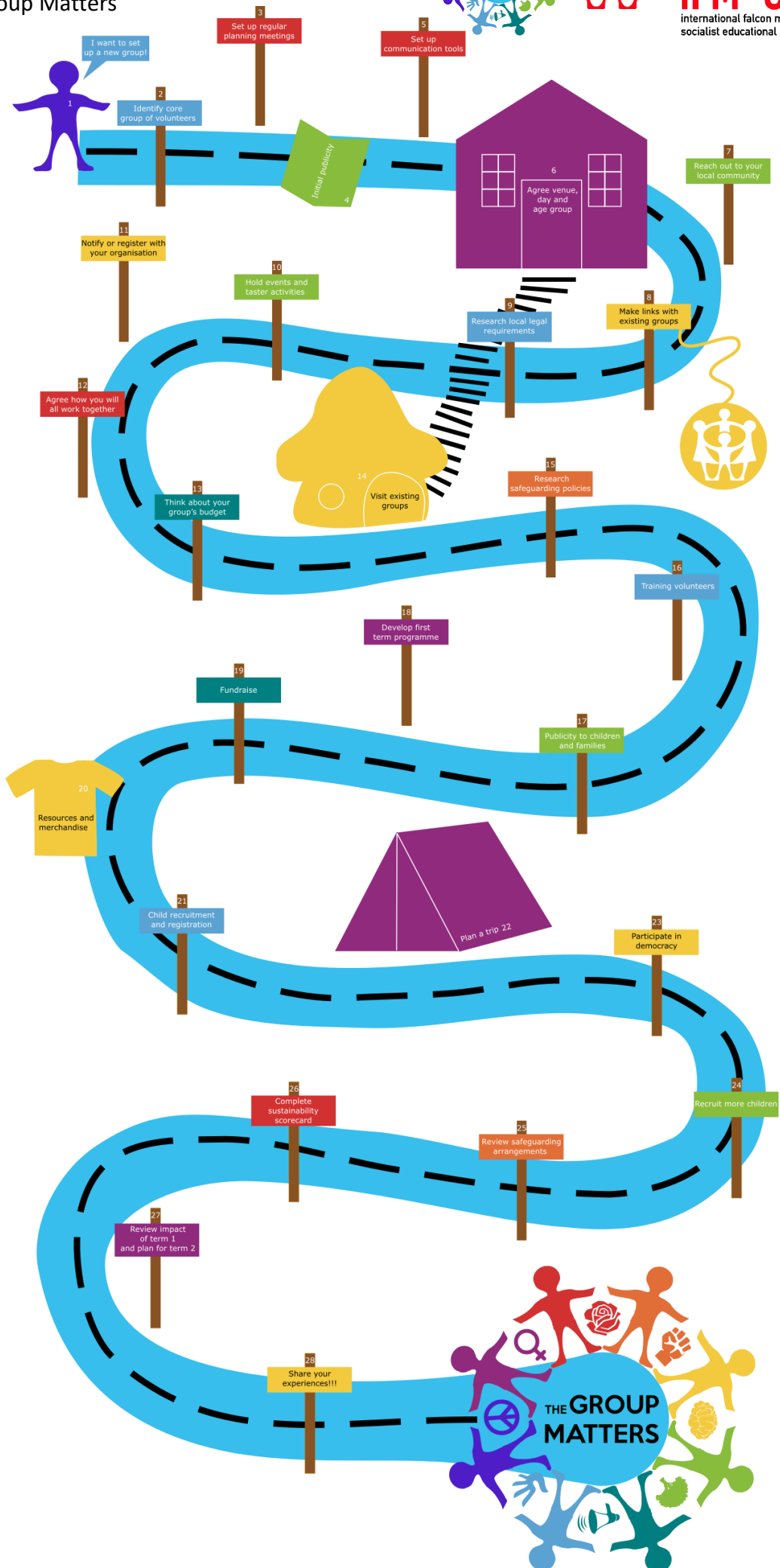


IFM-SEI New Group Journey

The Group Matters



IFM-SEI
international falcon movement
socialist educational international





IFM-SEI New Group Journey

Colour codes:

Purple - Programme Planning

Red - Working together

Orange - Staying Safe

Yellow - Being part of the IFM-SEI

Light green - Publicity and Outreach

Dark green - Finance

Blue - The people you need

1) “I want to set up a new group”

2) Identify core group of volunteers

Find some like-minded people that would like to join you.

It is recommended to have a core group of at least 4 people to begin with, to ensure that there is enough people to share responsibilities. The number of volunteers should grow in line with the size of your movement and the size of your groups.

The more volunteers you have, the easier it is to share the jobs and responsibilities and you can even possibly set up a rotation system so everyone can take time out to prevent everything being put on to just a few people.

3) Set up regular planning meetings

Decide as a group when and how often you want to meet to start working.

Depending on the needs of your organisation, initially you may feel that is beneficial to have weekly catch ups to see how everyone is getting on and whether tasks have been / are being completed and to discuss any issues.

Later, you may feel it necessary to have monthly meetings or meetings before the beginning of each new term.

4) Initial publicity

Once you have some interest, start publicity to find more volunteers so you can share out tasks and support each other. We recommend that you find about 4 to 5 volunteers who can commit to help set up the new group.

This can be done in a variety of ways;

Social media is a really good and effective tool

Leaflet dropping in the local area and to local schools can also work well

If you have the resources, an advertisement in the local newspaper to publicise the group when it is established can also work well.



5) Set up communication tools

Decide on how you will communicate both as a group of volunteers and to publicise the new group. Make sure this is convenient for everyone, and/or the information reaches all concerned. Also, having a named person who can be responsible for managing and/or updating this would be very useful.

6) Agree Venue, day and age group

Research venue options, decide a time for group meetings and agree on an age range and structure so that you are prepared for publicising and have enough information for people to know whether they would like to, and can, join.

7) Reach out to your local community

Spread the word about the new group and begin gathering interest. Try putting adverts out in like-minded communities and ask for their support as well.

See whether you can collaborate or get involved with any other local organisations or community groups with the same ethos.

8) Make links with existing groups

Reach out to existing groups within your organisation or contact similar organisations further afield to begin building relationships. Contact IFM-SEI if you are unsure about other nearby groups.

See out Facebook page or write an email to contact@ifm-sei.org

(Link to IFM-SEI Facebook page: <https://www.facebook.com/ifmsei/>)

9) Research local legal requirements

Contact your main organisation as they can probably advise and support you with this.

10) Hold events and taster activities

Hold events and taster activities so that children and families can try out some of your activities and see if they want to join. Have flyers available so people don't just enjoy the activity and then forget who you are!

Organising fun days in a local green space or community centre with some free activities children can come and take part in, also going into schools and do some sessions can also work very well.

11) Notify or register with your organisation

Notify or register with your organisation so they can support you, you can access their resources and be part of the movement.

12) Agree how you will all work together

Decide how your group of volunteers will work together. Consider different decision-making processes and see which suits your group best. Try out our 'Working Together' activity to explore these options.

It's good for volunteers to have clear expectations towards their roles and responsibilities so you can all agree on how you can all work together most effectively. By sharing the responsibilities and making sure everyone is clear as to



their role and what they have to do will make the completion of tasks much smoother and manageable for everyone.

13) Think about your group's budget

Think about your group's budget. What will you need to spend money on? Where will you get it from? Your organisation can probably support you with finding out about funding options. Plan ahead so you will be prepared for lots of activities.

Always keep looking for additional sources of funding in line with our values and ethos and/or ways to fundraise.

14) Visit an existing group

We recommend that you visit some existing groups, if there are any, near you, to share ideas and get support and advice. This will show you how a group actually works and make you more aware of the challenges you may face.

Always bear in mind that every group is different, and don't be put off if other groups aren't exactly the same as yours! This is your group to shape how you wish with your children and young people!

15) Research safeguarding policies

Research safeguarding policies in your organisation and country so you know what actions you will need to take in order to look after the children and volunteers in your group.

16) Training volunteers

Find training opportunities in your organisation and locally to ensure your volunteers are ready to take up responsibilities and manage a group. These may be generally about group work or more specific to roles needed in the group.

Training with regards to leaders is imperative, to ensure volunteers understand best practice and appropriate behaviour when working with children and young people. Also, first aid training, etc. is also useful to have but you may have to look externally for training providers.

17) Publicity to children and families

Begin publicity to find children, young people and families who want to join your group. Use social media, flyers and try to engage and work through local organisations and schools to give your group more credibility. Make the most of contacts and relationships your organisation and volunteers already have to make more of an impact.

18) Develop first term programme

Develop and plan your first term of programme so people who want to join know what to expect and when activities will take place.

It's also important to remember to consider the opinions of the children and young people in your group. Ask them what they want/would like to do. Have them work with you to provide a very diverse programme of activities.

If you want some ideas of activities visit the publications sections in the IFM-SEI webpage.



(Link to IFM-SEI publications: <http://ifm-sei.org/publications/>)

19) Fundraise

Think of ideas to raise some money for the activities you have planned and look for funding from other organisations or government. Other local organisations may be able to help.

Always look for additional sources of funding. Have someone whose role (or part of their role) is to write funding and grant applications. Get the kids involved with other fundraising ideas, do an event together!

20) Resources and Merchandise

See if your organisation has merchandise for the groups and resources such as activity books or advice leaflets.

Other IFM member organisations such as Woodcraft, SJD-Die Falken and Esplac have produced fantastic resources in the past. Use them!

21) Child recruitment and registration

Keep on looking for participants and register them. Get their basic data, contact information and whatever else your organisations needs from them (e.g. allergies, image rights).

You can also boost membership in other ways than canvassing in the local area and schools by, for example - have a 'bring a buddy' night session. Where the members of your group each brings someone new.

22) Plan a Trip

Try going on a two day trip or short time away so the group has an opportunity to get to know each other and the group helpers learn to work better together.

23) Participate in Democracy

See how your group can participate in your organisation and be part of its structure and decisions.

24) Recruit more children

Keep up your campaign to get more children and young people involved, as well as adults. Remember to make a waiting list if you can't take any more participants so that you can contact them afterwards when you need to and when you can accommodate more children or young people.

25) Review Safeguarding arrangements

If applicable, revisit your safeguarding plan, check that everything is OK and make any necessary changes.

26) Complete Sustainability Scorecard

Fill out the sustainability scorecard with the group helpers to see how the group is going and what you still need to work on.

(Link to sustainability score card → **NEEDS TO BE DONE!!!**)



27) Review Impact of Term 1 and plan for Term 2

With the children and young people in the group, review how the first term went, how everything worked, which activities they enjoyed and which didn't go so well. Then think about what you will do next terms.

28) Share your experiences!!!

Share your experience with us so that other groups can see what you've done. Share it with your community, organisation and IFM-SEI!