**Membership Database:**

Captures member details (as per the forms + additional information such as School, Six/Patrol, etc.)

Allows parents to access to update details

Feeds into mailing lists (Group, Pack, Troop, Patrol, Six)

Also details of Scouters, Parent Helpers and Committee members

Downloadable reports for Scouters, Treasurer as required (eg. Contact list)

Nice to have: Links to consent form in events (see that section).

**Attendance Register:**

Weekly attendance register to be captured on mobile

Feeds into trails/badges (depending on what was covered on the particular meeting)

Feeds into monthly reports and annual census and star pack reports

**Advancements:**

Based on attendance (though attendance does not automatically mean advancement achieved) and can be updated by Scouters. Maybe can automatically allocate advancement to all in attendance but has to be confirmed by Scouter before it is finally accepted onto system.

Achievement against trail requirements

Parents/Scouts/Cubs can view

Reminders – when a Cub or Scout is close to achieving a particular trail.

**Events:**

Events calendar

Term planner (can capture interest badge and advancement per week that can feed into the attendance register)

Links to consent form which draws info from database (if member logged in) and they can then print a completed form which only needs signature

Other linked information about event

Reminders/emails when changes made to event.

**Communication:**

Automated messages for onboarding, reminders for birthdays, feed from Facebook

Blog section where Scouters, Scouts and Cubs can add their own blogs

Newsletter template which is viewable online and can be emailed out to the database. Scouters contribute.

**Document Storage:**

Committee Agenda and Minutes (accessible to all)

Important documents to be scanned and uploaded (annual consent forms, signed permits) (only accessible to some)

**User Levels:**

Group Scouter, Chairman and Treasurer – full access

Pack Scouter and Assistant Pack Scouter – access to Cub records only

Troop Scouter and Assistant Troop Scouters – access to Scout records only

Parents – access to their child’s progress charts and membership information

Scouts – access to their progress charts

Blogs – open to all users

Documents – depending on document type

Mailing lists – Moderators to pass messages but others all can mail the mailing lists as required. Also, mails to be sent from system as required.

**Structure:**

Meerkats – Burrows (6 colours) - Meerkat Leader

Cubs – Sixes (Orange, Purple, Yellow, Red, Blue, Green)

Scouts – Patrols (Bat, Cobras, Leopards, Kestrels, Sables)

Group – encompasses Meerkats, Cubs and Scouts

Scouters committee – all Scouters (Pack and Troop and Group)

Parents committee – Treasurer, Chairman, Secretary and other parents

Part of Randburg District, Gauteng Region, Scouts South Africa.