

BEACON BRANCH SCHEME

The visits to branches should be conducted in the calendar year; starting after the County Conference and being completed in time for the following County Conference where certificates should be presented.

Branch Name:

County Committee Member conducting visit:

Branch Management		
Branch Compliance: to be confirmed with the MEO		
The MS1 was submitted on time		The accounts were submitted on time
<i>Note: if the branch is not compliant then it cannot achieve the Bronze, Silver or Gold regardless of score</i>		
Branch Committee	Branch Administration	
The branch has a full committee.	Is the branch GDPR compliant? e.g. no more than 7 years accounts or 5 years worth of MS1s held at Branch? Do they hold personal details or destroy after use as per the guidelines?	
Branch officials have attended the relevant training courses within the past 3 years.		
The branch has a clear branch plan	Branch and branch committee meetings are held separately	
Are they an active committee? (regular meetings, clear roles and responsibilities)	Branch meetings are regularly held (at least quarterly)	
All officers are registered for and using the official branch email addresses	They are at an accessible time for all	
They are saving branch documents on MAP	Is the venue appropriate for all users (disabled/ youth etc.)	
Branch Finances	The Branch AGM was held (or is scheduled for) between 1 st Oct and 30 th Nov)	
There is one bank account	County and National engagement	
The signatories on the bank account are current and include the treasurer	The branch attended the last County Conference	
Bank acct is under £5000 (not including BFI)	The branch attends County events/ meetings	
Ceremonial	They are represented at the County Chairs Seminar back-brief (twice-yearly)	
They have a Branch Standard, which is in a good condition	They have or have applied to have a representative on County Committee	
The Standard Bearer attended training in the past year	They are represented at National Conference – delegates and/ or visitors	
The MS1b been signed		
They enter the County SB competition		
Recruitment and Retention		
They have youth members	They make contact with and welcome new members, providing key branch information such as officer names and meeting times and dates	

The branch has trained Recruitment Advisors		The branch had an increase in members in the past year	
The branch has a recruiting plan		Do they actively recruit, including promoting membership to underrepresented groups?	
The branch has a diverse range of ages in their membership		Does the branch engage with and communicate with all members including members who don't attend branch meetings.	
The branch checks MAP for new members regularly		The branch regularly stays in touch with its members including letting them know planned activities and events	

Purpose of Membership

Membership exists so that the Armed Forces Family have friends and allies in every community

Remembrance and Commemoration	Fundraising
Are the branch actively involved in Remembrance activities within the local community	Do the branch actively fundraise during Poppy Appeal
Do the branch liaise with the Local Authorities regarding Remembrance activities	Do the branch support the PAO?
Do the branch support commemorative events outside of Remembrancetide eg: D-Day 80	The branch actively fundraises for the branch itself

Kindness

Knowledge

Does the branch have an active BCS supporter(s) ie: supporters who have completed all required training and have a DBS.	The branch is using up to date literature/ leaflets
The branch knows the contact centre number and refers members of the Armed Forces Community to the contact centre for welfare support.	The branch promote themselves and the Legion within the local community through stands at local events and is involved in local activities
The branch SB supports funerals.	The branch has its own social media accounts. If so, these comply with policy.
The branch has links into the Armed Forces Community.	The branch promote all aspects of the RBL

Campaigning

Camaraderie

The branch actively support National Campaigns	The branch holds regular social activities for members of the Armed Forces Community. 1 point each for:
The branch has a positive relationship with civic authorities.	Veterans' Breakfast/ lunch
The branch has a positive relationship with key civic figures eg: the Mayor, High Sheriff, Lord Lieutenant	Coffee Mornings
	Family days
	Other (1 point for each):

Community Engagement

The branch has Youth affiliations	The branch has ordered resources and marketing via their MEO to aid community engagement
Have they actively engaged and work jointly with the groups with their Affiliation in the past year	The branch has led or organised any community events

The branch has connections with external organisations and schools to do visits/ talks		The branches uses the Branch Event Guide	
The branch uses the Branch H&S guide		The branch uses social and local media to promote their work	
Values and Behaviours			
The branch have a good reputation		The branch collaborates with other local groups, branches and civic authorities	
The branch is passionate about what it does		The branch embraces new ways of working, new ideas and is forward planning	
The branch values its members and involves them as much as possible			
Bonus points:			
<ul style="list-style-type: none"> • The branch has submitted motions to county conference. • The branch has made donations to the Poppy Appeal/ Care Home/ Battleback or Almonisation in the past year. • The branch run a Touchpoint – a permanent stand or location or one that is a fixture in the calendar eg: a market stall every Thursday 			
Branches can gain additional points by participating in activities or events which form part of the County Plan and which the County encourages branches to be involved in (<i>to be added as agreed by the county committee</i>):			
<ul style="list-style-type: none"> • Activity 1: • Activity 2: 			

Bronze: 35 to 49

Silver: 50 to 64 points

Gold: 65 points or more

Timescales: Beacon awards to be given at County Conferences in January