

Rotherham Scouts

Unit 2

Example Coursework
For INSET

March 2008

Background and Ethos

The organisation I am going to base this project on is 38th Rotherham Scouts. The Scout Group, which comprises of Beavers, Cubs and Scouts, is based at South Anston Methodist Church, in South Anston, Sheffield. It has been running there for over 25 years. There are 18 Beavers, 24 cubs and 18 Scouts at the moment. The Scouts is the main area on which I am going to concentrate. The Scouts have a main leader, John Foster, an assistant, Joe Greenfield and a non-warranted assistant, Simon Holcombe. As this is a Scout group, there is also a Group Scout Leader who is called Marie Wroe. The Scouts meet regularly in the Methodist Hall each Monday evening and take part in a variety of activities. The activities are based round charity event, outdoor adventure such as camping, Scout based activity and sometimes events for fun. The company is aimed at 11-14 year olds. Although it is mainly for boys, there are 3 girls that attend.

The ethos of the Scout Group is one of tradition. They have strong links with the National Scout Movement and all they do is linked in with them. All the documents they produce reflect the Scout movement. This involves the use of the Scout Logos and the use of the green and purple colours traditionally associated with the Scout Movement. The Group also needs to appeal to young children. Therefore the language used needs to be accessible by 11-14 year olds. The Group also tries to reflect a 'no-nonsense' image. This means all documents have fonts that are not fancy and might be on the plain side. Should any graphics be used, other than traditional Scout logos, they tend to be used to reflect the fun side of Scouting and have a cartoon type approach.

Data Processing Activities Within the Organisation.

Desk Top Publishing

In order to consider the DTP activities within the organisation I have considered two documents that the Company currently produce. The first one I have looked at is a type of newsletter and the second an information sheet regarding camps.

There are similarities with each of the documents that reflect the house style and ethos.

- The scout logo is positioned in the top right hand corner.
- They have used a standard header with the name of the Scout Group, address of the meeting place and the contact details for the Scout leader and the group scout leader.
- Times New Roman font is used throughout and in size 12 with the exception of the header.
- A heading is used for both which is in bold and underlined.
- Paragraph spacing is consistent
- Each document is terminated with 'Yours in Scouting' and 'Marie Wroe GSL' (This stands for Group Scout Leader)

The differences between the documents include

- The tone or ethos of the language used. The congratulatory letter is aimed clearly at the young audience and is encouraging whereas the camps letter is more abrupt and formal. I feel this is aimed more at an adult.
- The use of the smiley face graphic which again indicates this has been aimed at the younger audience rather than the parents.

38th Rotherham Scout Group

South Anston Methodist Church
Sheffield Road
South Anston
Sheffield



John Foster: 01909 667766

Marie Wroe: 01709 545997

You Have Done Well☺

Congratulations Scouts! Your bag packing at Marks and Spencer raised a fabulous £1238. This is outstanding. Thanks to everyone who took part.

A big well done to everyone who took part in the Squirrel Wood Camp. We were all impressed with your behaviour.

Remember, it is Church Parade next Sunday. Please make sure that you arrive at the Church Hall at 9.45am.

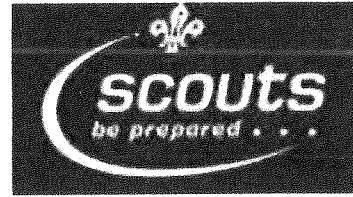
Yours in Scouting

Marie Wroe

GSL

38th Rotherham Scout Group

South Anston Methodist Church
Sheffield Road
South Anston
Sheffield



John Foster: 01909 667766

Marie Wroe: 01709 545997

Camps

Walesby Forest 17th -19th August. Cost £30. Deposit £15 each. Deposit due by 21st April, full payment by June 21st.

Squirrel Wood 7th- 9th September. Cost £35, Deposit £15. Deposit due by 15th May, full payment by July 21st.

The Deep 6th-7th October. Cost £60. Full payment by 2nd September.

If you are interested please send your deposit in an envelope clearly marked with your name.

Yours in Scouting

Marie Wroe

GSL

Automated Documents

I have looked at 2 documents that show the data processing activities which may involve automated documents. Although the Company do not have the merging of data automatically, these are activities that could conceivably use automation at a later date. The first document is a receipt that is produced for any payment made to the Company. The second document is a letter sent out to a Scout who has been successful in achieving a place on a camp.

Similarities

- are used for data to be entered
- Capital letters are used in many places in the documents
- £ signs are used to indicate monetary values
- 38th Rotherham Scouts are used in the headers
- M Wroe's name is used
- Scout badges are used.
- Times New Roman size 12 is used apart from the 38th Rotherham, this is bigger.
- The tone of both is quite formal indicating the audience is the parents not the children.

Differences

- The receipt is A5 and black and white
- Different versions of the scout logo are used, the receipt one is in black and white (this indicates it is probably a photocopy they have 'in stock')
- There is not date on the letter but there is on the receipt
- There are no contact details on the receipt.

38th Rotherham Scout Group

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Camps

Walesby Forest 17th-19th August. Cost £30. Deposit £15 each. Deposit due by 21st



38th Rotherham (South Anston) Scout Group

PAYMENT RECEIPT

Please keep as proof of payment.

NAME..... FAY + ANDREW WEMMING DATE 26 11 07

SECTION ~~(B)~~ (S)

SUBSCRIPTIONS £30: TERM (Spring) (Summer) (Autumn)

UNIFORM..... Amount £.....

OUTING..... Bowling x 2 Amount £ 20.00

CAMP..... Amount £.....

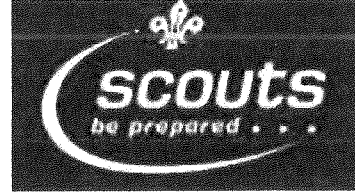
Cheque/Cash

TOTAL £ 20.00

Received by M. Wroe Date 26 11 07

38th Rotherham Scout Group

South Anston Methodist Church
Sheffield Road
South Anston
Sheffield



John Foster: 01909 667766

Marie Wroe: 01709 545997

Dear Parent

NAME

HAS BEEN ALLOCATED A PLACE ON THE

CAMP.

A DEPOSIT of £ is due on

THE REMAINDER OF THE PAYMENT IS DUE ON

Yours in Scouting

Marie Wroe

GSL

Presentation

The final document I am going to look at is the list of activities for the camp at Walesby Forest. When there is a camp there is a meeting for all the parents of the Scouts that are camping. This meeting takes place with the Scouts in the Church Hall. They are given one of the activity sheets and then Marie Wroe or John Foster talks through it.

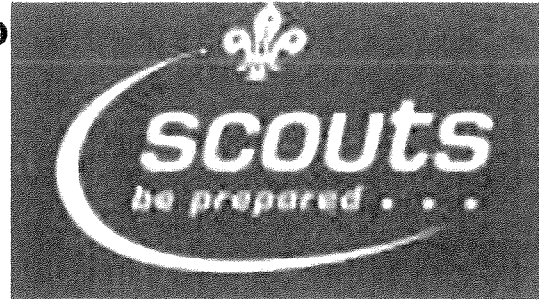
This document is very different to the others. The similarities are the Scout Logo and the ownership to the 38th Rotherham. The rest is slightly different. The fonts and sizes have changed and aimed at the Scouts. The language again is aimed at the Scouts and not their parents. It has a tone that indicates fun. There's more use of the Scout graphics, and they are larger.

Overall the documents do have a theme:

- Scout logo
- Ownership to 38th Rotherham
- Formality, Times New Roman and Size 12 when aimed at adults
- Fun, lower level language, graphics and colour when aimed at the Scouts
- Relationship to Marie as GSL and John as Scouter.

I will aim to keep these ideas when I create my documents.

38th Rotherham Scout Group



District Camp at Walesby

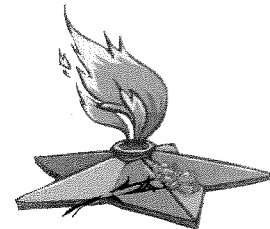
Activities



- Archery
- Raft Building
- Entertainment e.g. Film Shows
- Campfires
- Go Carting
- Swimming
- Many more

Cooking

We do all our cooking on open fires. We will spend time at meetings showing you what to do.



Before you go: think about what you might like to do. Any questions as Skip or Balloo for details.

Exemplar ICT: Presenting Information
38th Rotherham Scouts

Purpose and Audience

The publication is a Scout newsletter whose purpose is to inform parents and fellow Scouts of the activities that have taken place in recent weeks. It is celebrating the successes of the Scouts and passing on information of future events.

This newsletter can then act as a template for future newsletters the group may wish to develop. This could be used by the leaders to input some of the data such as church parades. It could also be used by the Scouts to write information about events in which they have been involved.

Ethos

There are several images I am trying to convey with the newsletter. The first is one of tradition. This is done by using the colours green and purple which are associated with the Scouting image. I have also used the traditional Scout Logo. The second is one of fun and excitement. I have done this by using cartoon type graphics and fonts such as Ariel, Heavy SF and Accord which will appeal to the 10-14 age range. There is one section showing the time of the church parades which is a little more formal, so I have used Times New Roman.

38th Rotherham Scouts ← Word Art
Ariel Black Size 36
Coloured Green.

Newsletter Bold, Centre, underline
Super Bold of size 22

Text about money raised for Hospice
 Accord Heavy SF
 Size 14
 Border = Green
 Shading = Purple & white
 Fully justified

Text about first aid course
 Tahonga
 Shape Size 14 Border
 Shaded red Purple

Text about winners of cooking competition
 Clip Art
 of carbon
 Chef ~~is~~
 Accent SF
 Size 12.
 Border Green
 Shading Green & white

Uniform Reminder Bold, Centre, UL
 Text about remembering uniform
 Bullets
 about
 items
 Watermark of
 Scout logo from
 Internet
 Accord Light SF Size 10
 Border Green.

Text about winners of district Quiz.
 Border Green
 Shading purple & white
 Ariel size 18

Text about fundraising "Pennies from Heaven"
 Accord Heavy SF
 Size 14
 use of superscript on M².
 Border Purple.

Chief Scouts Award B,C,U
 Text congratulating chief scouts
 winners of silver award
 Times NR
 Size 14
 Border Purple
 Line Spacing = 1.5pt

Text about environment
 Challenge
 Size 12
 Tahona
 Border Green

District Camp B,C,U.
 Brief review of district camp at
 Waleaby forest
 Tahona
 Size 12
 Border Green
 Paragraph format = 8pt before.

Table: Top 7 cells customised - merged for title
 Top 4 cells pupil shading rest shaded green
 Details given about Church parades
 Font Times NR size 12.

Exemplar IT2: Presenting Information 38th Rotherham Scouts: DTP

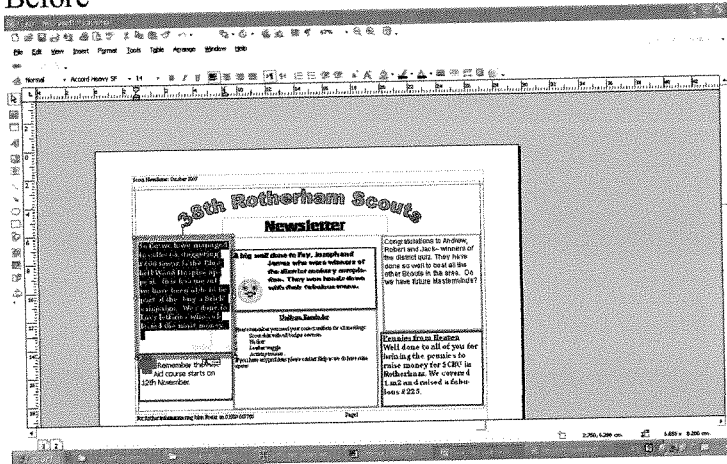
Basic Features

Font Styles and Sizes – see final print out

Bold, Centre and Underline – used on title, see final printout

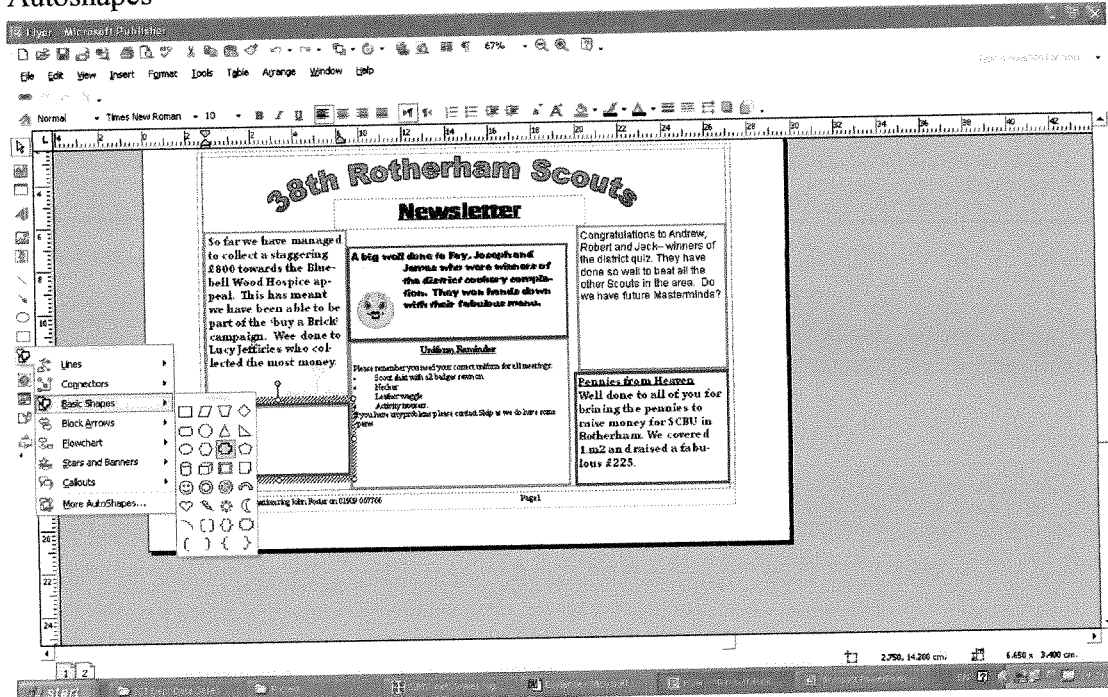
Fully Justify

Before



After – See final printout

Autoshapes



Red cross appears on final printout

Bullet Points – See final print out, Uniform Reminder

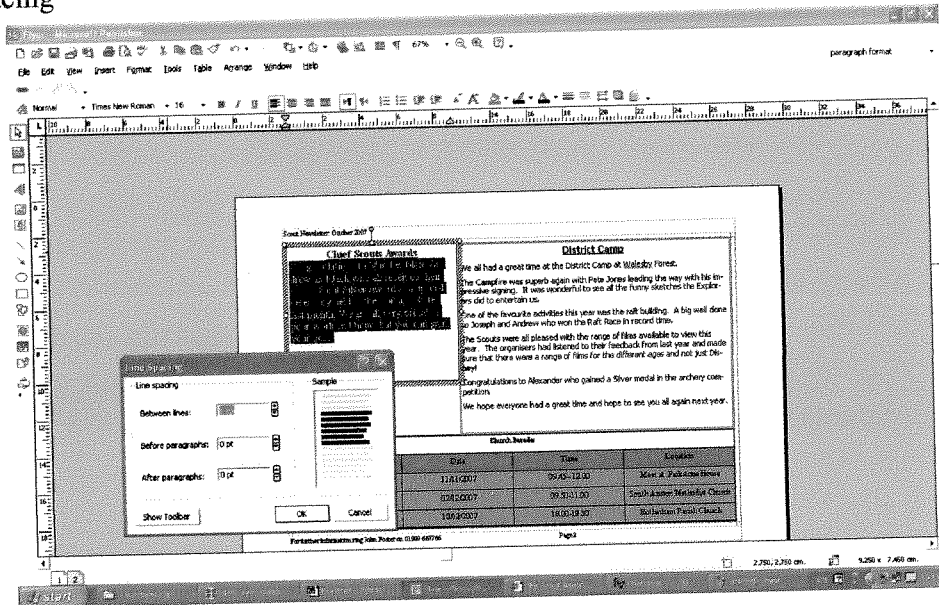
WordArt – see final printout, title, 38th Rotherham

Exemplar IT2: Presenting Information

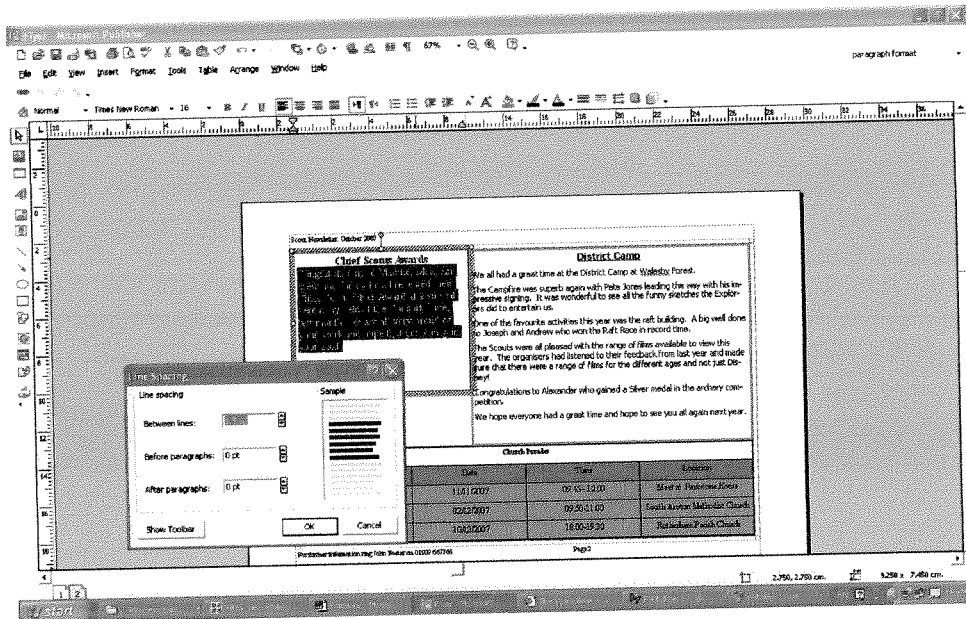
38th Rotherham Scouts: DTP

Line Spacing

Before



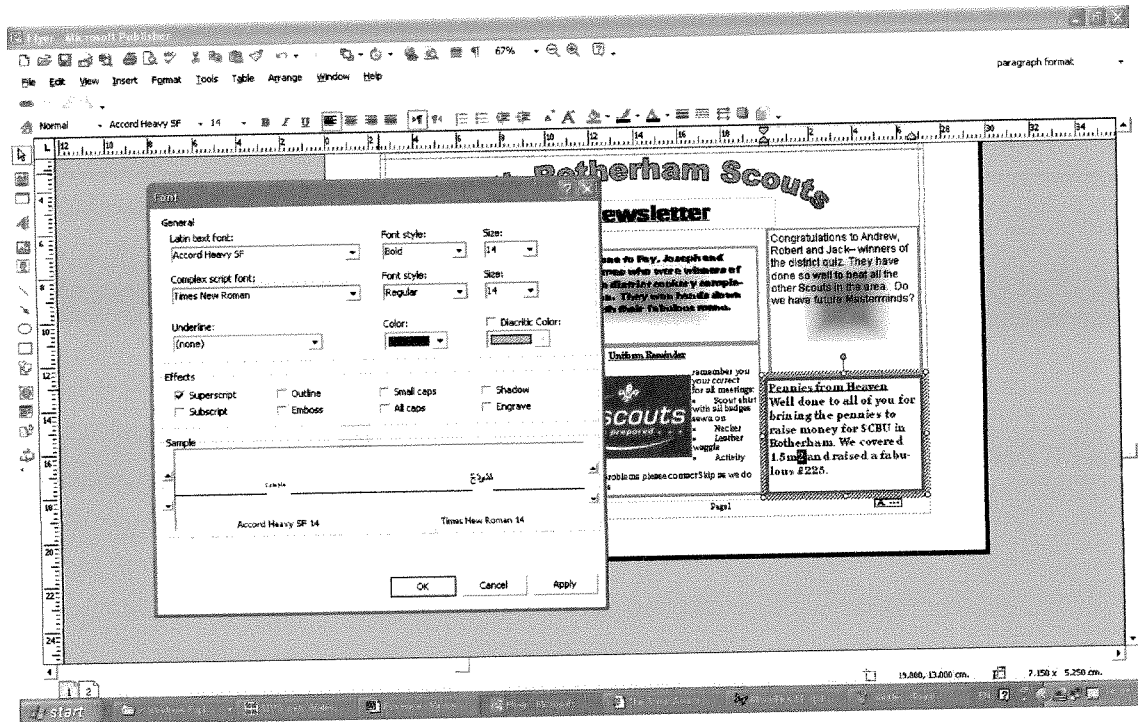
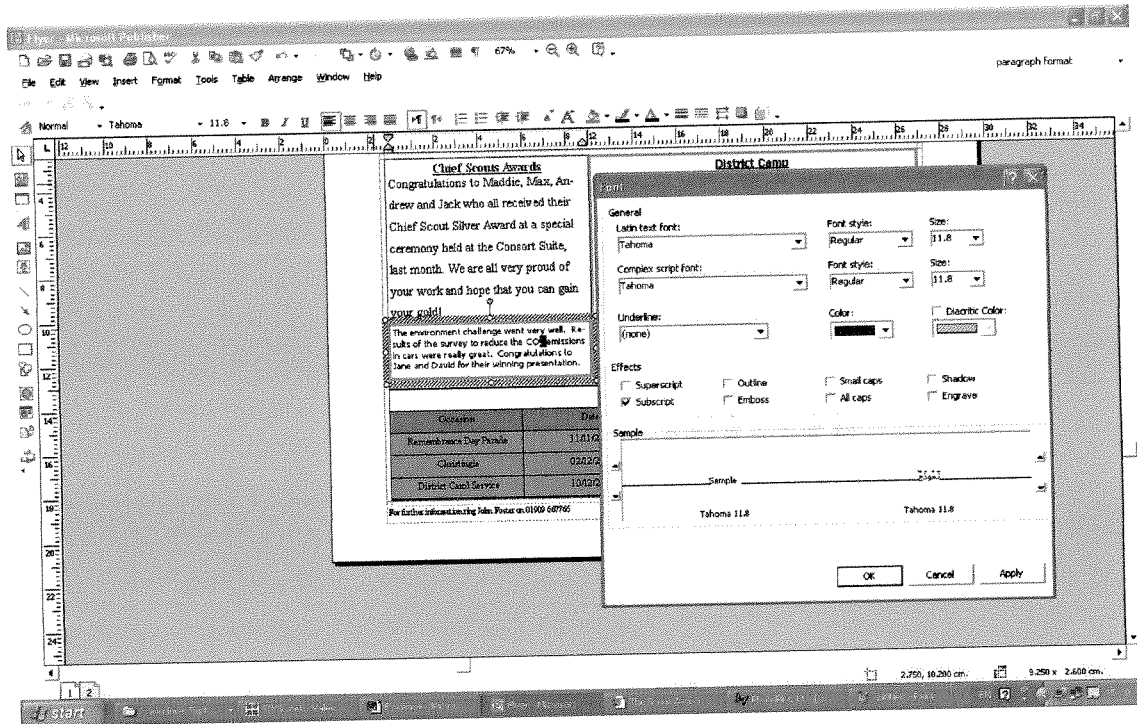
During



After – see final printout

Exemplar IT2: Presenting Information 38th Rotherham Scouts: DTP

Superscript and Subscript



Page/ Framer Borders- see final printout

Chief Scouts Awards

Congratulations to Maddie, Max, Andrew and Jack who all received their Chief Scout Silver Award at a special ceremony held at the Consort Suite, last month. We are all very proud of your work and hope that you can gain your gold!

The environment challenge went very well. Results of the survey to reduce the CO₂ emissions in cars were really great. Congratulations to Jane and David for their winning presentation.

District Camp

We all had a great time at the District Camp at Walesby Forest.

The Campfire was superb again with Pete Jones leading the way with his impressive signing. It was wonderful to see all the funny sketches the Explorers did to entertain us.

One of the favourite activities this year was the raft building. A big well done to Joseph and Andrew who won the Raft Race in record time.

The Scouts were all pleased with the range of films available to view this year. The organisers had listened to their feedback from last year and made sure that there were a range of films for the different ages and not just Disney!

Congratulations to Alexander who gained a Silver medal in the archery competition.

We hope everyone had a great time and hope to see you all again next year.

Church Parades

Occasion	Date	Time	Location
Remembrance Day Parade	11/11/2007	09.45 – 12.00	Meet at Parkstone House
Christingle	02/12/2007	09.50-11.00	South Anston Methodist Church
District Carol Service	10/12/2007	18.00-19.30	Rotherham Parish Church

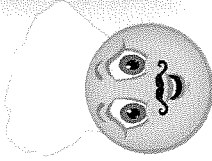
38th Rotherham Scouts

Newsletter

So far we have managed to collect a staggering £800 towards the Bluebell Wood Hospice appeal. This has meant we have been able to be part of the 'buy a Brick' campaign. Well done to Lucy Jefferies who collected the most money.

Remember the First Aid course starts on 12th November.

A big well done to Fay, Joseph and James who were winners of the district cookery competition. They won hands down with their fabulous menu.



Uniform Reminder

Please remember you need your correct uniform for all meetings:

- Scout shirt with all badges sewn on
 - Necker
 - Leather waggle
 - Activity trousers.
- If you have any problems please contact Skip as we do have some spares

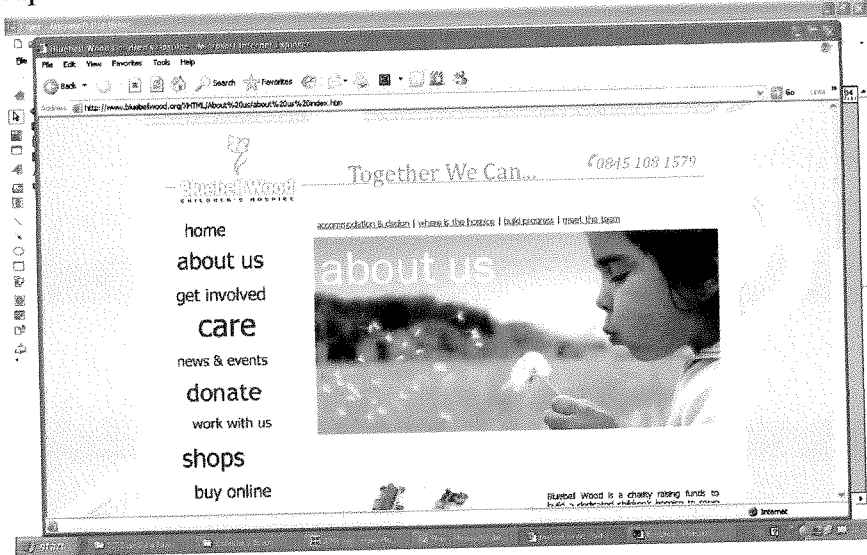
Congratulations to Andrew, Robert and Jack— winners of the district quiz. They have done so well to beat all the other Scouts in the area. Do we have future Masterminds?

Pennies from Heaven Well done to all of you for bringing the pennies to raise money for SCBU in Rotherham. We covered 1.5m² and raised a fabulous £225.

Exemplar IT2: Presenting Information
38th Rotherham Scouts: DTP

Shading effects- see final printout, table and text boxes
Headers and Footers- see final printout

Graphic from the Internet



Graphic from Clip Art

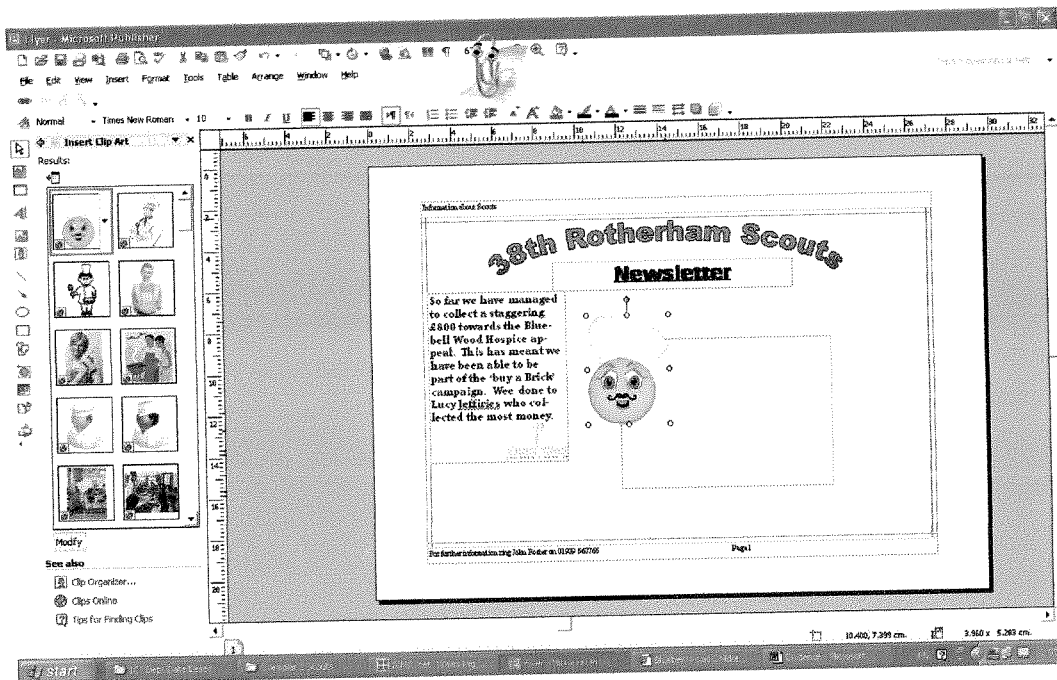


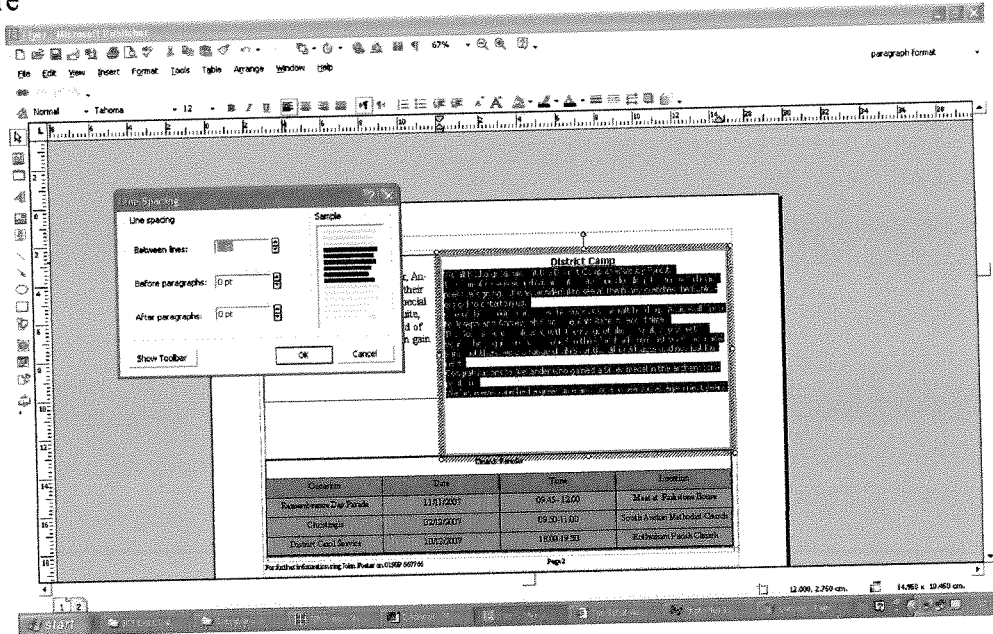
Table – See final printout

Exemplar IT2: Presenting Information 38th Rotherham Scouts: DTP

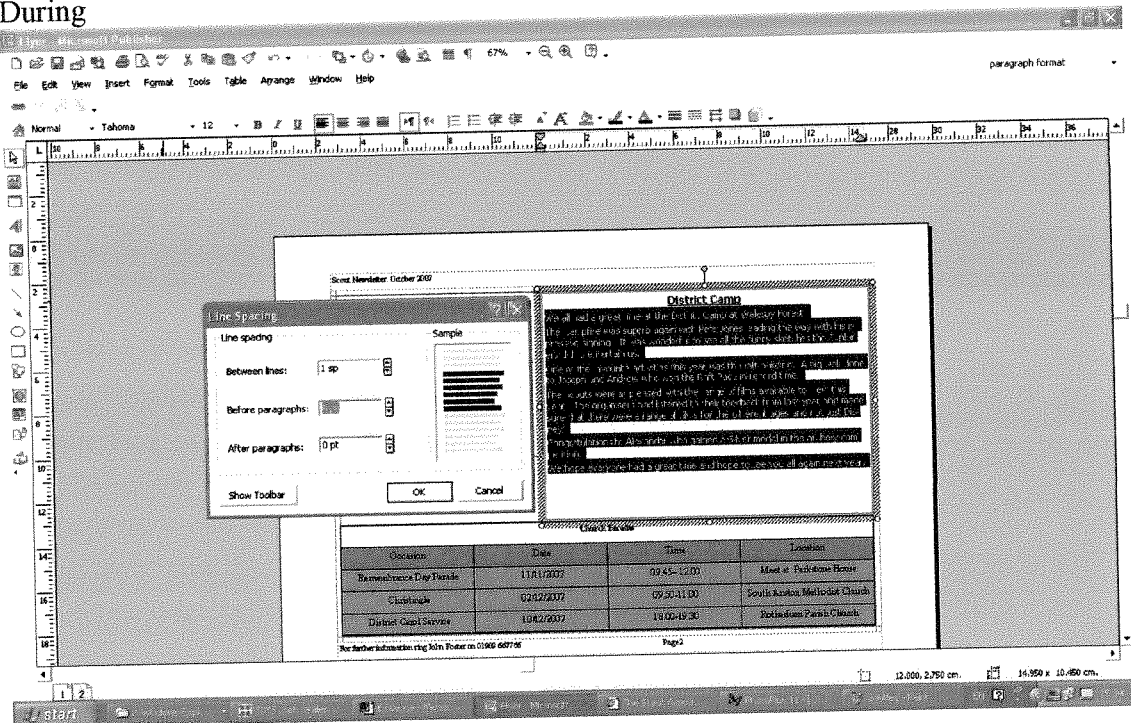
Advanced Features

Customised Table- see final printout, top 3 cells merged

Paragraph Formats Before



During



After – see final printout

Purpose and Audience

The purpose of this section to create several documents of the Scouts to use.

The first document created is a letterhead which will be saved as a template. This letterhead will be as close as possible to the one that was given to me in the original documents.

The purpose of this document is so that the group can use this time and time again should they wish to send letters out and it will always have the same standard format.

The intended users of the document are the leaders of the group.
The audience will be parents, Scouts and possible companies or campsites that the Scout Group writes to.

The second document I will create will be an automated document. The purpose of the document is to inform the parents/ guardians of the Scout if they have been selected for a camp. It will automatically merge the Scout details from the database and include them in the letter. Several macros will be used on the letter to allow for ease of use.

The intended audience of the letter is the parents/ guardians of the Scouts that have been selected.

The intended user of the letter is the Group Scout Leader, Marie Wroe.

The final document in this section is the receipt of payment. This is a document which will show the reuse of the original letterhead template.

The purpose of the document is to acknowledge the payment of the deposit for the camp.
The intended audience is the parents/ guardians of the Scout who has paid the deposit.
The intended user of the document is Marie Wroe, Group Scout Leader.

Ethos

The documents all follow a formal ethos whilst still reflecting the traditions of Scouting. This is done by the use of Times New Roman font, size 12, which is traditionally used in formal letters. There is also standard letter layout. The use of the 2 Scout logos show the links to Scouting as does the sign off.

Header

38th Rotherham Scout Group.
South Anston Methodist Church
Sheffield Road
South Anston
Sheffield

Scout Logo
from Internet

John Foster: 01909 667766

Marie Wroe: 01709 545997

[Scout Logo] ← Inserted
from Internet via Macro.

Date of letter.

< Add 1 >

< Add 2 >

< Add 3 >

< PC >

Dear < Salutation >

Your child < Forename > < Surname > has been selected as a participant in the < Camp > Camp. Should you wish for < Forename > to take part in this venture then please could you return the required £ < Deposit > Required > deposit as soon as possible?

Should you have any further questions please do not hesitate to make contact.

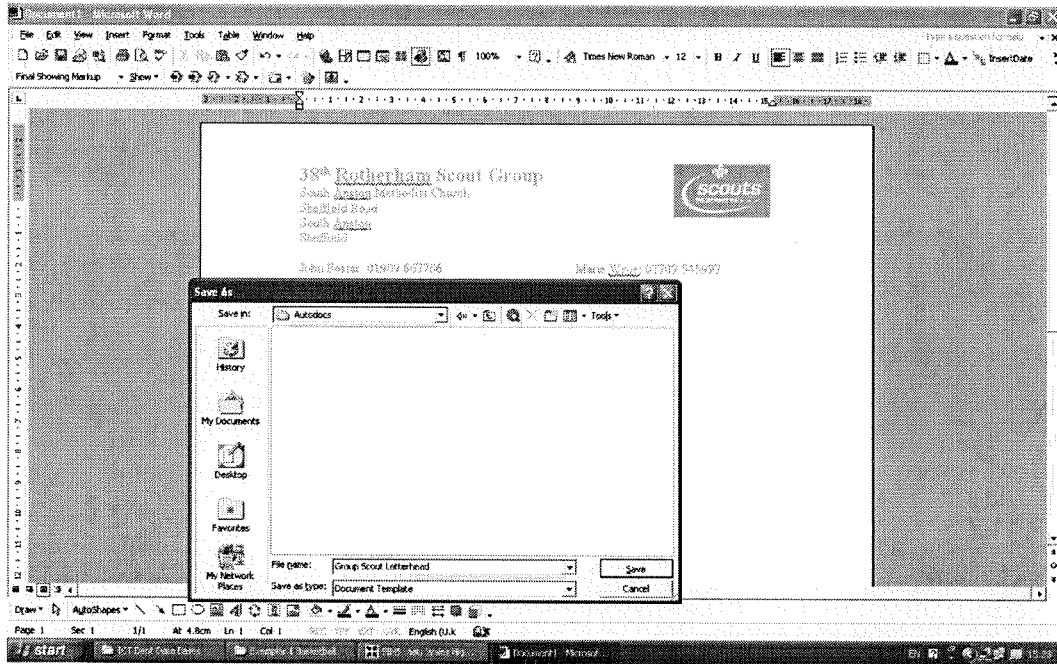
Yours in Scouting (Bold, italic via macro)

John Wroe Sig.

M Wroe

Group Scout Leader

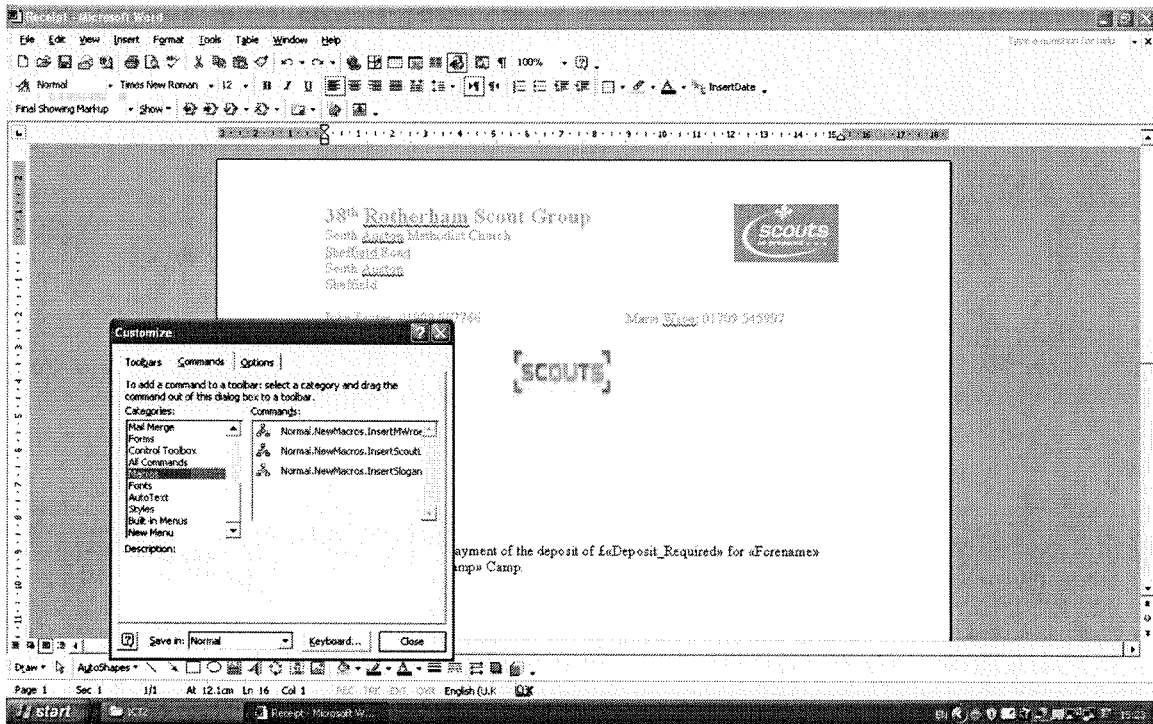
Saving the letterhead as a template



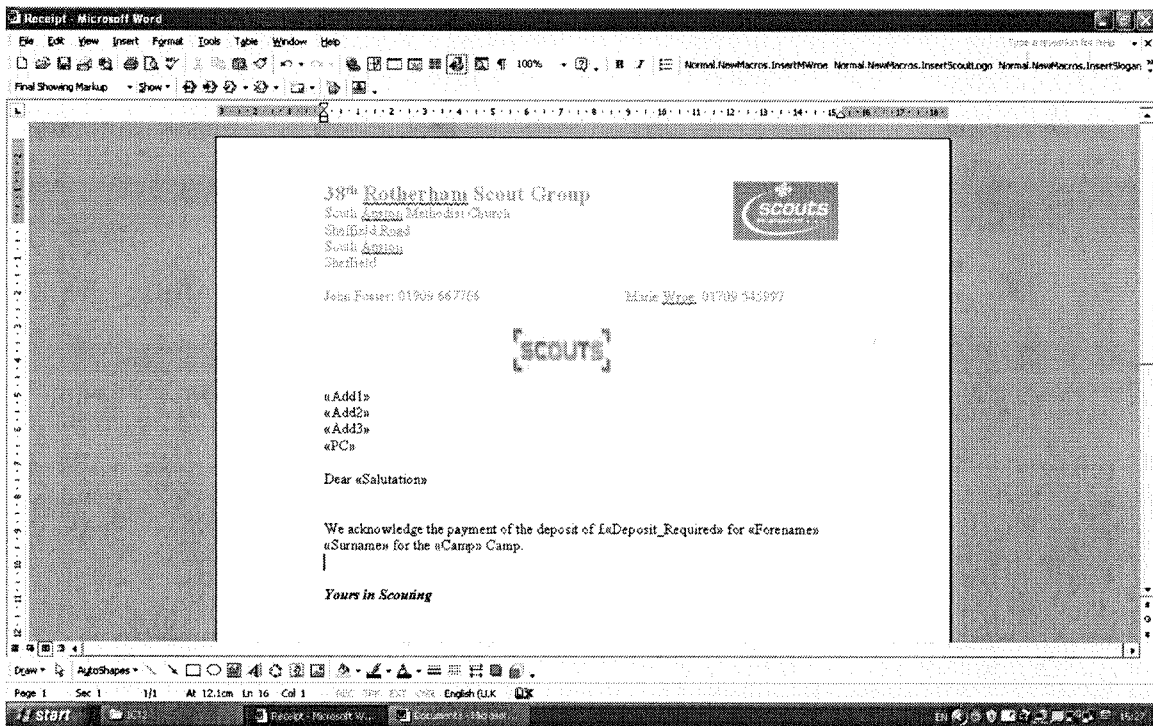
For database creation and accuracy see attached printout.
For details of macros see attached printout.

Scout No	Forename	Surname	Salutation	Add1	Add2	Add3	PC	Camp	Deposit Required
1	Andrew	Hemming	Mrs and Mrs Hemming	19 West Bank Drive	South Anston	Sheffield	S25 5HT	District	£10
2	Daisy	Howarth	Mrs and Mrs Howarth	4 Scarborough Road	Wickersley	Rotherham	S66 2HS	Hesley Wood	£25
3	Christopher	Unwin	Mr and Mrs Unwin	42 Green Arbour Road	Thurcroft	Rotherham	S66 5HR	District	£10
4	William	Brown	Mr and Mrs Brown	7 Derwent Close	North Anston	Sheffield	S25 4GD	Hesley Wood	£25
5	Alex	Fell	Mr Fell	13 Trinity Gardens	Herringthorpe	Rotherham	S56 7YH	Squirrel Wood	£15
6	Kathryn	Hemming	Mrs and Mrs Hemming	19 West Bank Drive	South Anston	Sheffield	S25 5HT	District	£10

Before the macros were added to the toolbar



After the macros were added



Microsoft Visual Basic - Normal [design] - [NewMacros (Code)]

File Edit View Insert Format Debug Run Tools Add-Ins Window Help

Type a operation for help

Ln 21, Col 1

InsertWroe

```
Sub InsertScoutLogo()  
    InsertScoutLogo Macro  
    Macro recorded 11/15/2007 by  
    Selection.InlineShapes.AddPicture FileName:=  
    "C:\Documents and Settings\administrator.WHS\Desktop\Home Computer\Y12 WJEC ICT New Spec\Exemplar 2 Scouts\Ind Scout Logo.bmp" -  
    , LinkToFile:=False, SaveWithDocument:=True  
End Sub  
Sub InsertSlogan()  
    InsertSlogan Macro  
    Macro recorded 11/15/2007 by  
    Selection.Font.Italic = wdToggle  
    Selection.Font.ItalicBi = wdToggle  
    Selection.Font.Bold = wdToggle  
    Selection.Font.BoldBi = wdToggle  
    Selection.TypeText Text:="Yours in Scouting"  
End Sub  
Sub InsertWroe()  
    InsertWroe Macro  
    Macro recorded 11/15/2007 by  
    Selection.InlineShapes.AddPicture FileName:=  
    "C:\Documents and Settings\administrator.WHS\Desktop\Home Computer\Y12 WJEC ICT New Spec\Exemplar 2 Scouts\autodocs\H Wroe Sig.BMP" -  
    , LinkToFile:=False, SaveWithDocument:=True  
End Sub
```

start | 12: WJEC ICT New 5... | Document1 - Microsoft... | Microsoft Visual Basic... | 15:16

38th Rotherham Scout Group

South Anston Methodist Church
Sheffield Road
South Anston
Sheffield



John Foster: 01909 667766

Marie Wroe: 01709 545997



«Add1»

«Add2»

«Add3»

«PC»

6 December 2007

Dear «Salutation»

Your child, «Forename» «Surname» has been selected as a participant in the «Camp» Camp. Should you wish for to take part in this venture then please could you return the required «Deposit_Required» deposit as soon as possible?

Should you have any further questions please do not hesitate to make contact.

Yours in Scouting

Group Scout Leader