

# New Group Journey - Checklist

These sheets will help you plan the actions that you need to take to start a new Woodcraft Folk group in your area, and keep track of what you have achieved.

You can find more detail about many of these steps on the Woodcraft website in the New Group Journey. The actions below are colour-coded to show which part of the Journey you should look at for more information:

**The people you need**

**Guidance Sheet 1**

**Working Together**

**Guidance Sheet 2**

**Publicity and Outreach**

**Guidance Sheet 3**

**Finance**

**Guidance Sheet 4**

**Programme Planning**

**Guidance Sheet 5**

**Being part of the Folk**

**Guidance Sheet 6**

**Staying Safe**

**Guidance Sheet 7**

# New Group Journey – Stage 1: Finding People

These are the first steps towards setting up your new Woodcraft Folk group. All the actions are important to complete but it will vary from group to group which order you do them in.

Use the blank columns to keep track of who's agreed to do each thing, and the target date. Tick them off when they are complete!

You may find it easier to set a date when you want to have the core group of volunteers up and running, and work back from there.

What do we need to do?	Who's going to do it?	By when?	Done
Initial publicity to generate interest		/ /	
Identify 4 or 5 core volunteers		/ /	
Agree the venue for the group		/ /	
Agree which age group to target		/ /	
Agree time/day for the group to meet		/ /	
Allocate roles among core volunteers		/ /	
At least 2 volunteers join Woodcraft		/ /	
Register with local Volunteer Centre		/ /	
Schedule regular planning meetings		/ /	
Set up email, Facebook etc. for group		/ /	
Request a Group Buddy		/ /	

**Target date to establish the core group of leaders:**

/ /

**Next Stage: Planning Your Group**

# New Group Journey – Stage 2: Planning Your Group

These are the next steps towards setting up your new Woodcraft Folk group. All the actions are important to complete but it will vary from group to group which order you do them in.

Use the blank columns to keep track of who's agreed to do each thing, and the target date. Tick them off when they are complete!

You may find it easier to set a date when you want to hold your first group night, and work back from there.

What do we need to do?

Who's going to do it?

By when?

Done

Membership and DBS checks for adults

/ /

Register the group with Folk Office

/ /

Introductory training for volunteers

/ /

Open a bank account for the group

/ /

Visit existing Woodcraft group nearby

/ /

Agree how you will all work together

/ /

Agree your Local Safeguarding Plan

/ /

Publicise group to children and families

/ /

Agree setup plan and budget

/ /

Hold taster sessions for children

/ /

Develop first term's programme

/ /

Raise funds to support your group

/ /

Register children who will attend group

/ /

Get group resources from Folk Supply

/ /

Target date for your first Woodcraft group night:

/ /

Next Stage: **Your First Term & Beyond**

# New Group Journey – Stage 3: Your First Term & Beyond

Now your group is up and running, here are the next things you need to think about. You don't have to do things in this order, but these actions will help your group succeed and remain strong.

Use the blank columns to keep track of who's agreed to do each thing, and the target date. Tick them off when they are complete!

Some of these will become ongoing tasks for one or more members, or responsibilities of the group as a whole. There's lots more support and advice on the Woodcraft website, [www.woodcraft.org.uk](http://www.woodcraft.org.uk)

What do we need to do?	Who's going to do it?	By when?	Done
Evaluate and reflect on your first term		/ /	
Complete the Sustainability Scorecard		/ /	
Review how you manage behaviour		/ /	
Plan the next term's activities		/ /	
Plan a camp or hostel trip		/ /	
Connect with nearby groups		/ /	
Participate in wider Woodcraft events		/ /	
Attend Woodcraft's Annual Gathering		/ /	
Share what you've learned with others		/ /	
Think about ongoing training needs		/ /	
Fundraise to support your activities		/ /	
Review safeguarding arrangements		/ /	
Recruit more children for your group		/ /	