



## Beacon Branch Scheme

# Branch checklist

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 Name:</b>                       |
| County Committee Member conducting visit: |

| <b>Branch Management</b>  |  |   |  |
|---|--|---|--|
| <i>Branch Compliance: to be confirmed with the MEO</i>  |  |   |  |
| 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> |  |   |  |
| <b>Branch Committee</b>   |  | <b>Branch Administration</b>  |  |
| 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? Does it hold personal details or destroy after use as per the guidelines? |  |
| Branch officials have attended the relevant training courses within the past 3 years                              |  |   | Branch and branch committee meetings are held separately |
| The branch has a clear branch plan  |  | Branch meetings are regularly held (at least quarterly)   |  |
| Are they an active committee? (regular meetings, clear roles and responsibilities)                                |  | Meetings are at an accessible time for all  |  |
| All officers are registered for and using the official branch email addresses                                     |  | Is the venue appropriate for all users (disabled/youth etc.)  |  |
| They are saving branch documents on MAP   |  | The Branch AGM was held (or is scheduled for) between 1st Oct and 30th Nov)   |  |

**Continued overleaf >**

## Beacon Branch Scheme: Branch checklist

| <b>Branch Finances</b>  |  | <b>County and National engagement</b>  |  |
|---|--|--|--|
| There is one bank account   |  | The branch attended the last County Conference   |  |
| Bank acct is under £5000 (not including BFI)  |  | The branch attends County events/meetings  |  |
| The signatories on the bank account are current and include the treasurer   |  | It is represented at the County Chairs Seminar back-brief (twice-yearly)   |  |
|   |  | It has/has applied to have a representative on County Committee  |  |
|   |  | It is represented at National Conference – delegates and/or visitors   |  |
| <b>Ceremonial</b>   |  |  |  |
| It has a Branch Standard, which is in a good condition  |  | The MS1b been signed   |  |
| The Standard Bearer attended training in the past year  |  | The branch enters the County SB competition  |  |
| <b>Recruitment and Retention</b>  |  |  |  |
| The branch has youth members  |  | The branch makes contact with and welcomes 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  |  | Does it actively recruit, including promoting membership to underrepresented groups?   |  |
| The branch has a diverse range of ages in its 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                             |  |
| <b>Purpose of Membership</b>  |  |  |  |
| <b>Membership exists so that the Armed Forces Family has friends and allies in every community</b>                                    |  |  |  |
| <b>Remembrance and Commemoration</b>  |  | <b>Fundraising</b>   |  |
| Is the branch actively involved in Remembrance activities within the local community?   |  | Does the branch actively fundraise during Poppy Appeal?  |  |
| Does the branch liaise with the Local Authorities regarding Remembrance activities?   |  | Does the branch support the PAO?   |  |
| Does the branch support commemorative events outside of Remembrancetide e.g.: D-Day 80?   |  | The branch actively fundraises for the branch itself   |  |
| <b>Kindness</b>   |  | <b>Knowledge</b>   |  |
| Does the branch have an active BCS supporter(s) i.e.: 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 promotes itself and the RBL 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 promotes all aspects of the RBL   |  |

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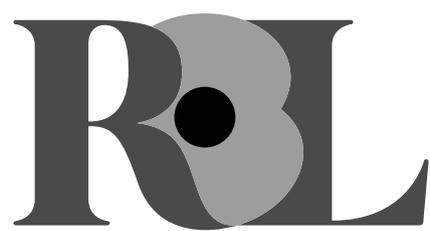
## Beacon Branch Scheme: Branch checklist

| <b>Campaigning</b>  |  | <b>Camaraderie</b>  |  |
|---|--|---|--|
| The branch actively supports National Campaigns   |  | <i>The branch holds regular social activities for members of the Armed Forces Community. <b>1 point each for:</b></i> |  |
| 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   |  |
|   |  | <b>Other (1 point for each):</b>  |  |
| <b>Community Engagement</b>   |  |   |  |
| The branch has Youth Affiliations   |  | The branch has ordered resources and marketing via its MEO to aid community engagement                                |  |
| Has the branch actively engaged and worked with its affiliated groups 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 its work  |  |
| <b>Values and Behaviours</b>  |  |   |  |
| The branch has 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>   |  |   |  |
| 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 runs a Touchpoint – a permanent stand or location or one that is a fixture in the calendar e.g.: a market stall every Thursday   |  |   |  |
| <i>Branches can gain additional points by participating in activities or events that form part of the County Plan and in which the County encourages branches to be involved (to be added as agreed by the County Committee):</i> |  |   |  |
| Activity 1:   |  |   |  |
| Activity 2:   |  |   |  |

|              |  |
|--------------|--|
| <b>Total</b> |  |
|--------------|--|

|                                |  |
|--------------------------------|--|
| <i>Bronze: 35 to 49 points</i> |  |
| <i>Silver: 50 to 64 points</i> |  |
| <i>Gold: 65 points or more</i> |  |

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



**ROYAL BRITISH LEGION**

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**[rbl.org.uk](http://rbl.org.uk)**