

the Sponsoring Institution.

- (2) To make sure that the financial, material and other administrative needs of the units are provided.
- (3) To review the progress on the implementation of the Annual Program Plan.
- (4) To make sure that all Adult Leaders are given the necessary training to insure the effective implementation of the Youth Program.
- (5) To promote and maintain the interest of the parents by involving them in the planning and implementation of the Annual Program Plan of the Institution.
- (6) To make sure that all Units are provided with qualified, committed, and responsible leaders.
- (7) To make sure that the Institution undertakes meaningful community development projects and activities.
- (8) To review each Unit Charter and assist in re-registering.
- (9) To provide appropriate recognition/incentives for performance and contribution.

Composition and Officers

HEAD OF INSTITUTION/INSTITUTIONAL SCOUTING COMMITTEE ADVISER

Advise the Institutional Scouting Committee and its Chairman on matters concerning:

- (1) The program and policies of the Institution;
- (2) The obligation of the Institution and the Boy Scouts of the Philippines;
- (3) The achievement of the Institution's mission through Scouting;
- (4) The enhancement of the image of the Institution.

INSTITUTIONAL SCOUTING REPRESENTATIVE (ISR)

In the event that another Scouter is appointed/designated as ISR the head of institution automatically

assumes the position of adviser of the ISC.

Job Description:

- (1) Is responsible for .the chartering of the Institution by the BSP.
- (2) Ensures that the Scouting Program is a part of the Institution's program.
- (3) Coordinates with the Local Government Units (LGUs) / Non-Government Organizations (NGOs) and civic spirited citizens for support.
- (4) Ensures the provision of adequate and safe facilities for the Units.
- (5) Ensures that the conduct of Scouting activities is in accordance with the policies and principles of the Boy Scouts of the Philippines.
- (6) Sees to it that the institution receives regular reports from the Units.
- (7) Represents the Sponsoring Institution in the District/Municipal Scouting Committee and the Local Council.
- (8) Sees to it that leaders attend Scouting training/conferences.
- (9) Ensures that recognition for deserving Institutional and Unit Scouters are provided.
- (10) Ensures that the standards of Scouting are maintained in the Institution.
- (11) Sees to it that potential leaders are recruited for the operation of the Units.
- (12) Promotes and maintains interest of parents and leaders in Scouting.
- (13) Establishes harmonious relationships with the community.

CHAIRMAN, INSTITUTIONAL SCOUTING COMMITTEE

Job Description:

- (1) Presides over meetings of the Institutional Scouting Committee.

- (2) Serves as ex-officio member of all Sub-Committees of the Institutional Scouting Committee.
- (3) Promotes harmonious relations between parents and the community.
- (4) Ensures that a year-round Scouting program in the Institution is provided.
- (5) Enjoins Non-Government Organizations (NGOs) and Friends of Scouting to extend assistance and support to Scouting activities of the Institution.
- (6) Provides maximum opportunities for Unit Leaders and Scouts to participate in Scouting activities at all levels.

INSTITUTIONAL SCOUTING COORDINATORS/SECRETARY

Job Description:

- (1) Coordinates the activities and operations of all Units in the Institution.
- (2) Sees to it that Scouters in the Institution are informed of the Scouting activities to be held and conducted at all levels.
- (3) Prepares the Institution and the Units in the conduct of the Annual Charter Review and the Annual Round-Up by the District/ Municipal Scouting Committee.
- (4) Sees to it that the members of the Institutional Scouting Committee are registered with the BSP.
- (5) Ensures that the standards of Scouting are maintained in the Scout-Units.
- (6) Recommends deserving Unit leaders for recognition.
- (7) Encourages Unit Leaders to attend the required Scouting training, etc.
- (8) Coordinates planning, implementation and evaluation of Unit activities and projects.
- (9) Promotes harmonious relations among Unit Leaders and parents.

(10) Prepares the agenda of the ISC meeting in consultation with the Chairman, notifies all members and takes minutes of the Institutional Scouting Committee meetings.

(11) Keeps and maintains up-to-date records of the ISC.

(12) Prepares reports required of the Institutional Scouting Committee and submits the same to the appropriate body.

TREASURER

(1) Prepares the annual budget of the Institutional Scouting Committee.

(2) Records all contributions, donations and other revenues duly received.

(3) Keeps Institutional Scouting Committee funds in a bank account.

(4) Renders audited financial reports regularly, particularly during meetings of the ISC.

(5) Disburses funds of the ISC in accordance with established policies and procedures.

AUDITOR

(1) Audits and authenticates the financial transactions of the Institutional Scouting Committee (ISC) in accordance with established policies and procedures.

(2) Prepares and submits periodic audit reports.

(3) Conducts annual inventory of ISC property.

CAMPING AND ACTIVITIES OFFICER

(1) Initiates the planning and implementation of a year-round camping and activities program of the Institution based on the identified needs of the units.

(2) Ensures that all camping and activities are conducted in accordance with policies and standards.

ADVANCEMENT AND AWARDS OFFICER

- (1) Monitors the advancement of the Scouts.
- (2) Prescribes measures for the effective implementation of the advancement program.
- (3) Makes sure that the dedicated and exemplary services and support given by parents, Adult Leaders and Institutional benefactors are recognized in a fitting ceremony.

WAYS AND MEANS OFFICER

- (1) Initiates fund-raising projects to generate funds for the Institutional Scouting Committee.
- (2) Coordinates with the treasurer on the proper collection of funds generated.
- (3) Submits reports to the Institutional Scouting Committee of the funds generated from the projects.
- (4) Ensures that certificates / letters of thanks and appreciation for all donations/ contributions received by the ISC are prepared and delivered to all concerned.

HEALTH AND SAFETY OFFICER

- (1) Ensures that the health and safety measures prescribed in the conduct of Scouting activities are observed.
- (2) Initiates the conduct of Emergency Preparedness activities] exercises in the Institution.
- (3) Keeps the Institution abreast on the health and safety measures issued by appropriate agencies.
- (4) Initiates community-oriented health and safety projects.

KAWAN LEADER

The Kawan Leader is the Program Director of the Kawan. The general manager of the Kawan. The Kawan Leader is responsible for its general direction.

- (1) Recruits boys of KAB Scout age, organizes and registers the Kawan.
- (2) Gives the KAB Scouts the opportunities to work on their membership requirements.
- (3) Invests the KAB Scouts in an appropriate ceremony.
- (4) Prepares an Annual Plan of Activities indicating monthly themes and highlights to be carried out during the Weekly Color Group and Monthly Kawan Meetings.
- (5) Submits the Annual Plan of Activities to the Institutional Scouting Committee.
- (6) Ensures the effective implementation of the Annual Plan of Activities through the following:
 - a) monitoring the conduct of Weekly Color Group meetings led by the Asst. Kawan Leaders and the Chief Usas.
 - b) training the Chief Usas.
 - c) harnessing the support of the Institutional Scouting Committee and other parents.
- (7) Plans and conducts the Monthly Kawan Meetings.
- (8) Sees to it that KAB Scouts are advanced to the highest rank.
- (9) Submits monthly reports to the Institutional Scouting Representative on the progress of Kawan operations.
- (10) Conducts a Graduation Ceremony for KAB Scouts who are ready to join a Scout troop.

ASSISTANT KAWAN LEADER

As mentioned earlier, the Assistant Kawan Leader deliver the program to the KAB Scouts in the Color Group. They are assisted by their Chief Usas. Each Assistant Kawan Leader is responsible for two Color Groups. Their specific duties are listed below:

- (1) Assists the Kawan Leader in the following:
 - a) recruiting of boys
 - b) planning the Annual Program of the Kawan.
 - c) training of Chief Usas.

- (2) Keeps and maintains Kawan records and reports.
- (3) Administers the financial and material resources of the Kawan.
- (4) Leads the Weekly Color Group meetings with the assistance of the Chief Usas.
- (5) Encourages and stimulates KAB Scouts interest and enthusiasm in their advancement.
- (6) Keeps up-to-date records and reports of all Color Group and Kawan activities.
- (7) Assists the Kawan Leader in preparing monthly reports on the progress of Kawan operations for submission to the Institutional Scouting Representative.

CHIEF USAS

They are the boy leaders (Boy Scouts) in the Color Group. With the assistance of a Troop Leader, the Kawan Leader recruits and trains them to do their job in the Color Groups. They meet regularly with the Assistant Kawan Leaders to plan the program and activities for Color Group meetings. They assist the Assistant Kawan Leader in the conduct of the weekly Color Group meetings. They meet regularly with the Kawan Leader to gain additional skills in their job. They likewise provide the Kawan Leader the “boys point of view” in the Kawan program and activities.

The Chief Usas are valuable to the Color Group only if they are properly trained and encouraged. This is one of your jobs as a Kawan Leader.

At the weekly Chief Usa meeting, you help your Chief Usas learn the songs and games, skills and other details of the Color Group meetings. You also give them a chance to help in planning the next Color Group meetings. In this way you encourage their participation and inspire them to do their best, giving them due recognition during Kawan meetings or at some special activities will likewise stir their enthusiasm to lead their color groups.

FLAG BEARERS

Each Color Group has a Flag Bearer, a KAB Scout chosen by his peers in the Color Group to be the assistant boy leader of the group.

Training the Chief Usa

The Chief Usa (CU) is a Boy Scout carefully selected by his Scoutmaster and the Kawan Leader. He is of any age or rank. As leader of the KAB Scouts in the Color Group he has the opportunity to

help/inspire them advance in the KAB Scouting trail.

However, the Chief Usas are busy Scouts. Each week they attend their Troop and Patrol meetings. They are doing their best to advance, too, in their Boy Scouting program. Chances are, they will not be interested in spending extra time as Chief Usas unless you make it enjoyable and interesting to them.

You have your job defined here. The Chief Usas need your help. You have to make your Chief Usas really like their assignments in the Color Groups to make them stay.

Often the Chief Usas fail to come up to our expectations because they themselves do not understand what is expected of them. One of them is their relationship with their Assistant Kawan Leaders in leading the Color Group. There will be many occasions when they direct activities themselves as in game or song leading. At other times it is logical that the Assistant Kawan Leader, as an adult, leads other activities, as in planning the details of an activity/project.

The Chief Usas must also be guided on how to use their flag Bearers. They will need hints on how to work with younger boys. You must help them understand what discipline means; that it is partly their responsibility. Help them understand that they are all that the KAB Scouts will see in the Boy Scout program. So, KAB Scouts will judge Scouting by what they see in their Chief Usas who are the Boy Scout Troop ambassadors in the Kawan.

As the Chief Usas continue to serve, help them understand the difference between their ages. Prepare them for the business of working with the KAB Scouts and the need for patience in working with them.

In regular weekly meetings with your Chief Usas, coach them in what is to be done in the Color Group meetings. You may ask Chief Usas to mention their problems so you can help solve them.

Try to make the meetings special treats to your Chief Usas. Include some fun, making the fun come first and “sandwich” in the training. The important thing is, you can't expect your Chief Usas to succeed unless they have help from you. Trained Chief Usas stay longer in their jobs and hopefully under their leadership the KAB Scouts will enjoy their life in the Kawan and will advance faster with a greater number going on to the Boy Scout Troops.

Developing Good Relationships

Harmonious relationships lead to successful Kawan activities. As a KAB Scout Leader you are primarily an executive, a ‘leaner’ of others. A good executive is one who ‘leans.’ You can't be effective as a leader if you do all the job yourself. This is not efficiency at all. To be effective you have to get the cooperation of everyone — show them that you need their assistance as soon as they join the Kawan.

Remember that the success of your Kawan depends on exerted effort by all the leaders in the Kawan, not by only one person. It is well to keep in mind, too, that Scouting is not their main concern. Everyone gives his time because he knows what is expected of him and he enjoys doing it. As the Kawan Leader, you see to it that each leader gets satisfaction from his involvement.

The Parents

You think of parents as part of your Kawan family. They are responsible for the other important aspects of the KAB Scouting program, their sons, the KAB Scouts themselves. KAB Scouting is a family program, requiring parents to assist their sons in their advancement. Their involvement in the program should be made clear before their boys are accepted in the Kawan.

One of your aims as a Kawan Leader is to work closely with the parents so that KAB Scouting will really be a family program in the homes of your KAB Scouts. To do so, you have to orient the parents on why KAB Scouting is a family program and that it requires their interest and cooperation, show and explain to them the KAB Scout Advancement Books (Young, Growing, and Leaping Usa Handbooks).

Parents are expected to:

- (1) Attend monthly Kawan/Parents Meeting with their sons.
- (2) Work with their sons on their advancement requirements making sure they pass them.
- (3) Cooperate with the Chief Usas in every possible way.
- (4) Take active interest in the activities of their sons in the Kawan, particularly with preparation for their participation in the monthly Kawan meetings.
- (5) See to it that their sons' dues are paid up and recognitions properly made.

As for you, take every opportunity to get to know your parents personally. Call upon them if you can, particularly the new parents. Take every opportunity to recognize parents participation and involvement. Publicly praise them for their interest and cooperation. Usually parents will get more involved in Kawan activities because they want to live up to the things you say about them. So, give them more opportunities to show their sons their interest and enthusiasm.

Surely there are ways you can encourage parents to get fully involved in your KAB Scouting program. Try the following:

- Urge, better still, insist that parents be present or participate in ceremonies where their son is involved, as at the induction ceremony or the advancement ceremony.
- Conduct a parent recognition ceremony during Kawan meetings.
- Give parents specific jobs in Kawan activities and projects.

- Orient parents in their role in their son's advancement. Get them to agree to do their part. It is not fair to expect parent cooperation when it is not clear just what they are expected to do.
- Plan meetings with them giving them responsibilities according to their interest, like making arrangements for special trips, preparing simple refreshments, serving as chairman/member of an Ideas Committee or assisting you or the AKL in any game or activity on the Color Group or Kawan level.
- Make one Kawan meeting for parents. This special parent's activity might just be the right approach to their full cooperation and support, for besides informing them about the KAB Scouting program you will also be able to sound them off on their problem. In addition, perhaps you will also be able to gather good ideas from them for your program.
- Have parents accomplish an information sheet. This will help you with special talents they may have which you can use in your Kawan.

Here's an example of a Parent Information Sheet that you may use to get to know your KAB Scouts parents more.

PARENT INFORMATION SHEET

Name: _____
 KAB Scout: _____
 Address: _____
 Telephone: _____

1. What are your favorite....
 Hobbies? _____ Sports? _____

2. Would you be willing to serve in Kawan Activities?

As a Functional Committee Member? _____
 As an Assistant Kawan Leader? _____

3. Do you have experience in Scouting?
 _____ KID Scouting _____ Senior Scouting
 _____ KAB Scouting _____ Rover Scouting
 _____ Boy Scouting _____ Others

4. Please check areas where you would be willing to help.
 _____ Games / Sports _____ Science/Electricity
 _____ Carpentry _____ Sewing
 _____ Nature / Outdoor Activities _____ Cooking
 _____ Crafts _____ Music/Song
 _____ Drawing/ Arts _____ Typing Bookkeeping
 _____ Dramatics/ Skits _____ Others _____

You as the Kawan Leader are the leader of leaders. Your job is to give direction and guidance to the work of the other leaders in the Kawan, particularly those whose main work is with the Color Groups.

The Green and Gold

At least once a year, a special gathering of all the Kawan Leaders and other unit leaders of the sectional program might be staged by the Institutional Scouting Committee to show their appreciation of the work done by these leaders. This might be an afternoon or an evening social or even a special outing.

Whatever the affair is, the Green and Gold should serve to inspire all the leaders to serve better. At this affair simple tokens of appreciation as awards for outstanding performance may be distributed and of course efforts must be made so that, besides the good time everyone is expected to have, the socialization will serve to foster closer and more harmonious relationships among the leaders. Through this special “treat” it is hoped that the appreciation will be mutual.



Chapter VI: KAWAN ADMINISTRATION

(You accept the job of leadership of a Kawan for various reasons: maybe 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 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 a 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 as 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 will willingly involve himself/herself to its program and activities. What should be done?

First, a 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 make it possible for each Color Group to plan things to make and materials or tools needed by the Kawan.

Goodwill Fund

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

Badges and Insignia

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 Groups or of the Kawan.

Reserve 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.

This 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 source of income, the following may be considered:

Weekly Dues from KAB Scouts

The KAB Scouts should be encouraged to earn the money for their weekly dues — emphasis is on the personal responsibility of each boy to make prompt submission of his weekly dues. Parents should be made to understand that this collection may provide an opportunity for a real experience in business training and thrift for their sons. This may include daily savings from their allowances or incentives for helping in the family business during weekends, etc. 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 a small amount for the Kawan Fund. This will be a big help to Kawan activities.

In other instances, civic-spirited citizens voluntarily give a sizable 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.

Raising Funds — The Kawan

The Kawan can raise funds for itself. With the help of their parents, the KAB Scouts can sell the produce from their vegetable garden or from whatever money-earning project they might plan, such as selling old newspapers and empty bottles, cleaning bottles, cleaning shoes, a “bring and buy sale,” 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, records and records keeping is a must. For the Kawan, the record will tell at any time just where the Kawan stands. How sound is it financially? How is the status of advancement in the Kawan? What activities or projects have been undertaken or are ongoing? these questions can easily be answered by looking at the Kawan records. Records are essential in a well-run Kawan. The most important ones are:

KAB Scout Handbook

Color Group Records

Kawan Records

Kawan Reports

Measuring Results

The KAB Scout Handbook

Each KAB Scout must have its 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 for the Kawan to keep a small supply of the handbooks so that any boy can buy one easily. A financially sound Kawan may provide every boy member a handbook.

Color Group Records

(1) Weekly Color Group Programs

This is important. At the Kawan Leaders' meetings where the next months plans are finalized, the AKL in charge of the Color Group writes the detailed 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

This shows 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 accomplishments, 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.

(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 a Color Group roster. Here, the AKL notes down the date when the boy joined the Kawan and such other details 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 a logbook of Color Group activities. This includes 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 the 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 parents 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 Assistant Kawan Leader for Administration. Periodically you should review the records with 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.

(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.

Reports are part of 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 reports as may be called for from time to time

(5) Kawan Advancement Chart

This is available from the Council or National Scout Shop. It will show at a 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 all where they were acquired, costs

where they can be located, if they have been issued out to the Color Group.

Acquiring and Caring for your Kawan and Color Group Equipment

The Kawan will 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. 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 parents of your needs 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 Kawan 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 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.

Measuring Results

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

Do your boys renew their registration?

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

A. Use of the KAB

Scouting Program

(For each item, indicate if Always, Sometimes, or Never)

1. Are Kawan and CG activities planned in advance with different monthly themes?
2. Are the theme ideas carried over to the homes?
3. Does your Kawan meet every month with parents present?

4. Do you meet with your Chief Usas regularly?
5. Are Color Group meetings held weekly?
6. Do your CG meetings prepare for the monthly Kawan meetings?
7. Do parents take active part in CG and Kawan activities?

B. Kawan Organization

*(For each item, indicate if **Always**, **Sometimes**, or **Never**)*

1. Are all your KAB Scouts registered?
2. Do you have enough leaders in your Kawan?
3. Are they working effectively?
4. Do you give recognition regularly?

C. Kawan Goodwill

*(For each item, indicate if **Always**, **Sometimes**, or **Never**)*

1. Do your Kawan carry out at least one goodwill activity for your institution or community?
2. Do you publicize your Kawan activities? (photos, press release, Kawan programs shows, fair and etc.)

D. KAB Scout Advancement

*(Please indicate if approximately **20%**, **50%**, or **100%**)*

1. How many KAB Scouts advanced during the year?

*(For each item, indicate if **Always**, **Sometime**, or **Never**)*

2. Do you conduct appropriate advancement/recognition ceremonies?
3. If you graduated KAB Scouts, did you have a graduation ceremony?
4. Were parents present or involved in these ceremonies?

E. Kawan Records and Reports

*(For each item, indicate if **YES** or **NO**)*

1. Do you keep records?

Color Group?

Kawan?

2. Are your records up to date?

3. Do you prepare and submit reports promptly?

Advancement?

Activities?

4. Are your records neatly kept?

F. Training

(For each item, indicate if YES or NO)

1. Were your Kawan Leaders properly trained?

Basic Course?

Advancement Course?

Roundtables?

Pow-Wow?

Others?

2. Were parents properly oriented on their roles? Through...

Interviews?

Orientation meetings?

Kawan meetings?

Roundtables?

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.

YEAR	NO. OF BOYS REGISTERED	NO. OF BOYS DUE TO REGISTER	% OF REGISTRATION

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.

You may also make an assessment of yourself as a leader. Make an honest appraisal of yourself as a leader.

Rate yourself according to the self-rater below and 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 others?
- (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 the 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?
- (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 adapt the available program to best suit their needs?
- (17) Am I willing to study and take further leadership training to help myself as a leader?
- (18) Do I plan all meetings by myself and never ask for comment from my colleagues and boy leaders?
- (19) 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) Where I am weak in some of these things, do I resolve to do my best?

Chapter VII: PROGRAM PLANNING

A Program Plan is a well balanced, full year of fun-filled and purposeful activities in Scouting. It is designed to give Chief Usas and Kawan Leaders ideas and suggestions for activities to undertake each month.

The aim of planning is to deliver a high quality KAB Scouting program to the boys. This has two important elements. It must:

- (1) Provide fun and adventure.
- (2) Achieve the purpose of KAB Scouting.

Probably, the question you most frequently ask yourself is “What shall we do next week or even the next 12 months?” These questions can be answered by a good program plan. Most Kawans are sponsored by the schools, so they plan their programs for 10-12 months. Planning for the year should be undertaken at least two months in advance of the opening of classes (for school-sponsored Kawans), probably in March. Plan in advance in order to make the best use of your time and the resources available to you. Such planning will also assure you of a variety of activities each month. This is made possible through the use of the theme plan.

Basic Concepts in Program Planning

The Theme Plan

The Theme is a big idea or topic around which many different types of activities like games, stunts, family activities, crafts, and ceremonies are undertaken. The theme plan gives you and your co-leaders the challenge to weave different activities that will ultimately carry out the aims of KAB Scouting and at the same time give the boys the chance to express their talents and discover new interests. It will assure you of varied activities for the Annual Kawan Program.

The following guidelines will help you in the selection of the theme for the month. A good theme should be:

- (1) Appealing to the boys —This means plenty of action, fun and adventure.
- (2) Broad enough to provide a variety of activities, that will help stimulate the KAB Scouts' imagination, creativity, and self-expression.
- (3) Instill deeper values and give meaning to the Ideals of KAB Scouting.

In planning a good program, consider the following:

- (1) Make sure that each boy has opportunities for advancement.
- (2) Provide more KAB Scouting activities during summer when the boys have the most time for it.
- (3) Orient parents to KAB Scouting and involve them in activities so that they will know how KAB Scouting works and how they can help their sons.
- (4) Provide different types of activities based on the theme.

Selection of Activities

Each activity should have a definite purpose and be in complete harmony with the aims of KAB Scouting. It should be within the capabilities and interests of the boys. It should contribute to the development of the boys to become worthy home members.

Three Steps in Program Planning

There are three steps in planning a full program for the Kawan, They are:

Step One: *Annual Planning Conference*

This is the first, crucial step in program planning. The overall plan for the year is determined. This conference is attended by KAB Scout parents, Kawan Leaders and Chief Usas. This meeting is usually held in February or March to plan the next year's program. The best way to start this is to simply evaluate the past activities. Then the group selects a theme for each month. The theme plan becomes the group's plan. You can therefore be sure of the successful implementation of the plan, because it is the group's work and everybody will have concern for it.

After the group has decided the monthly themes, let them select the "Ideas Chairperson" for each month. Each Ideas Chairperson is expected to recruit and meet with parents who have the ability and skills to "spark" the program for the month, lining up appropriate activities that will make the Kawan "go." Be sure to guide this group in exploring all possible resources for activity ideas and in making these activities relevant to everyday family life. The Ideas Committee should prepare actual samples of directions for their activities to be presented during the Monthly Kawan Leaders' Meeting. Do this making the best use of your time and the resources available.

Step Two: *Monthly Kawan Leaders' Meeting*

(For Scouting Institutions with two or more Kawan Units)

All adult Kawan Leaders, KAB Scout parents and Chief Usas should attend the meeting to plan the details of the month's theme. This meeting is held about a week before the next Kawan meeting so that leaders will have the chance to check on details for the forthcoming Kawan meeting and the Ideas Chairperson for the next month's meeting could present the plans of the Ideas Committee.

These are the three main parts of the Monthly Kawan Leaders' Meeting:

(1) While the Adult Leaders Gather. It is during this period that the Ideas Committee for the coming month shares tricks, puzzles, models, and projects they have prepared. The leaders try out and select those which they can use in their Color Group activities.

(2) Separate Meetings

a. Kawan Leader and Kawan Committee — During this period, the Kawan Committee goes over and discusses the finances, records, organization plans of Color Groups, parents involvement and other Kawan business.

b. Assistant Kawan Leaders and Chief Usas — The AKLs and CUs discuss at the same time the program aids as well as the problems that may arise in the development of the monthly theme.

(3) Combined Meeting. The two groups join together and the Kawan Committee Chairperson starts by stating the activities for the month. Then the Ideas Chairperson leads the group in a cooperative planning of the weekly Color Group meeting program, leaving the details to the Assistant Kawan Leaders and the Chief Usas. You as Kawan Leader plan with the group the details of the monthly Kawan meeting. A simple get-together may end this important conference.

Step Three: Weekly Chief Usa's Meeting

The Assistant Kawan Leaders meet the Chief Usa and discuss the details of whatever plans they have agreed upon during the Monthly Kawan Leaders' meetings. This is done to complete the details for carrying out the Color Group meetings. It is at this point that training in conducting games, tricks, puzzles, and ceremonies are given to the Chief Usas. To ensure the success of each activity, hints are given on how to handle the KAB Scouts.

Program Planning Checklist

When you have worked out your program, run through the following checklist and see where the program is weak/ strong:

- Has every Leader in the Kawan a part to play in the program?

- What help will be needed, probably from parents or other experts?
- Who will supply and be responsible for the equipment to be used during the meeting?
- Are the Kawan records up-to-date?
- Is every KAB Scout going to make some progress?
- Which part of the program takes the KAB Scouts outdoors?
- Has the program a surprise item?
- Is the program varied and is there action?
- Are some activities overstressed to the detriment of others?
- Are the KAB Scouts getting plenty of fun from the program?

Here's an example of an actual Annual Planning Program by the Batasan Elementary School in San Miguel, Bulacan:

Boy Scout of the Philippines Batasan Elementary School San Miguel, Bulacan			
ANNUAL PROGRAM PLAN			
Month	Event & Activities	Theme	Possible Date
January	1. Clean-up drive around school facilities after Christmas break. 2. Kawan Meeting	“Kayang Kaya Basta Sama-Sama”	First Friday of the Month
February	1. Making & Sending of VALENTINE'S Card 2. Film Showing or story telling about the life of BP 3. Kawan Meeting	“Remembering the Founder”	14 February 22 February 22 February
March	1. Salu-salo Together (packed lunch) - simple gathering before the closing of the school year. 2. Kawan Meeting	“Moving Up”	2 days before the last day of school
April	1. Water Conservation 2. Kawan Meeting	“Ang tubig ay buhay”	2 nd week of the month
May	1. Making card for Mother's Day	“Love ko si Inay”	2 nd week of the month
June	1. Membership Campaign 2. Kawan Meeting	“Mas Marami Mas Masaya”	2 nd week of the month
July	1. Nutrition Month (film showing or storytelling about the importance of	“Ang KAB Scout na kumakain ng Gulay ay	1 st week of the month

	eating vegetables) 2. Kawan Meeting	Malusog at Malakas”	
August	1. Dengue/Sickness Prevention (Invite Barangay health worker/speaker regarding sickness prevention) 2. Kawan Meeting	“Iwas Sakit Tayo”	1 st week of the month
September	1. Investiture of New Members 2. Kawan Meeting	“Welcome to the Family”	2 nd week of the month
October	1. Kawan Holiday / Fun Games 2. Kawan Meeting	“Scouting: Fun & Adventure”	2 nd week of the month
November	1. Skills Training 2. Kawan Meeting	“Knowledge is Power”	3 rd week of the month
December	1. Bring & collect old clothes/toys and give them to the orphanage/institution; also bring food (lunch) to share with them. 2. Kawan Annual Program Planning & Christmas Party	“Sharing and Gift Giving on Christmas”	2 nd week of the month

Meetings

The mainspring of Kawan activities are the Kawan and the Color Group meetings. To make your Kawan work effectively, you as the Kawan Leader must be well-equipped with adequate knowledge, skills, and attitudes, and most of all, your concern for your Kawan.

THE COLOR GROUP MEETING

The Color Group Meeting is a weekly gathering of the KAB Scouts in the Color Group. It is conducted by the Chief Usa under the supervision and guidance of the Assistant Kawan Leader.

It is held in the home of one of the boys, or in a place inside the premises of the sponsoring institution. Songs, yells, games (including tricks, and puzzles) ceremonies, dramatic, and other activities are the features of this meeting. All of these activities will contribute to the development of the monthly theme. To be well prepared for the forthcoming Kawan meeting, the Color Group meeting should be devoted to the organization and preparation of the selected activities for the week.

Ingredients of a Good Color Group Meeting

Every Color Group meeting should be a good one so that each KAB Scout will be looking forward to this meeting.

A good Color Group meeting must:

- provide fun from the beginning to the end.
- give creative crafts or projects related to the month's theme.
- stimulate and help advancement.
- provide inspiration through ceremonies and discussion of the projects.
- encourage the KAB Scouts to live up to the Ideals of KAB Scouting.

Parts of a Color Group Meeting

There are seven parts of a Color Group Meeting, namely:

(1) Before the meeting starts — A few minutes before the meeting begins, the Assistant Kawan Leader and the Chief Usa review briefly the program planned. The KAB who come early should prepare the meeting place.

(2) While the Scouts gather — Usually during meetings, boys don't arrive at the same time. They arrive one or two at a time so they must be kept busy while waiting for the others to come. It is at this time that the Chief Usas and the Flag Bearer give them games tricks and puzzles, and lead them in singing songs. The Assistant Kawan Leader checks the Advancement Book and evaluates the KAB Scouts' Advancement.

(3) Opening — When most or all of the boys have arrived, have a short, simple and informal opening. Have them sing a KAB Scout song or give yells created by the members. Then this is followed by a roll call which can be done in any unique manner adopted by the group. Example: Giving name of a bird, Giving some sounds of certain animals

(4) Color Group business — This period starts with the reading of the Color Group Log Book kept by the Assistant Kawan Leader. Immediately after the reading, there will be a discussion on the projects or tasks to be done based on the theme for the month. It is also during this period that dues are collected, the advancement chart is filled-up and checking on program is made in preparation for the Kawan meeting. As Kawan Leader, you should be informed early of the participation of each Color Group to ensure variety of numbers during your Kawan meeting. Each Color Group is held responsible for the props, costumes and other needs.

(5) Activities period — Each Color Group meeting include one or more games. Occasionally, the Assistant Kawan Leader may read a very short yarn which may be related to the theme for the month. Tricks and puzzles add spice to the activities. Craft projects may be started in the meeting and finished at home with the help of the parents. This may also be spent in preparation for the Color Group's participation in the Kawan meeting. Costumes and props for the group presentation can also be done during this period.

(6) Closing period — Announcements for the next Color Group meetings are made and this ends with a brief closing thought which arouses curiosity and suspense so that the boys will

look forward to the next meeting. A simple closing ceremony can be the Living Circle, a prayer, a simple song, or a recitation of the KAB Scout Promise and Law. KAB Scouts should put everything in place and in proper order. End the meeting impressively.

(7) After the meeting — The Chief Usa and the Assistant Kawan Leader get together for a few minutes to:

- evaluate the accomplishments for the week made by the Color Group.
- fill out a report on what transpired during the meeting.
- discuss the details of the Color Group’s participation in the Kawan meeting.

COLOR GROUP MEETING

Before the meetings starts

AKL and CGL finalize plans for the meeting, prepare equipment while KAB Scouts prepare the meeting place.

10 mins. — **Gathering period**

Game — How do you Relay (modified): This time the KAB Scouts recite the Promise and Law.

5 mins. — **Opening** — *Pambansang Awit*

Roll Call — KAB Scouts answer by mentioning something related to the theme for the month.

20 mins. – **Business**

Continue plan for the Color Group presentation during the Kawan Meeting. Finalize the plan for Color Group projects and presentation.

15 mins. — **Activity**

Start working on the projects. Practice Color Group presentation Song “*Mayroong Isang Dilawan*”

5 mins. - **Closing** — Benediction

Remind KAB Scouts to finish their projects and costumes at home.

After the Meeting

AKL and CGL evaluate the meeting just ended, plan for the next meeting.

THE KAWAN MEETING

The meeting is a monthly gathering of all the KAB Scouts, leaders, and parents in the Kawan. This is usually held in the home, school, or in any place designated by the Sponsoring Institution or the Kawan Committee.

This meeting serves as a culminating activity for the weekly Color Group meetings for the purpose of informing the parents about their son's accomplishments and recognizing the achievements made by both the KAB Scouts and their parents.

The Ingredients of a Good Kawan Meeting

Every Kawan meeting - must be made meaningful and interesting to the boys so that they will look forward to this. A good Kawan meeting must:

- provide opportunity for the four Color Groups to convene together on a larger community basis.
- show the groups' accomplishments towards the development of the theme for the month.
- give opportunities to share activity with those of the other groups, leaders and parents.
- provide opportunities for the boys to gain ideas introduced by other Color Groups, leaders, and parents, or even guests.
- emphasize the important role of parents in the program.
- recognize work well-done before the assembled Kawan.
- build enthusiasm on the part of the boys and the parents.
- provide opportunity for parent's participation.
- help the boys feel that they belong to something larger than their own Color Group.

Parts of a Kawan Meeting

There are three main parts of a Kawan meeting namely:

(1) The Gathering Period — This is the time when the KAB Scouts, leaders and parents get acquainted with each other while waiting for the main activity. The Chief Usas keep the KAB Scouts busy. Exhibits, games or puzzles, or trying out skills are the features of this period. The Assistant Kawan Leaders explain to interested parents the advancement/achievement with the use of the advancement chart. Being the Kawan Leader, you should be free to move about talking and giving information to parents about the meeting and seeing to it that everything is set for the next activity.

(2) The Separate Meeting of KAB Scouts and Parents — This is done in separate rooms. The KAB Scouts, together with the Chief Usas, and the Assistant Kawan Leaders, go to a place where they can make their final preparations for their Color Group presentations during the joint meeting. If there is still time, the Assistant Kawan Leaders can also tell stories, or introduce a new stunt to the whole group.

Simultaneously, the Kawan Committee Chairperson presides over a meeting with the Kawan Committee members and parents.

The following are the suggested agenda to be taken up:

- a. Chairperson's monthly report on the monthly theme and its significance and the parents' involvement in the activities to carry out the theme.
- b. Discussion of advancement/achievement requirements needing the parent's preparation and guidance.
- c. Parents' Period — This is for parents who can share their skills in handicrafts or who can introduce a hobby or a project that will contribute to the development of the following month's theme and the same time meet some advancement/achievement requirements.
- d. Open Forum — Conduct an open forum with the Kawan Committee Chairperson as the moderator.
- e. Kawan Leader's Period — This is your time to give the summary of the essential points taken up and to give your reminders for the parents' role in the next meeting.

(3) The Joint Meeting of KAB Scouts, Leaders, and Parents — This is actually the Kawan meeting proper where the KAB Scouts, leaders, and parents convene in place for the real show. A typical order of events will show the following:

- a. A grand entrance of each Color Group so that there will be a good start of the meeting proper. This can be followed by songs and icebreakers. Parents and members of the Kawan Committee can join in singing and in playing games.
- b. Roll Call — Your Assistant Kawan Leaders make the roll call by Color Group expecting the KAB Scouts to give the Color Group yell. There should be variety in making the roll call at each meeting.
- c. Color Group Presentations — Presentations by each Color Group should be done smoothly with a minimum of delay and unnecessary movement. There should also be a variety of group presentations to make your Kawan meetings meaningful, purposeful, and something to look forward to. A Color Group may have a skit, another group may have a dance number, another group may have a stunt, and others.
- d. A simple advancement ceremony where KAB Scouts, together with their parents, receive their badges; a graduation ceremony where the Leaping Usa or a 10-year old KAB Scout is received by his future Troop / Patrol through the Troop Leader; or a special recognition ceremony where parents and Kawan Leaders receive awards.
- e. A Kawan Leader's Period where you give a short talk and give announcement on the

trail ahead.

f. A Closing Ceremony may be conducted by a designated Color Group. Interesting and meaningful activities in Kawan meetings are sure attractions to parents that will encourage them and make them enthusiastic to participate. So, plan your activities ahead!

KAWAN MEETING

Gathering Period

Welcoming Committee

KAB Scout Exhibits

Icebreaker and Get-Acquainted Games

Separate Meetings

Boys' Meeting

AKLs & FBs

Storytelling, etc.

Parents' Meeting

KL 65 Chief Usas

Chairman's Remarks

Treasurer's Report

Discussion of next

month's activities

Parents' Period

Kawan Leader's Period

Joint Meeting

Grand Entrance

Game or Icebreaker

KAB Scout *Palabas*

Next Month's Program

Chapter VIII: THE BADGE SCHEME

Rationale of the Badge System

Baden Powell instituted a Badge System in Scouting because of the basic human desire for achievement and recognition. The Badge System is based on a set of requirements so planned that the KAB Scouts' interest will be developed in a natural way. Parents, Kawan Leaders, Assistant Kawan Leaders, and other adults play an important role in making the Badge System truly work in the Color Group or in the Kawan, at home, in school, in the community, and most especially in the life of the KAB Scouts.

The Badge is are cognition for achievement or for meeting the requirements for advancement/achievement; but the real satisfaction must come from the way the boy earned it and not the badge itself. Therefore, it is not a program for doing things for the sake of getting badges. Thus, the Badge System aims to produce boys of character, trained on his four duties: Duty to God, Duty to Country, Duty to Others, and Duty to Self.

Aims of the Badge System

The achievement of the KAB Scout within the framework of progressive training needs to be recognized accordingly, thus stimulating them to do things, not for getting badges only but to adhere to the principles of KAB Scouting.

The Badge System aims to:

1. Produce boys of character, trained for citizenship and service to others.
2. Give hope and ambition even to the dullest and most backward boy to attain a certain level of knowledge or skill.
3. Recognize what a boy is able to do and not a reward for what he has done.
4. Capture the boy's interest and expose him successively to those experiences which will make him grow into the man we want him to be.
5. Adhere to the educational principles of letting each boy proceed at his own rate.
6. Provide a new type of competition, e.g., competing against himself.

Attaining these aims depends a lot on how Kawan Leaders, other adults, parents, and other people extend their cooperation and concern to the KAB Scout.

How the Badge Scheme Works

The Badge Scheme refers to the system of advancement/achievement for KAB Scouts that follows a progression from the **Membership Badge** which is a prerequisite for admission to a Kawan to the **Young Usa Badge**, the **Growing Usa Badge**, and finally the **Leaping Usa Badge**.

A badge with the head of the Young Usa shall represent completion of the Young Usa Requirements. A badge with a Growing Usa shall represent completion of the Growing Usa requirements. The highest rank will be the Leaping Usa. A Leaping Usa Badge shall represent the completion of the requirements for the rank.

The KAB Scout Badge Requirements for Advancement/Achievement are grouped as follows:

Duty to God

Duty to Country

Duty to Others

Duty to Self

The success of the badge scheme depends entirely upon the planning, the implementation, and evaluation of the Kawan and Color Group activities by the leaders.

The KAB Scout's first step after registering at age 6, is complete the six Membership Badge requirements. When the boy has fulfilled those requirements, his parents and other adults concerned approve and sign his book, after which he will be inducted as a KAB Scout in an investiture ceremony where he will receive his membership card. If he is 8 or 9 years old but new in KAB Scouting, he has to undergo this first step

Young Usa Rank: To become a Young Usa, he must pass 17 advancement and 4 achievement requirements. His parents/leaders/other adults concerned must approve each advancement/achievement requirement he has done and sign his book. His Kawan Leader must keep a record of his progress on the KAB Scout Advancement Chart. He then receives the Young Usa Badge in an advancement ceremony during a Kawan meeting. Parents are encouraged to attend this ceremony especially done for their sons.

Growing Usa Rank: This rank has 16 advancement and 5 achievement requirements. They are more difficult and challenging than the Young Usa requirements. After fulfilling the requirements the KAB Scout will be given the Growing Usa Badge.

Leaping Usa Rank: This is the final and last rank to work on. This rank has 10 advancement and 6 achievement requirements, one of which is a free choice. They are the most difficult and the most challenging of all advancement/achievement requirements. After completion of the requirements the KAB Scout will receive his Leaping Usa Badge.

Completing the requirements depends on the boy's interest and ability. In the Badge System, each boy proceeds at his own rate; some boy's may work fast and some slow. While waiting to earn his badge a KAB Scout can work on some Achievement Badge Requirements. Each achievement requirement has a corresponding badge. There is a variety of achievement badges which are really exciting, challenging, and are relevant to the needs of our society and our world today.

To receive the different Advancement, the KAB Scout must earn the Achievement Badges that it requires:

Young Usa

1. Duty to God:

Be Good, Be Happy

2. Duty to Country

Good Citizenship

3. Duty to Others

Any one Achievement Badge from the Duty to Others

4. Duty to Self

Be Healthy

Growing Usa

1. Duty to God

Give Peace

2. Duty to Country

Let's Sing & Dance the Filipino Way, or

Tell it the Filipino Way, or

Let's Play the Filipino Way

3. Duty to Others

Help at Home

4. Duty to Self

Be Safety, and

one more Achievement Badge of your choice

Leaping Usa

1. Duty to God

Take Care of our World

2. Duty to Country

Community Challenges

3. Duty to Others

First Aid, and

Outdoor Fun & Adventure

4. Duty to self

Making Choices, and

any one Achievement Badge of your choice

Role of Parents and Leaders in the Badge System

The success of the Badge System depends on the involvement of leaders and parents. The Badge System provides opportunity for parents to be closer to their sons as they work together in the completion of certain tasks or projects.

During the Kawan meetings, the Badge System should be discussed and explained to parents so that they will understand fully their role in meeting those requirements. Since KAB Scouting is a family affair, each member or the entire family can enjoy doing things together. Most badge requirements need parents' guidance and inspiration. In the Badge System, the collection achievement can lead a family into an interesting hobby. The "Be Good, Be Happy" Achievement requirements can lead them to a happy family life. A KAB Scout's proper attitude towards work can be strengthened through the accomplishment of his "Helping at Home" requirements. Playing native games or going on a picnic with the family will enhance family togetherness.

The KAB Scouting program is not for the boys alone but for the whole family. Therefore the amount of interest, cooperation and support received from parents and leaders by the KAB Scouts will determine what KAB Scouting can do to your boys.

Parents are expected to:

- work with their sons in accomplishing the advancement/achievement requirements.
- give their sons opportunities for passing the advancement/achievement requirements.
- participate actively in all Kawan meetings, advancement/achievement ceremonies where their sons will receive badges.

As Leaders you are expected to:

- attract parents to attend Kawan meetings/activities so that they will feel that they are really a part of the Kawan.
- motivate parents to help you in all your Kawan activities.
- give recognition on parents' participation in all your Kawan activities.
- see to it that each boy's advancement book is duly signed.
- accomplish advancement/achievement forms and transmit them immediately to the local council.
- get advancement cards and procure the necessary badges from the local council office.

The KAB Scout Advancement Requirements

The KAB Scout Advancement program is based on a set of requirements well planned to encourage the development of the KAB Scout's interests in a natural way. The requirements are also based on his four duties: Duty to God, Duty to Country, Duty to Others, and Duty to Self.

Boys should be made to understand that the advancement program is not merely a set of rules and regulations for them, but it should be a boy's guide in his everyday life. His requirements may be met at home, in school, or in the community. Passing the advancement/achievement requirements should be a natural outcome of Color Group and Kawan activities. This is made possible through the “play way” method of doing things.

The advancement requirements are only secondary to the fun and adventure that the KAB Scout goes through in the Kawan and Color Group activities, woven around the monthly themes.

The Achievement Badges

The achievement program is designed to meet the interest, abilities, and needs of Filipino boys below 10 years of age. A variety of subjects are included in order to give the boy a chance to choose his favorite subject and to explore more deeply his interests and hobbies. The achievement requirements are also grouped into four duties namely: Duty to God, Duty to Country, Duty to Others, and Duty to Self.

The KAB Scout works on advancement requirements first then proceeds to achievement requirements. He can choose his achievement requirements based on his interests. He is made to understand that in order to deserve an achievement badge, he should perform the suggested activities faithfully and satisfactorily. As soon as the KAB Scout has decided to work on a particular achievement requirement, show him all the possible ways of doing it.

THE ACHIEVEMENT BADGES

Duty to God

1. Be Good, Be Happy
2. Take Care of Your World
3. Give Peace
4. Teamwork
5. Our Living World
6. Pets are Fun
7. Our Forest Friends
8. Nature Study
9. Grow Something
10. Sky Watch

Duty to Country

1. Good Citizenship
2. Community Challenges
3. Let's Sing and Dance the Filipino Way
4. Tell it the Filipino Way
5. Let's Play the Filipino Way
6. Great Filipinos
7. Making Friends Here and Around the World
8. Looking Back
9. Know Your Community
10. Community Helpers

Duty to Others

1. Help at Home
2. First Aid
3. Outdoor Fun and Adventures
4. Secret Codes Are Fun

5. Let Me Entertain You
6. Backyard Camping
7. Family Safety
8. What's Cooking
9. Give Goodwill
10. Fix it

Duty to Self

1. Be Healthy
2. Be Safe
3. Making Choices
4. Hobbies For Fun
5. Listen Well, Speak Well
6. Young Olympian
7. Water Fun
8. KAB Scout Artist
9. KAB Scout Scientist
10. Busy Hands at Work
11. Tying Things Up
12. Ducks and Chickens
13. Toycraft
14. Computers are Fun
15. Safety With Medicines
16. The Sound of Music

Chapter IX: KAB SCOUTS ACTIVITIES

Activities are an essential element in Scouting. Activities are accomplished through the “learning-by-doing” method. The word SCOUTING when divided into two parts will show you how much in the program of Scouting is out-of-doors.

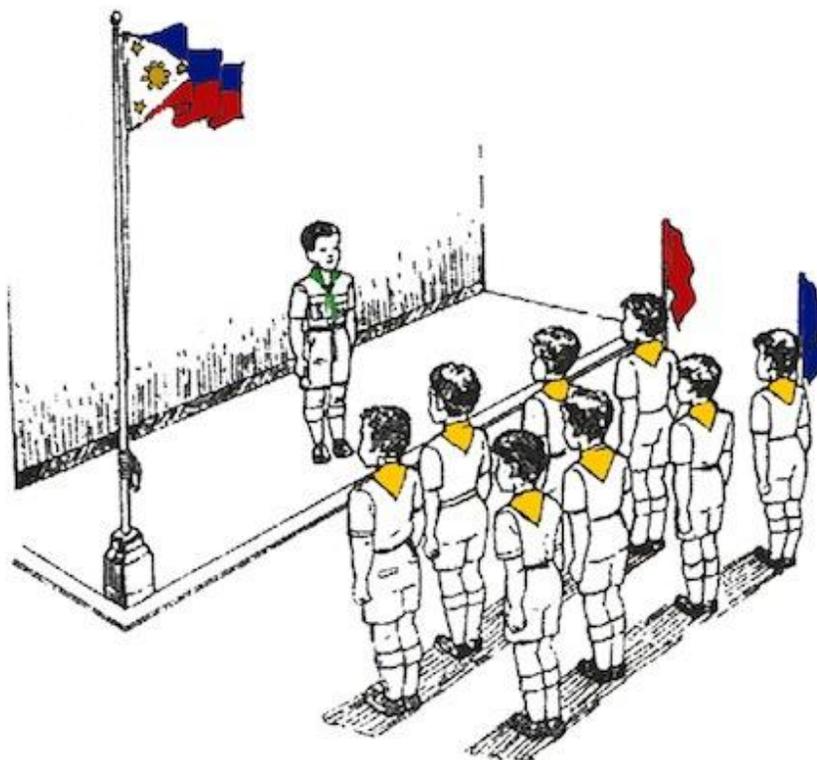
SCOUTING

Baden-Powell said, “Scouting offers a path to nature.” Going out-of-doors to experience nature will bring KAB Scouts closer to thinking about God.

Activities should be year-round so that the KAB Scouts will stick with the Movement. Boys of Scout age are curious, active and imaginative by nature. Scouting provides an answer for the boys’ extra energy.

KAWAN AND COLOR GROUP FORMATION

For ease facility of gathering KAB Scouts for any activity, certain formations may be used.



Ceremonies

All along the KAB Scouting trail are occasions which call for recognition. Ceremonies are forms of rituals which make such recognitions meaningful and impressive. As the leader of the Kawan, it is your responsibility to take advantage of every opportunity to recognize every achievement through a fitting ceremony.

Importance of Ceremonies

Ceremonies are important in KAB Scouting because:

- an achievement is acknowledged in a formal way.
- the purpose and meaning of the program is impressed upon the boys and their parents.
- advancement in the Kawan is stimulated by creating incentives to do things not only for recognition but also for fun.
- desire for make-believe and pageantry of boys and parents are well served.
- opportunities for recognition of parents' participation and involvement are quickly recorded.
- the contribution of the Kawan Leaders toward successful KAB Scouting is duly recognized.

Principles to Follow

In order to come up with satisfying and worthwhile ceremonies, remember the following:

- ceremonies should be short, simple, but impressive. "Keep it simple, make it fun," is an old principle that will always be applicable.
- ceremonies should allow for the participation of all KAB Scouts and their parents. It is through participation that boys develop self-reliance and confidence.
- ceremonies should provide for a lot of action. Participants in a ceremony (those in charge as well as the person being recognized) should be able to move about by having them use ceremonial props.
- planning should be done ahead, anticipating each step in the ceremony and the props that will be needed. Such props should be used as symbols of deeper meanings and values you want to instill. variety of ceremonies may be used to sustain interest and anticipation. Avoid repeating the same ceremony meeting after meeting.

Ceremonies in KAB Scouting

KAB Scout ceremonies should take place during the Color Group and Kawan meetings. Here are some occasions for holding ceremonies.

1. Investiture Ceremony. This marks the formal acceptance of the boy into the Movement. This