary data of the Kawan such as the following:

- a. Advancement and Achievement record of each KAB Scout
- b. Badges awarded
- c. Attendance of both KAB Scout and parent at CG and Kawan meetings and special events
- d. Record of dues

It is your responsibility to keep this up-to-date. Check regularly with your AKL for administration if this is being accomplished regularly.

### **2. Kawan Financial Record**

This is a companion to the Kawan Record Book – The Kawan's income and expenditures with the usual breakdown. Where each income came from and where each centavo went, should be clearly reflected here.

This book should be in the hands of the Kawan Treasurer who is a member of the Kawan Committee. Periodically you should review the records with the Treasurer, double checking the record against the dues record in the Kawan Record Book.

### **3. Kawan Program Plans**

You should keep a file of program plans prepared during your monthly Kawan meetings with notations on the details which were enjoyed by the KAB Scouts and their parents and those which need to be improved or entirely discarded for future use.

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### **4. Kawan Reports**

This should include the Kawan Charter, the advancement reports, the Color Group reports, and copies of all other communications received from and sent to the Council. This will serve as a ready reference in the following year or in the future.

### **5. Kawan Advancement Chart**

This is available from Council or National Supply Service. It will show at glance a true picture of the advancement status of your Kawan by color Groups. This should be filled up at every Kawan meeting.

### **6. Kawan Logbook of Activities**

This is similar to the color Group Logbook only it is on the Kawan level.

### **7. Record of Kawan Equipment**

This should show the list of equipment of the Kawan when they were acquired, where they can be located, if they have been issued out to the Color Group.

## **Kawan and Color Group Equipment**

Kawan equipment consists of the tools used for the job of KAW Scouting. A Kawan which lacks the necessary gear for the job may not succeed because of these.

What are these? – They are the gears, tools, and materials necessary in the planned activities of the Kawan so that advancement requirements can easily be accomplished. Look at the requirements, and it will help and guide you to acquire the materials needed. This can build up through the years with parents and friends helping you, if you let them know what are needed. It is surprising what can be found in their homes that are just lying idle but which can be useful in your Kawan activities.

The Kawan will also need a good first aid kit ready for emergencies most especially when the Kawan is out on activities and outings.

Equipment cost money and must be maintained properly. A Kawan Committee member or one of the AKLs could act as the Kawan Quartermaster (QM). It is better this way that there is only one person responsible for all the equipment of the Kawan.

Who buys all equipment? – Some equipment may be bought from the Kawan funds. You must inform your Kawan Committee of your need so that they can plan money-raising activities if there are not enough funds for the purpose, to ensure that your Kawan will have what it needs.

A good storage space is necessary for all your Kawan equipment. A cabinet perhaps or a small room would serve the purpose, with boxes for each Color Group to keep what it will use. These boxes must have a good lock and must be the responsibility of the CG Quartermaster. The QM must have a spare key as precaution.

The QM will need to keep a record of what the Kawan owns, what is on loan to a Color Group and what is readily available. Other equipment such as camping or cooking gear for

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Kawan holidays may be borrowed and their use must be properly arranged. But if the Kawan can afford them, then the Kawan might just as well buy them. What is important is - there is equipment when needed and that they are properly maintained for maximum use.

**Kawan Reports**

Reports are part of the Kawan records. A file should be made of them for future reference. Among these are the following:

- Application form
- Kawan Charter
- Advancement report
- Report on KAB Scouts Graduated to the Troop
- Kawan Leader's Annual Report to the Kawan Committee  
Or to the Chartering institution
- Other Report as may be called for from time to time

**Measuring Results**

Are your KAB Scouts having fun? Are they happy? Are you satisfied with your work? Are you happy working with your assistant? with the parents?

It is time to get out the "Fun Yardstick" Take your Kawan measurement. Find out your status. Are you in a rut? Is your relationship showing? Are you suffering from "growing pains" (boys joining without or indifferent parents' participation). Do your boys renew their registration?

Look over the following checklist and check your Kawan against them.

**A. Use of the KAB Scouting Program**

	Always	Some- times	Never
1. Were Kawan and CG activities planned In advance with different monthly themes?	_____	_____	_____
2. Were the theme ideas carried over to the homes?	_____	_____	_____
3. Were Kawan meetings held every month to plan Kawan and CG meeting outlines?	_____	_____	_____
4. Did your Kawan meet every month with parents present?	_____	_____	_____
5. Did you meet with your Chief Usas regularly?	_____	_____	_____
6. Were Color Group meetings held weekly?	_____	_____	_____
7. Did your CG meetings prepare for the monthly Kawan meetings?	_____	_____	_____
8. Did parents take an active part in Kawan activities?	_____	_____	_____

**B. Kawan Organization**

1. Was the Kawan properly represented?	_____	_____	_____
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	Always	Some-Times	Never
2. Did the Kawan Committee meet regularly?	_____	_____	_____
3. Were all your KAB Scouts registered?	_____	_____	_____
4. Did you have enough leaders in your Kawan?	_____	_____	_____
5. Were they working effectively?	_____	_____	_____
6. Did you give recognition regularly?	_____	_____	_____

**C. Kawan Goodwill**

1. Did your Kawan carry out at least one Goodwill activity for your institution or community?	_____	_____	_____
2. Did you publicize your Kawan activities? (photos, press release, Kawan programs/ shows, fairs and etc.)	_____	_____	_____

**D. KAB Scout Advancement**

	20%	50%	100%
1. How many KAB Scout advance during the year?	_____	_____	_____
2. Do you conduct appropriate ceremonies to award them their badges?	_____	_____	_____
3. If you graduated KAB Scouts, did you have a graduation ceremony?	_____	_____	_____
4. Were parents present or involved in these ceremonies?	_____	_____	_____

**E. Kawan Record and Reports**

	YES	NO
1. Did you keep records? CG _____ Kawan _____	_____	_____
2. Were your records up-to-date?	_____	_____
3. Did you prepare and submit reports promptly? Advancement _____ Activities _____	_____	_____
4. Were your records neatly kept?	_____	_____

**F. Training**

1. Were your Kawan Leaders properly trained?	_____	_____
How: (Check)	_____	_____
Basic Course	_____	_____
Advanced Course	_____	_____
Roundtables	_____	_____
Pow-Wow	_____	_____
Others	_____	_____

**G. Holding Power**

How well did you hold your boys? This can be shown in your record of boys re-registering. Here is a table you might like to make to ascertain your holding power.

Are you satisfied with the result of your assessment? Do something about your findings. At your Annual Planning Conference or at the Monthly Kawan Leaders' Meeting, announce your findings and discuss possible means of improving the results.

Sometimes you may find out that you also have to make an assessment of yourself as a Leader. Try to make an honest appraisal of yourself as a leader. You may be surprised at the result.

Rate yourself according to the self-rater below. Be sure to accept humbly your honest appraisal of your leadership and try to do something on those points which need the most attention.

**HOW DO I RATE AS AN EFFECTIVE LEADER?**

(An effective leader is one who helps the group achieve its goal.)

1. Am I clear about my goals as a leader and the goals of those with whom I work?
2. As a leader, do I like to run the show or do I attempt to act as a guide for other?
3. Do I have a desperate personal need to be a leader and have a position of prestige and authority?
4. Do I struggle to keep the leadership of a group or am I willing to share it to the point of losing it?
5. Do I really listen to other people when they are speaking, or am I just waiting for the opportunity to say my piece?
6. Do I willingly accept the advice of others?
7. Do I feel my leadership threatened by experts and specialist?
8. Do I encourage free expression of ideas and feelings from my colleagues and KAB Scouts?
9. In my leadership, do I feel I have the answer to most problems and attempt to lead others to accept answers?
10. When I am criticized or found to be wrong, do I honestly admit my failings or do I attempt to cover up by making excuses?
11. Can I accept others just as they are or do I judge them according to a set of standards that suit me?
12. Do I have real trust and confidence in the group with whom I work?

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13. Do I appreciate and understand the thinking of today's young people?
14. Am I flexible about new approaches and ideas regarding Scouting?
15. Am I really sensitive to the needs and thoughts of the groups with whom I work?
16. Am I looking for a canned program that I can make boys fit or do I help boys adopt the available program to best suit their needs?
17. Am I willing to study and take further leadership training to help better understand my self as a leader and to understand those with whom I work?
18. Do I plan all meetings alone without asking for comment from my colleagues and boy leaders?
19. Do I consider the boys or do I plan meetings purely for my own convenience?
20. Am I making the most effective use of the skills and talents of my colleagues, the parents of the boys, and skilled individuals in the community?
21. When I find myself weak in some of these things, do I resolve to do my best?