

## **BEACON BRANCH SCHEME**

### **CSB BRANCHES**

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.

<b>Branch Management</b>			
Branch Compliance: to be confirmed with the MEO. Was the MSI was submitted on time			Yes / No
<i>Note: if the branch is not compliant then it cannot achieve the Bronze, Silver or Gold regardless of score</i>			
<b>Branch management</b>		<b>Branch Administration</b>	
The branch has two points of contact (PoC) who are clear about their role.		Is the branch GDPR compliant? e.g. no more than 7 years accounts or 5 years worth of MSIs held at Branch? Do they hold personal details or destroy after use as per the guidelines?	
The PoC keep in touch with the branch members			
The branch has a clear branch plan		There have been at least two branch meeting held in the year, one of which is the AGM	
All PoC are registered for and using the official rbl.community email addresses		The branch meetings are at an accessible time for all	
They are saving branch documents on MAP		Is the venue appropriate for all users (disabled/ youth etc.)	
The PoC are actively engaged with the County committee.		The branch AGM was held (or is scheduled for) between 1 <sup>st</sup> Oct and 30 <sup>th</sup> Nov)	
<b>Finances</b>		<b>County and National engagement</b>	
The PoC are actively engaged with the County Treasurer, and understand their branch financial situation.		The branch attended the last County Conference	
The branch finances have been handed over to the County to manage		The branch attends County events/ meetings	
		They are represented at the County Chairs Seminar back-brief (twice-yearly)	
At an AGM the branch has agreed the expenditure that the PoCs and County Treasurer are authorised to process without seeking Branch approval.		They have or have applied to have a representative on County Committee	
		They are represented at National Conference – delegates and/ or visitors	
<b>CSB ELIGIBILITY</b>			
1. The Branch is actively trying to recruit new members 2. The Branch is providing comradeship 3. The Branch is parading its Standard and is visible in the community 4. The Branch is committed to delivering the Branch Community Support activities 5. The Branch is delivering on wider charitable objectives as specified in the Royal Charter			
<b>Recruitment</b>		<b>Camaraderie</b>	
The branch actively recruit, including promoting membership to underrepresented groups		The branch has a plan of how it will connect with the Armed Forces Community throughout the year	
They make contact with and welcome new members, providing key branch information such as officer names and meeting times and dates		The branch holds regular social activities for members of the Armed Forces Community.	

The branch had an increase in members in the past year		The branch has links into the Armed Forces Community.	
The branch checks MAP for new members regularly			
<b>BCS</b>			
The branch knows the contact centre number and refers members of the Armed Forces Community to the contact centre for welfare support.		The branch has active BCS supporter(s) ie: supporters who have completed all required training and have a DBS.	
<b>Visibility in the Community</b>		<b>Ceremonial</b>	
The branch are actively involved in Remembrance activities within the local community		They have a Branch Standard, which is in a good condition	
The branch actively fundraise during Poppy Appeal		The Standard Bearer attended training in the past year	
The branch promote themselves and the Legion within the local community through stands at local events and is involved in local activities		The MSIb been signed	
		They enter the County SB competition	
<b>Campaigning</b>			
The branch has a positive relationship with civic authorities.			
The branch has a positive relationship with key civic figures eg: the Mayor, High Sheriff, Lord Lieutenant			
The Branch actively support National Campaigns			
<b>Community Engagement</b>			
The branch has active 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 community events	
The Branch has connections with external organisations and schools to do visits/ talks		The branch uses the Branch Event Guide	
The Branch uses the Branch H&S guide		The branch uses social and local media to promote their work	
The branch attends the local covenant partnership group		The branch has its own social media accounts. If so, these comply with policy.	
The branch promote all aspects of the RBL		The branch is using up to date literature/ leaflets	
<b>Values and Behaviours</b>			
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			
<b>Bonus points:</b>			
<ul style="list-style-type: none"> <li>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</li> </ul>			
<ul style="list-style-type: none"> <li>The branch has made donations to the Poppy Appeal/ Care Home/ Battleback or Almonisation in the past year</li> </ul>			
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> ):			

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| <ul style="list-style-type: none"><li>• Activity 1:</li><li>• Activity 2:</li></ul> |  |
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**Bronze: 30 to 40 points**

**Silver: 40 to 55 points**

**Gold: 55 points or more**

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