

SAGALA GUIDELINES



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GLOSSARY

Achievement badges	Badges earned by members, eg <i>Tracks and Trainers</i>
Adult Member	An enrolled adult who works in a section
Assistant Leader	An enrolled adult or young person over 16 years of age, who assists the sectional leader
Awards	<i>MEGA Star, Southern Cross Award, Commissioner's Challenge, General's Award</i>
Child	All young people under 18 years of age
Child Safe	Legal requirements for leaders, ie State Legislation checks, Child Safe Training, Forms
CMC	Children's Ministry Coordinator (formally YPSM)
Church Parade	Church Parades are held each school term either on Sunday or on parade night.
CO	Corps Officer
CSC	Corps SAGALACoordinator
DC	Divisional Commander
DHQ	Divisional Headquarters
DST	Divisional SAGALA Team
DCS	Divisional Children's Secretary
Helper	Non-enrolled adult or young person over 16 years of age who works with the sectional and assistant leaders
LSGO	Life Saving Guard Organisation
Member	An enrolled child, teenager or adult in a SAGALA section
SAGALA	Salvation Army Guarding And Legion Activities
Section	The various age groups in SAGALA, ie. Moonbeams, Explorers, Sunbeams, Adventurers Guards, Rangers
Section Leader	The enrolled adult in charge of a SAGALA section
Stars	The award levels in the Sunbeam/Adventurers and Guard/ Ranger programs, ie Alpha, Beta, Gamma, Delta and Epsilon
Trade	The Salvation Army's store located in Sydney
TC	Territorial Commander
THQ	Territorial Headquarters
TCS	Territorial Children's Secretary
YP	Young People



WHAT IS SAGALA?

Introduction

The **Salvation Army Guarding And Legion Activities** ministry is sponsored and administered by The Salvation Army.

The Salvation Army's Mission

The Salvation Army Australia is a Christian movement dedicated to sharing the love of Jesus.

We share the love of Jesus by:

- ◆ Caring for people
- ◆ Creating faith pathways
- ◆ Building healthy communities
- ◆ Working for justice

The Salvation Army's Vision

Wherever there is hardship or injustice Salvos will live, love and fight alongside others to transform Australia one life at a time, with the love of Jesus.

SAGALA is an 'outreach' tool of The Salvation Army. That is, it is a practical ministry that brings children and teenagers, and their families, into the influence of The Salvation Army and the message of Jesus Christ. Whilst young people learn many life skills in SAGALA, leaders use the opportunity to share their faith in Jesus with the young people and give them an invitation to choose to know Jesus and follow Him.

It is a program for children and teenagers that builds integrity, provides community service experience, teaches life skills, promotes leadership development and presents an opportunity to respond to the good news of Jesus Christ. SAGALA sections have a common pledge, distinctive uniforms, laws, mottos, prayers, and a challenging yet varied program to interest young people.

SAGALA Purpose Statement

In a safe Christian environment of love, fun and instruction SAGALA aims to provide young people with the skills and abilities to:

- ◆ Help them discover Jesus
- ◆ Know they are valued
- ◆ Develop character, enabling them to reach their full potential
- ◆ Equip them for life



SAGALA Logo

The SAGALA logo that is common to all SAGALA sections incorporates the colours of The Salvation Army's flag and clearly states the meaning of the SAGALA name. The central design represents light, which is the unifying emblem depicted on the enrolment badges of all SAGALA sections. The logo forms the SAGALA membership badge that is worn by all enrolled members.

Boys Legion Logo

The Boys Legion logo is worn by all Legion members. The Legion logo is on the enrolment badges for all three Legion sections – Explorers, Adventurers and Rangers:

- ◆ The white cross represents the cross where Jesus died for us
- ◆ The red shield represents The Salvation Army's sponsorship of the Boys Legion program
- ◆ The gold kangaroo represents the Australian origin and nature of the program
- ◆ The gold stars represent the award system and the skills acquired from it
- ◆ The white ribbon displays the program title and motto 'Purpose with honour'
- ◆ The blue background represents the law pertaining to living a clean life



Life Saving Guard Logo

The Life Saving Guard Organisation (LSGO) encompasses all of the girls sections – Moonbeams, Sunbeams and Guards.

The LSGO logo is on the Guard enrolment badge. The Moonbeam and Sunbeam sections have their own enrolment badges. At the centre of the logo are entwined the letters L, S, G, reminding members that they are *Life Saving Guards* and that their actions should reflect this.

- ◆ The open Bible represents guarding the soul (2 Timothy 3:16)
- ◆ The eye represents guarding the mind
- ◆ The exercise equipment (clubs) represents guarding the body
- ◆ The lighted lantern represents serving others



Section Flags

There are section flags for all three LSGO sections and one flag for all Boys Legion sections. All section flags have a maroon border and blue background. At the centre of the flag is the section logo.



Organisation and Structure

Membership

SAGALA is open to all young people without discrimination of race, colour, gender, social standing, economic background or faith. However it is important that members, parents and leaders are aware that Christianity is the foundational faith of SAGALA and that the message of Jesus Christ will be taught. Children may commence SAGALA when they commence school or their 5th birthday and conclude by their 17th birthday. (These ages are a guideline. They can be negotiated at the discretion of the leader with the approval of the DCS.)

SAGALA comprises two 'groups': the *Life Saving Guard Organisation* (LSGO – girls' sections) and the *Boys Legion* (Legion – boys' sections). Within these two groups are six sections:

Ages	Boys Legion	LSGO
5 up to 7 years	Explorers	Moonbeams
7 up to 11 years	Adventurers	Sunbeams
11 up to 17 years	Rangers	Guards

Getting a SAGALA Section Started

Commencing a SAGALA section is simple. All that is required are the following:

- ◆ Enthusiastic leaders who have completed the necessary application forms, child protection documentation and introductory training (*see pages 12-14*)
- ◆ A group of children (minimum 3) who are keen to be involved and who have passed the membership requirements (*see pages 23-28*)
- ◆ Notification to the DCS by completing an [Application to Register a SAGALA group form](#) and sending it via the Mission Team email address
- ◆ A church parade to formally inaugurate the section

Members and leaders first wear SAGALA uniform at the inauguration ceremony or at their enrolment.

Responsibility and Supervision

On a territorial level the Territorial Children's Secretary (TCS) is responsible to the Territorial Commander (TC) for the overall management and development of the SAGALA program within the territory.

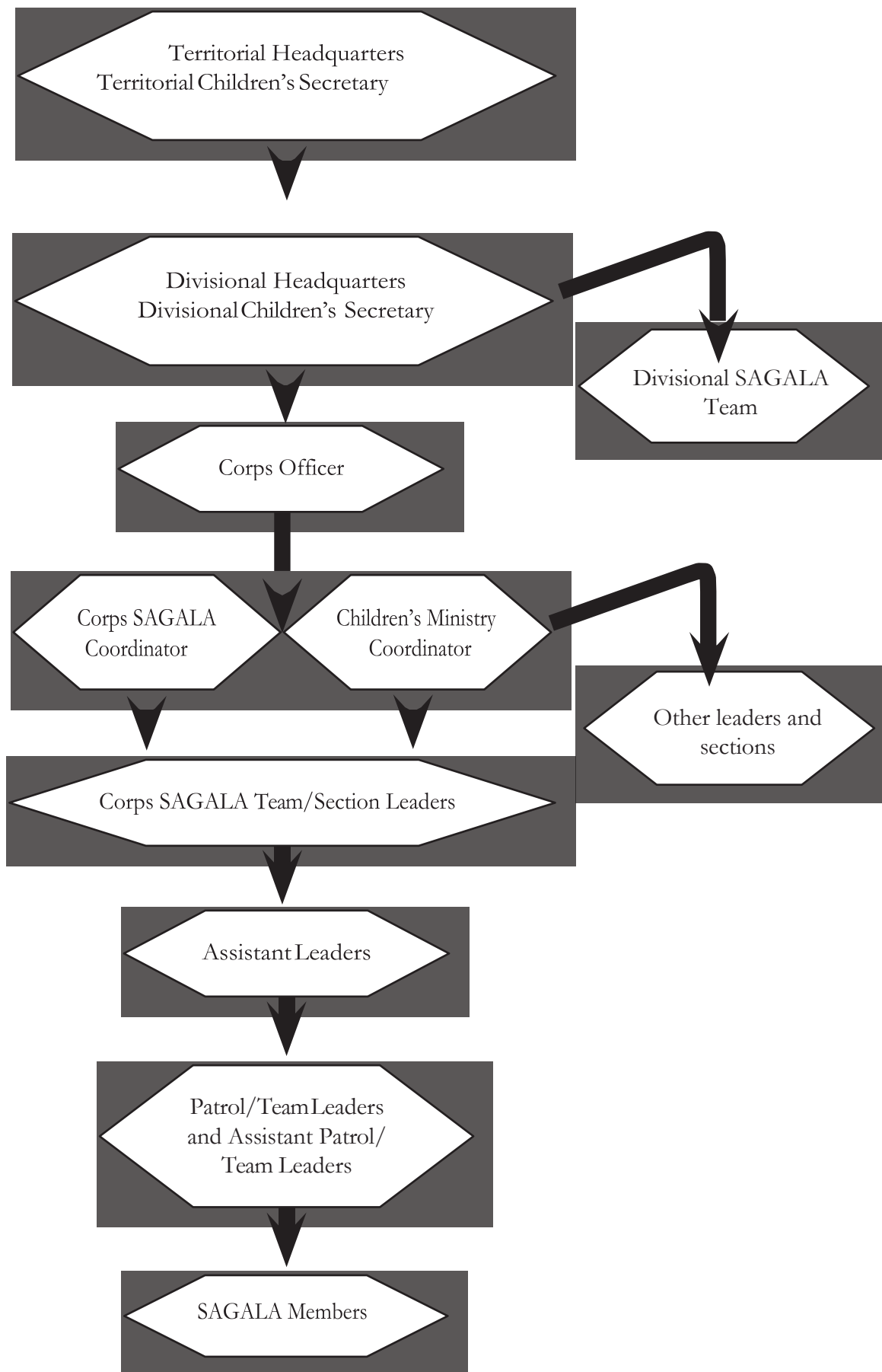
On a divisional level the DCS/Divisional Representative are responsible to the Territorial Children's Secretary (TCS) for the management and development of the SAGALA program within the division. The DCS/Divisional Representative may recruit a Divisional SAGALA team (*see page 10*) to assist him/her in providing leadership training, program management and maintaining high standards amongst leaders and members.

At corps level where several SAGALA sections operate, the CO may appoint a Corps SAGALA Coordinator (CSC) to oversight the SAGALA program within the corps (*see page 14*). The CSC works in conjunction with the 'Children's Ministry Coordinator' to ensure that all young people's sections and programs, including SAGALA, co-operate to build up the corps and the Kingdom of God.

SAGALA leaders are responsible to the CO, through the CSC (Corps SAGALA Coordinator), to ensure that the program operates effectively. This means –

- ◆ All leaders are trained and have appropriate child safe qualifications
- ◆ Members receive good teaching to equip them for life
- ◆ Badges and awards are achieved and presented
- ◆ The gospel is preached
- ◆ SAGALA families are introduced to the wider corps fellowship

Relationship between SAGALA and The Salvation Army Leadership



Divisional SAGALA Team (DST)

The DCS/Divisional Representative, in consultation with Corps Officer/s and/or the TCS, may establish a Divisional SAGALA Team. This team comprises of leaders or recently retired SAGALA leaders who work together under the direction of the DCS/Divisional Representative. Membership of the team remains the discretion of the DCS/Divisional Representative but should represent all SAGALA sections and maintain a balance of genders. Members do not hold specific titles, rather all are simply Divisional SAGALA Team members and their tenure is subject to a three year review of all Local Officers. Though additional members may be required, the ideal membership would be:

- ◆ DCS/Divisional Representative (Team leader/s)
- ◆ one Moonbeam and/or Explorer leader
- ◆ one Adventurer leader
- ◆ one Sunbeam leader
- ◆ one Guard leader
- ◆ one Ranger leader
- ◆ two child representatives (The Royal Commission recommendations require us to hear the voice of children in decisions that impact them)

The purpose of the Divisional SAGALA Team is to:

- ◆ Promote SAGALA
- ◆ Advise the DCS/Divisional Representative of relevant trends
- ◆ Plan and assist in organising SAGALA activities and operations within the division, eg training events, camps
- ◆ Ensure that SAGALA sections include devotions each week and a gospel presentation with opportunity for response at least once a year

Though members may be used to train other leaders, this isn't necessarily the major part of their role. Instead, specialists may be utilised to provide training in specific areas as required (*see page 18 Leaders' Training*).

The DST should meet at least twice a year and this could be done during a divisional event, teleconference or planned meeting. The purpose of the meeting is to provide opportunity for the DST to raise and discuss important matters affecting SAGALA, including the promotion of SAGALA at corps and divisional level, plan and organise events (eg training events, divisional camps and church parades), uniform issues, development of the program, and training needs.

Outcomes of DST meetings should be distributed to the TCS, DCS/Divisional Representative, all COs where SAGALA operates, and SAGALA leaders in the division when required.

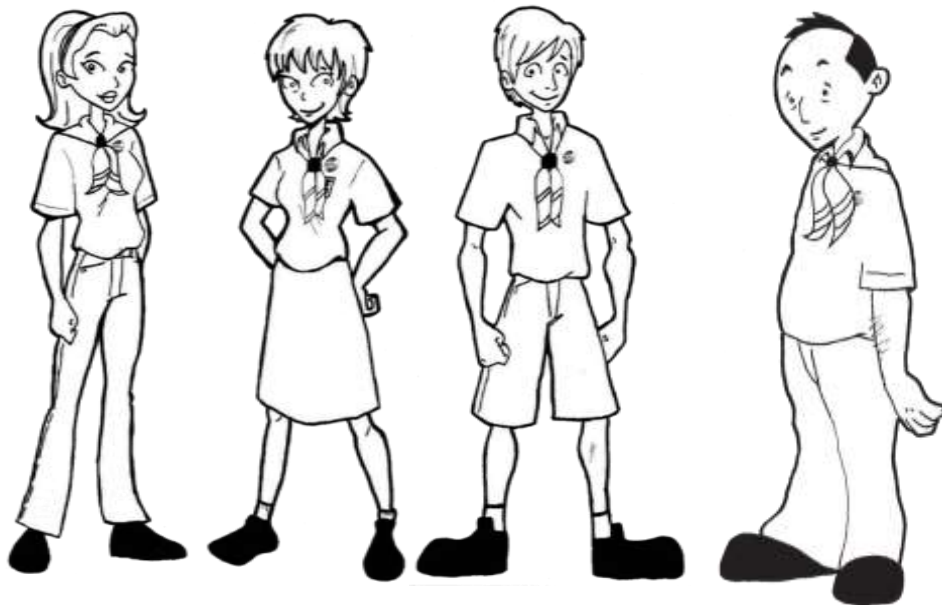
Corps SAGALA Team

The Corps SAGALA Team comprises all section leaders and chaplain (if not the CO) and should meet regularly (preferably quarterly but at least annually) to discuss matters that concern all sections. The CO is the chairperson for the team, though they may delegate this to the CMC or SAGALA Coordinator. The CMC is an ex-officio member of the team to help strengthen ties between SAGALA and other children and youth activities.

The format for these meetings varies to suit the local situation and arising needs, however the following is a guideline:

- ◆ Each leader provides a report on the progress of their section, including the progress of members and highlighting those experiencing difficulty or possessing special needs. Other leaders may offer helpful expertise or advice to assist the leader make SAGALA a more enjoyable and beneficial experience for each member
- ◆ Arrange corps SAGALA events including roll reviews, church parades, fund raising, camps, outings and other combined events. The team should meet in October/November to identify activities and dates for the ensuing year and forward these to the CO for inclusion in the corps calendar
- ◆ Plan and/or discuss the forthcoming program so that activities are well co-ordinated

The SAGALA leaders should seek to work together to help cement friendship, cooperation and coordination of the SAGALA ministry within the corps.



LEADERSHIP

Requirements

SAGALA is always happy to have helpers work with the sections. However every person desiring to assist in a SAGALA section must meet the criteria noted below before commencing work in SAGALA.

Legal Requirements

The following requirements are mandatory for every SAGALA leader, assistant leader and helper:

- ◆ Complete *Child Safe* training to gain understanding of The Salvation Army's policies regarding child protection and safety. (Safe Salvos NSW/ACT/QLD & training on SMO for VIC)
- ◆ Obtain the appropriate state legislation check
- ◆ Complete the current documentation for your state (NSW/ACT QLD Code of Conduct and Application for Ministry form and VIC forms on SMO) found in the [Toolkit in Leaders' Forms](#).
- ◆ Have reached the minimum age as stated below

All forms and trainings mentioned above are organised by the Corps Officer.

Failure to comply with the *Code of Conduct* may result in a request to withdraw from ministry.

Minimum Age

In accordance with The Salvation Army's child protection policy the minimum age for sectional leaders is:

- ◆ Moonbeam and Explorer leaders – 18 years
- ◆ Sunbeam and Adventurer leaders – 18 years
- ◆ Guard and Ranger leaders – 20 years

The minimum age for assistant leaders and helpers is:

- ◆ Moonbeam and Explorer leaders – 16 years
- ◆ Sunbeam and Adventurer leaders – 16 years
- ◆ Guard and Ranger leaders – 18 years

(Young people under 18 years must always have a responsible, accredited adult present.)

Training for Section Leaders and Assistant Leaders

Those wishing to be section leaders or assistant leaders must also:

- ◆ Complete the [Introduction to SAGALA course](#). This course aims to help leaders understand the purpose and structure of the SAGALA ministry. The training is best completed by attending a short seminar however it can also be completed by correspondence. It can be organised through the SAGALA Coordinator, CO, DCS/Divisional Representative or the Divisional SAGALA Team
- ◆ Be enrolled as a SAGALA leader by the DCS/Divisional Representative, member of the Divisional SAGALA Team or CO. Enrolment requirements are incorporated into the [Introduction to SAGALA course](#) and match those required of child members. (ie learn the SAGALA pledge, salute, law, motto)
- ◆ Set a high standard of SAGALA uniform wearing.

Christian Experience

Part of the section leaders responsibility is the presentation of the gospel of Jesus Christ and the spiritual development of SAGALA members, assistant leaders and other helpers. Because the Christian faith is foundational to SAGALA, it is imperative that section leaders are mature Christian adults and preferably Salvation Army Soldiers or Adherents.

When appointing assistant leaders and helpers the CO and SAGALA Coordinator may appoint a non-Christian but a desire and commitment to become a Christian should be evidenced and the acceptance of a leadership position should be seen as a step towards this. Any non-Christian assistant should be supported when learning to present devotions or spiritual badges.

Commissions and Warrants

Only enrolled soldiers receive commissions. To be commissioned as the Corps SAGALA Coordinator, section leader, assistant leader or chaplain the CO will complete and forward a bond to DHQ. A commission will be returned and presented. Commissioned leaders are YP Local Officers and as such are subject to the Orders and Regulations for Local Officers (see your CO about this).

Non-Salvationist leaders and assistant leaders may receive a warrant. The CO will complete and sign an [Application for Warrant](#) form and forward it to DHQ, where the DCS signs it and returns the warrant for presentation.

Leadership Positions

Corps SAGALA Coordinator (CSC)

The Coordinator is appointed by the CO in consultation with the Corps SAGALA team. The Corps SAGALA Coordinator:

- ◆ must be at least 20 years of age
- ◆ may be male or female, though where single gender sections only operate the CSC must be of the same gender as the sections
- ◆ has experience as a SAGALA leader
- ◆ may hold this position as well as lead one of the sections
- ◆ will comply with the requirements for Local Officers
- ◆ sets the standard of compliance with the [Code of Conduct for NSW/ACT/QLD](#) or [SMO login for Victoria](#)
- ◆ is responsible to the CO for the overall SAGALA program in the corps, ensuring that all sections work amicably together, and with the section leaders, CMC and other youth and children's sections for the benefit of the Kingdom and the corps
- ◆ represents SAGALA on the corps leadership team
- ◆ sets a high standard of spiritual maturity, continued training, and uniform wearing

Section Leaders/Assistant Leaders

The SAGALA Coordinator recommends section leaders and assistant leaders to the CO and then the CO appoints section leaders and assistant leaders in compliance with *Orders and Regulations for Local Officers*. It is strongly recommended that section leaders are Salvationists (either Soldiers or Adherents), however committed mature Christians of other churches who agree to abide by The Salvation Army's standards, principles and mission may also be considered and warranted.

It is also preferable that assistant leaders are Salvationists (either Soldiers or Adherents). However other helpers, who do not profess Christian faith but who agree to comply with The Salvation Army's standards, principles and mission may also be considered and warranted.

NB: Should the section leader resign from their position, a non-Christian assistant leader may not be appointed as the section leader.

Section leaders and assistant leaders should:

- ◆ continue to equip themselves for SAGALA leadership
- ◆ possess qualifications and qualities of character that make them suitable to lead and train young people in their care. Such qualifications should not only include the technical aspects of the ministry but also the general principles of The Salvation Army's work among young people and an ability to relate well with children and teenagers
- ◆ provide a safe and fun environment for all members and adults
- ◆ be responsible for the weekly operation of the section including planning, programming, administration and teaching
- ◆ create a balanced program of fun, interest, development, challenge and spiritual content
- ◆ help members to set high goals for themselves in regard to badge work and to achieve all awards of the SAGALA program
- ◆ comply with the *Code of Conduct* (see page 16)
- ◆ work with other leaders, both within SAGALA and the wider corps, to promote a welcoming Christian environment
- ◆ promote SAGALA within the corps and community
- ◆ ensure records are accurately kept and comply with The Salvation Army's procedures, particularly those relating to finances

Chaplain

The chaplain is usually the CO however the CO may appoint an appropriate and interested Salvationist who is at least 25 years and is willing to assume this role. It is preferable that a male is chaplain to the boys' sections and a female is chaplain to the girls' sections.

The chaplain should:

- ◆ meet Child Safe requirements
- ◆ take a keen interest in the spiritual development of leaders, helpers and young people in the section
- ◆ regularly attend parade so that leaders, helpers and members know they are available to counsel and assist them
- ◆ conduct devotions regularly (ie at least once a quarter)
- ◆ attend leaders' meetings, being involved with a devotional input
- ◆ liaise with the CO and leaders to ensure that church parades are held and that suitable leaders are arranged
- ◆ set an example of Christian living

Other Helpers

Other adults are welcome to assist the section leader but must meet all legal requirements (see pages 12-13) and are encouraged to complete the [Introduction to SAGALA course](#).

Patrol/Team Leaders and Assistant Patrol/Team Leaders

The patrol/team system, an essential part of SAGALA, provides opportunity for character development and leadership training.

Patrol/team leaders and assistant patrol/team leaders are young people within the section who exhibit leadership qualities and skills. The section leader selects patrol/team leaders and assistants, taking into consideration their integrity, leadership ability and influence upon the section and recognising that the oldest child may not necessarily be the best patrol/team leader. Patrol/team leaders and assistant patrol/team leaders are identified by yellow (Adventurer/Sunbeam) or maroon (Guard/ Ranger) stripes:

- ◆ Patrol/Team Leader = 2 stripes
- ◆ Assistant Patrol/Team Leader = 1 stripe

Except when a new section commences, patrol/team leaders should have been a member for at least one year. During a short ceremony at a Church Parade or SAGALA parade patrol/team leaders are presented with a patrol/team leaders' certificate and stripes. Patrol/team leaders retain this position at the leaders' discretion.

Patrol/team leaders are responsible to the section leader for:

- ◆ A patrol/team of 6-8 members (local circumstances will regulate this)
- ◆ The appearance, behaviour and discipline of the patrol/team
- ◆ Leading the patrol/team in games and work as required
- ◆ Assisting the section leader in planning a program that will interest the section

Assistant patrol/team leaders may be appointed to assume leadership in the patrol/team leaders' absence. Assistant patrol/team leaders wear an assistant patrol/team leaders' stripe and receive a certificate, and also serve for a period determined by the leader. Leaders are encouraged to give every child, where appropriate, the opportunity to serve as a patrol/team leader or assistant patrol/team leader as this may reveal a members leadership potential and challenge them to develop character and skill.

Patrol/team leaders' and assistant patrol/team leaders' stripes and certificates are available by emailing the Mission Team at missionteam@salvationarmy.org.au via a [**SAGALA Badge Coupon**](#).

NB: See the uniform diagrams for the correct placement of patrol/team leader/s' stripe/s (see pages 59-60)

Code of Conduct

All section leaders, assistant leaders and helpers accept and agree to comply with The Salvation Army's [**Code of Conduct for NSW/ACT/QLD**](#) or [**SMO login for Victoria**](#).

The use of alcohol, tobacco, drugs and offensive language is unacceptable at all SAGALA activities. All adults are expected to set an example for SAGALA members to emulate and should always endeavour to assist members in keeping their pledge and laws.

Leaders' Uniform

Leaders should set an example by ensuring that their uniform is correct, neat and tidy at all times. This is especially important when representing SAGALA at Church Parades and other functions.

Female Leaders' Uniform

Female leaders may wear any of the following options:

- ◆ Salvation Army uniform, in line with the Territorial/Corps uniform policy with maroon badge tab, maroon leaders' scarf with royal blue binding and woggle

OR

- ◆ SAGALA polo shirt (choice of section colour or a selected leaders' only colour) with maroon badge tab, maroon leaders' scarf with royal blue binding and woggle
- ◆ Dark navy or black skirt, slacks or skort
- ◆ Closed shoes, eg black shoes or joggers, not sandals or boots
- ◆ Navy, black or white socks or navy or black stockings

In winter leaders may wear navy jacket, maroon or navy cardigan or jumper. (*see page 57 for colour details.*)

Male Leaders' Uniform

Male leaders may wear any of the following options:

- ◆ Salvation Army uniform, in line with the Territorial/Corps uniform policy with maroon badge tab, and maroon leaders' scarf with royal blue binding and woggle

OR

- ◆ SAGALA polo shirt (choice of section colour or a selected leaders' only colour) with maroon badge tab, maroon leaders' scarf with royal blue binding and woggle
- ◆ Dark navy or black trousers or shorts
- ◆ Closed shoes, eg black shoes or joggers, not sandals or boots
- ◆ Navy, black or white socks

In winter leaders may wear navy jacket or jumper. (*see page 57 for colour details.*)

It is expected that at church parades and official functions leaders wear their SAGALA uniform or The Salvation Army uniform with SAGALA insignia.

Achievement Badges

Achievement badges are designed for SAGALA members and *not* leaders. However, should leaders order member's achievement badges for themselves these are to be bought by the leader and sewn on a camp shirt or blanket.

Leaders' Training

All section leaders, assistant leaders and helpers are encouraged to better equip themselves to lead and instruct SAGALA members. SAGALA has a training program of distance education and seminar courses, commencing with the [Introduction to SAGALA course](#). This course is compulsory for section leaders and assistants. Once the course is completed the assessment can be signed off by the DCS/Divisional Representative or any Divisional SAGALA Team member and a completed/signed off copy should be kept by both DHQ & the local Corps Office. Other helpers are encouraged to complete the course so that they better understand the purposes and structure of the program.

Leaders' Enrolment

Leaders receive the following when enrolled:

- ◆ SAGALA badge (logo)
- ◆ Name of Corps (ordered from Trade at trade@ae.salvationarmy.org)
- ◆ Divisional Badge
- ◆ Maroon badge tag and corps name badge (ordered from Trade at trade@ae.salvationarmy.org)
- ◆ Maroon scarf with blue binding & woggle (ordered from Trade at trade@ae.salvationarmy.org)

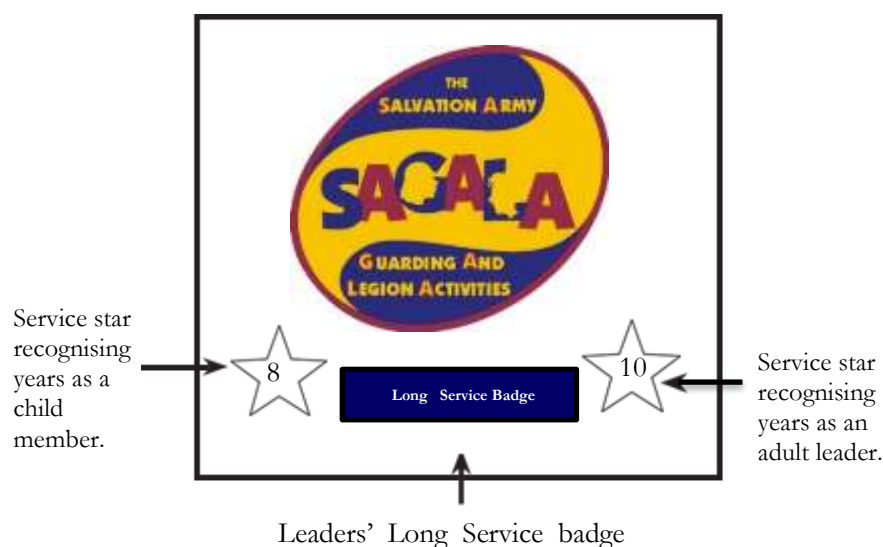
The leaders sign the SAGALA [Leaders' Purpose Statement](#) & [Leaders' Enrolment Certificate](#).

Leaders' Long Service

Enrolled adults may apply for a Leaders' Long Service badge by completing the [Application for SAGALA Leader's Long Service](#). Long Service badges recognise *leadership* and not membership of SAGALA. Long Service badges are awarded following a minimum of ten years active service dated from the adult's enrolment as a leader.

Service Stars are awarded each year for the leaders' years of service.

Prior to receiving the Leaders' Long Service badge, leaders may wear service stars to recognise their continued service. Enrolled adults who were SAGALA members (eg Sunbeams, Guards) may also wear a service star recognising the total number of years given as SAGALA members. Together, the long service badge and service stars acknowledge the leaders' total involvement in SAGALA ministry. These are worn on the leaders' badge tab or the top left side of the leaders' shirt.



SECTIONS

General

There are several features common to all sections – the purpose statement, the SAGALA membership badge (*see page 6 SAGALA Logo*), the pledge and the salute. Each age group (ie Moonbeams and Explorers, Sunbeams and Adventurers, Guards and Rangers) has its own law and prayer. Life Saving Guard Organisation sections have different mottos whilst the Boys Legion sections have one motto.

The Pledge

By God's help I promise to:

- ◆ Love and serve God and my country
- ◆ Be a friend to all
- ◆ Respect my leaders and
- ◆ Keep our law

The Salute

The salute is given by leaders and members when:

- ◆ Repeating the pledge
- ◆ The National flag is paraded
- ◆ The National flag is unfurled
- ◆ The National Anthem is sung or played
- ◆ Receiving the flag, as a leader or flag bearer
- ◆ Receiving awards
- ◆ Acknowledging the leader or Corps Officer



To salute correctly, raise the right arm to the right of the body, keeping it straight. When the arm is horizontal, bend the arm at the elbow and continue the circular action of the forearm. At the same time, stiffen the fingers and tuck the thumb across the palm and turn the palm to face the ground. Continue the circular action of the forearm; keeping the hand and forearm straight until the first finger touches the middle of the right eyebrow (your arm should form a triangle). Hold for three seconds, keeping the elbow in line with the body. Return the hand straight down to the side of the body.

NB: SAGALA sections salute in or out of full uniform. Salvation Army officers in SAGALA uniform give the SAGALA salute and when in The Salvation Army uniform give The Salvation Army salute.

Hats and Scarves

Members' scarves are maroon. Leaders' scarves are maroon edged with royal blue bias binding trim. No badges are worn on the scarf. Divisional and membership badges are worn on shirts.

There is no official hat for SAGALA, however, in keeping with Cancer Council recommendations, appropriate head wear to suit the local climate and conditions must be worn for all outdoor activities.

Combining Sections

Leaders may choose to combine age-group sections (ie Moonbeams and Explorers, Sunbeams and Adventurers, or Guards and Rangers) to work together on some badges. This may provide more supervision and assist in organisation. This does **not** mean that boys may be enrolled as Sunbeams, or girls as Rangers for example, rather it allows sections to work together when necessary or desired.

Though not the ideal, sections may also combine in cases where a leader is absent for any period of time or resigns. Where this occurs it is imperative that female and male adults are present each week to ensure appropriate role models are demonstrated. The distinctiveness of each section must be maintained ie motto, law, and prayer appropriate to the members' correct section.

This is a temporary measure to keep sections operating and not a long term solution. New, appropriate leadership should be identified as soon as possible.

Age Groups

The age requirements for each SAGALA section have been carefully considered to best group together youth and children of similar ability, comprehension and interest. However there may be circumstances where it will be appropriate for children to attend the sections at any earlier age and that we should allow this to happen at the discretion of the leader and in consultation with the DCS. Eg in a small, remote location where there are three 7 year olds and one 6 year old it would be unnecessary to exclude the 6 year old.

In every aspect of the program, members should be challenged to aim high and do their best. For some members their 'best' may be less than that stated in the badge requirements; for those with greater ability their 'best' will be more. 'High achievers' should not be rushed into older sections before the required minimum age. Rather these children should be set more challenging tasks to retain their interest until they reach the minimum age of the older section. Leaders are then encouraged to determine tasks that challenge every member according to his/her ability.

When moving to the next section every child should be encouraged to face the challenges of the older section, which also includes leaving the familiarity of the younger section. However, leaders should be aware of the special needs some children have, eg learning difficulties, social skills, when considering the best time to advance a child.

Special Badges

SAGALA Camp Badge*

A camp badge is issued to members and leaders who attend divisional, territorial camps or corps sleep-overs for Moonbeams/Explorers. Camp badges can be ordered by emailing the Mission Team via a [**SAGALA Badge Coupon**](#).

SAGALA Self Denial Badge*

A SAGALA Self Denial badge is issued to those who participate in the SAGALA Self Denial Appeal (*see page 46*). For all members who participate in the Self Denial appeal, badges can be ordered by emailing the Mission Team via a [**SAGALA Badge Coupon**](#).

(* Previous camp and/ or self denial badges need to be removed from uniforms when successive badges are awarded. Old badges may be added to a camp blanket or shirt.)

Special Event Badge

On occasions a special event badge is issued to mark a significant year. These badges are credited towards star awards as an 'Own choice' as well as the *MEGA Star*. For all members who participate in the special event badge, badges can be ordered by emailing the Mission Team via a [**SAGALA Badge Coupon**](#).

2 in 6 badge

The 2 in 6 badge may be earned by any SAGALA member and is credited as an 'Own choice' badge for the Sunbeam/Adventurer and Guard/Ranger program. It may also be credited toward the Moonbeam and Explorer MEGA Star, or the Sunbeam/Adventurer Commissioner's Challenge. To earn the badge members must bring two friends to SAGALA within a six month period. The SAGALA member receives the 2 in 6 badge when their two friends are enrolled as members. Whilst members should be encouraged to bring their friends to SAGALA all the time, the 2 in 6 badge may only be earned once per Star Award. This badge can be ordered by emailing the Mission Team via a [**SAGALA Badge Coupon**](#).



Junior Soldier and Corps Cadet badge

These badges are given to SAGALA members to recognise their enrolment as Junior Soldiers or Corps Cadets. These badges can be ordered by emailing the Mission Team via a [**SAGALA Badge Coupon**](#).



NB: See the uniform diagrams for the correct placement of special badges (*see pages 57–60*)

Applying to Join

All children wishing to be enrolled as SAGALA members must complete the [**Individual Record & Permission form**](#). The form requests general information (eg name, age and address), medical information and parental permission from parent/guardian for the child to participate in the program.

Moonbeams and Explorers

These sections are for girls and boys aged 5 to 7 years but a child may attend when they commence school or after their 5th birthday.

Moonbeam and Explorer Uniform

Enrolled Moonbeams and Explorers wear:

- ◆ light blue polo shirt
- ◆ maroon sash
- ◆ maroon scarf & woggle
- ◆ dark navy or black skirt/skort, trousers or shorts
- ◆ navy, black or white socks
- ◆ closed shoes, eg black shoes or joggers, not sandals or boots

In winter members may wear navy or black track pants, and navy, light blue or black jumper. (*see page 58*)

Moonbeam and Explorer Law

I will always have fun, do my best and help my family and friends.

Moonbeam and Explorer Prayer

Help us to do the things we should,
To be to others kind and good,
In all we do at work and play,
To grow like Jesus every day. Amen.

Moonbeam and Explorer Mottos

The **Moonbeam** motto is *Do your best*.

The **Explorer** motto is *Purpose with honour*.

Enrolment Requirements

To be enrolled as a Moonbeam or an Explorer a child must meet the following requirements:

- ◆ Attend for a minimum of four weeks – allowing time for the child to decide if they wish to join SAGALA before being enrolled
- ◆ Know their phone number
- ◆ Know how to give the SAGALA salute and when it is used
- ◆ Know the motto
- ◆ Complete the [*Moonbeam & Explorer Enrolment Pack*](#)

An enrolment pack is available that includes information about the enrolment requirements, and activities to help Moonbeams/Explorers complete the tasks. (Available on the [*Toolkit*](#))

When a child has successfully completed these tasks they may be enrolled as a Moonbeam/Explorer and wear the uniform for the first time. The Moonbeam/Explorer receives:

- ◆ SAGALA membership badge
- ◆ Enrolment badge for Moonbeams or Explorers
- ◆ Divisional badge and corps name tape
- ◆ Enrolment certificate
- ◆ A Bible, or age-appropriate devotional book if a Bible is already owned

NB: See the uniform diagrams for the correct placement of badges (*see page 58*)

Award Program

Each member works through the various badges. When any 10 badges are completed a Moonbeam or Explorer can then work towards the MEGA Star (Moonbeam Explorer Graduation Award).

The MEGA Star is the highest award for Moonbeams and Explorers. As part of the MEGA Star requirements, give the pledge, prayer and law to the parents/guardians so that they are able to say it off by heart to be able to earn the MEGA Star award. A [*MEGA Star Requirements*](#) pack for members and leaders are located on the Toolkit. This pack explains the requirements for what the member needs to achieve for this award.

MEGA Star and Graduation

To achieve the MEGA Star the member must complete the following tasks:

- | | |
|--------------------------|-------------------------------------|
| ◆ Attend 2 church events | ◆ Know the SAGALA pledge |
| ◆ Complete 10 badges | ◆ Know the Moonbeam/Explorer law |
| ◆ Good Turn Diary | ◆ Know the Moonbeam/Explorer prayer |
| ◆ Know their address | |

After their 7th birthday Moonbeams and Explorers ‘Step Up’ to Sunbeams or Adventurers. During their enrolment ceremony they receive the *Stepping up* badge to wear on their Sunbeam or Adventurer uniform, recognising their service as a Moonbeam or an Explorer (*refer also to page 45, Moving up in SAGALA*). Below is how to wear the Stepping Up badge: see the uniform diagrams for the correct placement of the badge (*see page 59*)

Sunbeams
yellow on the
bottom with
words on the
side



Adventurers
blue on the
bottom with
words on the
side



Sunbeams and Adventurers

These sections are for girls and boys aged 7 to 11 years.

Sunbeam and Adventurer Uniform

The Sunbeam uniform is:

- ◆ a yellow polo shirt
- ◆ dark navy or black skirt/skort, shorts or trouser
- ◆ maroon sash
- ◆ maroon scarf & woggle
- ◆ navy, black or white socks
- ◆ closed shoes, eg black shoes or joggers, not sandals or boots

In winter Sunbeams may wear navy or black track pants with a yellow jumper. (*see page 59.*)

The Adventurer uniform is:

- ◆ a royal blue polo shirt
- ◆ dark navy or black shorts or long pants
- ◆ maroon sash
- ◆ maroon scarf & woggle
- ◆ navy, black or white socks
- ◆ closed shoes, eg black shoes or joggers, not sandals or boots

In winter Adventurers may wear a navy jumper with navy or black track pants. (*see page 59.*)

Sunbeam and Adventurer Law

1. I will be God's friend and will care for His world.
2. I will help others.
3. I will think, say and do good things.
4. I will care for my body by not using alcohol, tobacco or harmful drugs.
5. I will always do my best.

Sunbeam and Adventurer Prayer

Thank you God because You love and care for me. I'm sorry when I make You sad. Please help me to love and care for others and show me how to be more like Jesus. Amen.

Sunbeam and Adventurer Mottos

The **Sunbeam** motto is *Do right.*

The **Adventurer** motto is *Purpose with honour.*

Enrolment Requirements

To be enrolled as a Sunbeam or Adventurer a child must complete the following tasks:

- ◆ Attend for a minimum of four weeks – allowing time for the child to decide if they wish to join SAGALA, before being enrolled
- ◆ Know the motto, pledge, prayer, and law and understand their meaning
- ◆ Know how to give the SAGALA salute and when it is used
- ◆ Understand what a ‘*Good Turn*’ is and try to do one every day for a week
- ◆ Explain what does the Sunbeam or Adventurer badge mean
- ◆ Complete the [*Sunbeam and Adventurer Enrolment Pack*](#)

An enrolment pack is available that includes information about the enrolment requirements, and activities to help Sunbeams/Adventurers complete the tasks. (Available on the [*Toolkit*](#))

Completion of the enrolment tasks entitles the Sunbeam/Adventurer to be enrolled and wear uniform for the first time and earns the Alpha star. In addition to the star a Sunbeam/Adventurer also receives:

- ◆ SAGALA membership badge
- ◆ Enrolment badge for Sunbeams or Adventurers
- ◆ Divisional badge and corps name tape
- ◆ Enrolment certificate
- ◆ A Bible, or age-appropriate devotional book if a Bible is already owned

NB: See the uniform diagrams for the correct placement of badges (*see pages 59*)

Award Program

The various awards and badges in the Sunbeam/Adventurer program are categorised as:

- ◆ Achievement badges – eg *Arty Crafty*, *Nurture Nature*, *God’s Army*.
- ◆ Stars – *Alpha*, *Beta*, *Gamma*, *Delta* and *Epsilon*.
- ◆ Awards – the *Southern Cross Award* and *Commissioner’s Challenge*.

Having been enrolled, and therefore completed the Alpha star, new members, regardless of their age, work progressively toward the Beta, Gamma, Delta and Epsilon stars. Leaders organise a balanced program from the four badge categories and the whole group works on the same badge. Badges earned are ‘credited’ to the star each member is working toward (eg the whole section works on the *Trash to Treasure* badge – for one child it is credited toward their *Delta star*, for another it is credited to their *Gamma star*).

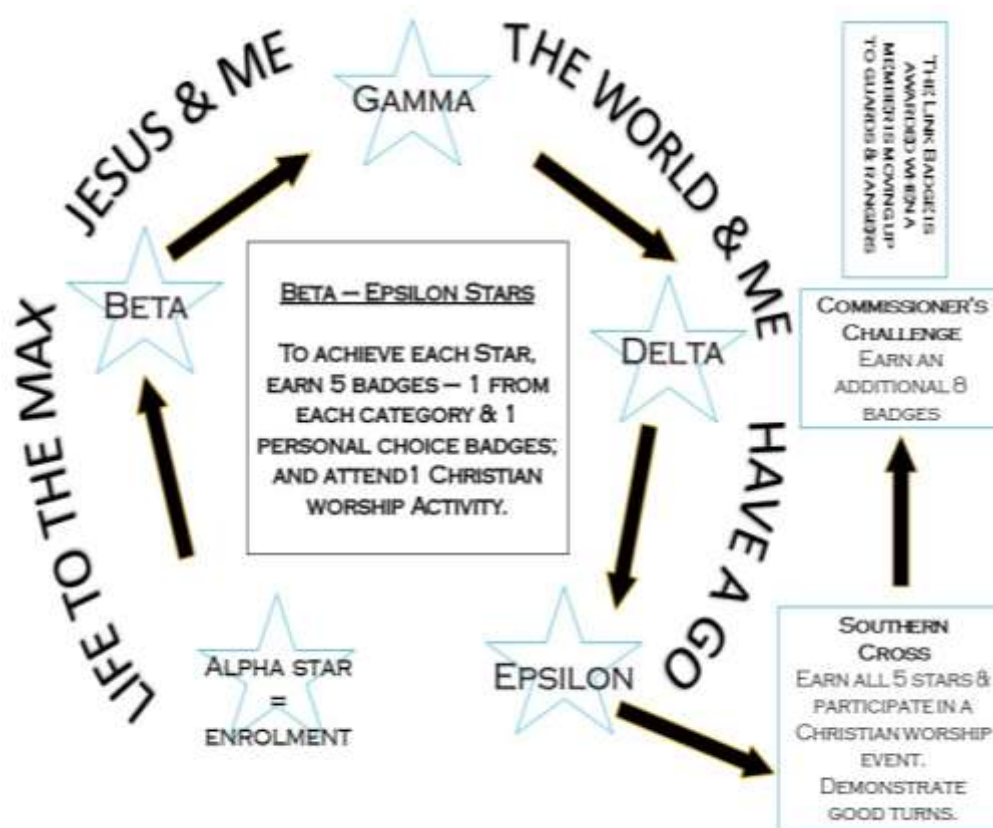
Each star is achieved by earning five badges – one badge from each category below plus one ‘Own choice’ badge from any category; and attending a Christian worship event, such as a church parade. The Sunbeam/Adventurer badges are categorised under the following headings:

Category Title	Description
<i>Jesus and me</i>	Spiritual focus
<i>Life to the max</i>	Life and personal development
<i>The world and me</i>	Community and environment
<i>Have a go</i>	Interests and hobbies

Southern Cross, Commissioner's Challenge and Graduation

When all five stars are gained the member achieves the *Southern Cross Award*, after demonstrating they understand what a good turn is and presenting a diary of their good turns performed over a month, and participate in a Christian worship event eg church parade. The *Commissioner's Challenge* is awarded when a member possesses the *Southern Cross Award* and has earned an additional eight badges from any category and participated in a Christian worship event eg church parade.

Southern Cross & Commissioner's Challenge Requirements pack is located on the [Toolkit](#). This pack explains the requirements for what the member needs to achieve these awards.



Having turned 11 years, Sunbeams and Adventurers may commence the enrolment tasks to become a Guard or Ranger. The *Link* badge is presented at their enrolment as a Guard or Ranger. (refer also to page 45 *Moving up in SAGALA*) to represent their service as a Sunbeam or Adventurer. Below is how to wear the Link badge: see the uniform diagrams for the correct placement of the badge (see page 60)

Guards
maroon on
the bottom
with words
on the side



Rangers blue
on the
bottom with
words on the
side



Guards and Rangers

These sections are for girls and boys aged 11 up until their 17th birthday.

Guard and Ranger Uniform

The Guard uniform is:

- ◆ maroon polo shirt
- ◆ maroon sash
- ◆ maroon scarf & woggle
- ◆ navy or black skirt, skort or trousers
- ◆ navy, black or white socks, navy or black stockings
- ◆ closed shoes, eg black shoes or joggers, not sandals or boots

In winter Guards may wear a maroon jumper with navy or black track pants or jeans. (*see page 60.*)

The Ranger uniform is

- ◆ navy blue polo shirt
- ◆ maroon sash
- ◆ maroon scarf & woggle
- ◆ dark navy or black shorts or long pants
- ◆ navy, black or white socks
- ◆ closed shoes, eg black shoes or joggers, not sandals or boots

In winter Rangers may wear a navy jumper with jeans or navy or black track pants. (*see page 60.*)

Guard and Ranger Law

1. I will put God first in my life and will care for His world.
2. I will be accepting and considerate of all people.
3. I will be clean in thought, word and action.
4. I will show purity, courage and integrity in all circumstances.
5. I will aim high to reach my full potential.

Guard and Ranger Prayer

I praise You, mighty God, for Your wonderful world and the love You show me. Please forgive me when I do wrong and help me to forgive those who hurt me. Give me Your strength to stand for what is right, and teach me to be fair and honest in all I do. Help me to serve others and show me how to be more like Jesus. Amen

Guard and Ranger Mottos

The **Guard** motto is *To save and to serve.*

The **Ranger** motto is *Purpose with honour.*

Enrolment Requirements

To be enrolled as a Guard/Ranger the following tasks must be completed:

- ◆ Attend for a minimum of four weeks – allowing time for the child to decide if they wish to join SAGALA, before being enrolled.
- ◆ Know the motto, pledge, prayer, law and their meaning.
- ◆ Know how to give the SAGALA salute and when it is used.
- ◆ Understand what a ‘*Good Turn*’ is and keep a diary and do at least one a day for one week
- ◆ Explain the symbolism of the SAGALA membership badge and Guard or Ranger enrolment badge.
- ◆ Complete the [*Guard and Ranger Enrolment Pack*](#)

An enrolment pack is available that includes information about the enrolment requirements, and activities to help Guards/Rangers complete the tasks. (Available on the [*Toolkit*](#))

Having successfully completed the enrolment tasks a Guard/Ranger may be enrolled and wear uniform for the first time and receives:

- ◆ SAGALA membership badge
- ◆ Enrolment badge for Guards or Rangers
- ◆ Divisional badge and corps name tape
- ◆ Enrolment certificate
- ◆ A Bible or age-appropriate devotional book if a Bible is already owned

NB: See the uniform diagrams for the correct placement of badges (*see page 60*)

Award Program

The various awards and badges in the Guard/Ranger program are categorised as:

- ◆ Achievement badges – eg *Bible heroes*, *Lookin’ good*.
- ◆ Stars – ie Alpha, Beta, Gamma, Delta and Epsilon.
- ◆ Awards – the major badge in the program, ie *General’s Award*.

Having been enrolled all new members, regardless of age, work towards the Alpha star and then progress to the Beta, Gamma, Delta and Epsilon stars. Leaders organise a balanced program from the five badge categories and the whole section works on the same badge. Badges earned are ‘credited’ to the star each member is working toward (eg the whole group earns the *Art-a-tac* badge – for one member it is credited toward their *Beta star*, for another it is credited to their *Gamma star*).

The first four stars are achieved by earning seven badges – one badge from each category plus two Own choice badges from any category – and participating in one Christian church event (ie worship service, church parade, Bible study).

The *Epsilon star* is earned by participating in one Christian worship event, completing one spiritual and one service badge and three leadership tasks. These tasks will have a minimum of thirty hours of involvement.

The leadership tasks comprise a choice of challenging tasks as outlined in the Epsilon Star & General’s Award Requirements pack located on the [*Toolkit*](#). This pack explains the requirements for what the member needs to achieve these awards.

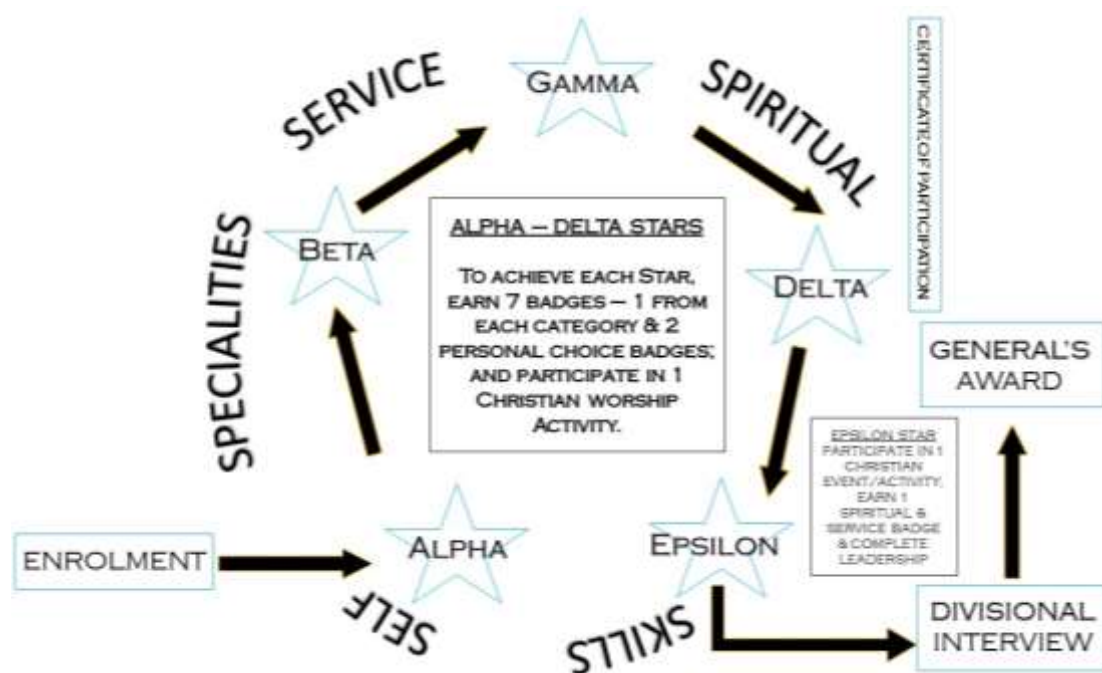
The Guard/Ranger badges are categorised under the following headings:

Category Title	Description
<i>Self</i>	Life and personal development
<i>Service</i>	Community and environment
<i>Skills</i>	Life skills
<i>Specialties</i>	Interests and hobbies
<i>Spiritual</i>	Spiritual development

When a Guard/Ranger leaves the program at any point, they will receive a certificate recognising their involvement in the program. This is available from your DCS/Divisional Representative or Divisional SAGALA Team.

General's Award

To earn the General's Award a Guard/Ranger must achieve all five stars and attend a divisional interview.



Member's Service Stars

On the anniversary of their enrolment members receive a service star recognising the total number of years they have been active and consistent members. A new service star is ordered by emailing the Mission Team via a [SAGALA Badge Coupon](#) for each member every year indicating the total number of years completed.

Service stars are continuous through SAGALA sections and recognise the total number of years of SAGALA membership. For the correct placement of service stars (*see pages 57-60*).

For example, a girl who was a Moonbeam, then became a Sunbeam and has been a Guard for 1 year may wear a 7 years service star:

Moonbeams = 2 years + Sunbeams = 4 years + Guards = 1 year = 7 years Service Star

A Good Turn

It is expected that all SAGALA members serve others through a simple good turn. This is to be encouraged as a way of instilling an attitude of service to others. A good turn is a service given voluntarily, individually and/or in a group, without expectation of acknowledgement or reward. Members should learn the meaning of a good turn when they begin SAGALA and endeavour to practise it every day.

Good Turn Diary

Date	Good Turn
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

ADMINISTRATION

All organisations require some amount of administration. In SAGALA, this is usually the responsibility of the section leader though they may delegate some or all of the administrative responsibility to assistant leaders or helpers.

Keeping Records

All records containing member's names and addresses MUST be kept forever in a secure location. This is a legal Child Protection requirement.

Section leaders need to maintain records that hold each members' information and track their progress through the program. [**A Member's Individual Record Form**](#) and a [**Badge Record Form**](#) should be completed for each member. Make sure these are kept up to date. Older members can be encouraged to keep a copy of their Badge Record Form to enable them to see their progress. (An [**Individual Record/Permission form**](#) is required for NSW/ACT/QLD members and [**SMO login for Victoria**](#).)

Member's Individual Record Form

Member's name	DOB	/ /
Parent or Coach's name		
Address		Post Code
Phone No.		
E-mail address		
Date Junior Gender badge received	/ /	Date Senior Gender badge received
Date Blue presented at first event	/ /	Date Junior/A Adult presented

(Enter the dates that the following awards were presented)

MIDDLEBURY DISTRICT	Recipient	Presented by
	ADFAA Star	Training up
SOUTHERN DISTRICT	Environment & Nature Star	Section Star
	Safe Star	Southern Cross
	Community Star	Community Challenge
	Police Star	Jack Institute
	Police Laureate	Police Laureate
SOUTH RANGER	Recruitment	Police Star
	Police Star	Section Star
	Safe Star	Section's Award
	Community Star	Community of Participants
	Police Laureate	Police Laureate

OFFICE STAFF	1st year	2nd year	3rd year
1st year	2nd year	3rd year	4th year
2nd year	3rd year	4th year	5th year
3rd year	4th year	5th year	6th year
4th year	5th year	6th year	7th year

(Attach the member's badge records to this form)



Completed: July 2017

Chapters: Individual, Regional, National

Page 1 of 1

[illegible][illegible][illegible]

A SAGALA roll book to record attendance, subscriptions, camp and other payments is available for download from the [Toolkit](#) or [Trade](#) have a Roll and Register book. Leaders may also develop their own as long as all required information is incorporated.

Leaders must also ensure that their weekly attendance details (statistics) are provided to the CO or corps secretary for recording.

It is important that an accurate account of money paid is kept in the roll book. SAGALA sections should maintain their own separate records to the corps for accurate recording and tracking of all monies. Once received all money is passed to the CO for banking and reimbursement dockets should be submitted as soon as possible after the expense.

SAGALA Database

The Mission Team maintains a SAGALA database, which records SAGALA members' details and achievements. Therefore it is important that all badge requests are submitted to The Mission Team as soon as practicable after the completion of a badge. The SAGALA leaders can request access to their corps' SAGALA records on the SAGALA database by emailing the Mission Team. The database can be found at <http://sagala.salvos.net/names.nsf?Login>

It is crucial that The Salvation Army's Privacy Policy is adhered to in regard to collecting, storing, accessing and disclosing personal information. In brief, the policy states:

- ◆ Only collect necessary information, informing parents/guardians why the information is required,
- ◆ Information will only be disclosed with prior consent, in relation to its primary purpose or if required by law,
- ◆ All efforts are taken to ensure personal information is correct and stored securely.

Medical Information

In order to provide adequate care medical information should be kept for all participants, including leaders and helpers, and updated annually. This information should include allergies, dietary needs, medical conditions, next of kin, doctor's details and health benefit information. To apply for enrolment parents/carers must complete the [*Individual Record & Permission form*](#). NSW/ACT/QLD or [*SMO login for Victoria*](#). (VIC) These forms include the required medical details. Medical information should accompany leaders during all SAGALA activities, must be kept confidential and should be updated annually. Updating this information can be done by asking parents/carers to check current information, changing any details as required, initialing and dating the form to confirm it has been checked.

Removing Members from the Roll

A revision of the attendance roll is conducted quarterly by the CO (and/or SAGALA Coordinator) or annually by the DCS/Divisional Representative/Divisional SAGALA Team member. During this exercise the CO, SAGALA Coordinator, DCS/Divisional Representative or the Divisional SAGALA Team member removes the names of members who have ceased attending. For members who simply leave and do not return the leader should show that every effort has been made to contact the member and encourage their return. This would include telephone calls, correspondence and visitation.

Transferring Members

The leader should record in the roll book when a child has 'transferred' to an older age group/section and on *The Member's Individual Record form* (see page 45 *Moving Up in SAGALA*).

When a child transfers to another corps the leader should complete and forward a [*SAGALA Transfer form*](#) to The Mission Team. The Mission Team will forward the form, along with the child's SAGALA records if necessary, to the child's new division and corps. It is also advisable that the child receives a copy of their records of work completed and awards achieved to show their new leader.

SAGALA Badge Coupon

A [*SAGALA Badge Coupon*](#) can be downloaded and used to order badges by emailing the Mission Team with 'SAGALA' in the subject line. A SAGALA Badge Coupon is completed for each badge (*achievement, special, enrolments, star award, service star, church event*) Please put MEGA Star, Commissioner's Challenge or General's Award in the subject line on coupons for these awards. The coupon includes space to list the names of members, what section the member is in and the level that the badge is to be assigned to, ie *Beta* or *Delta*. This coupon is forwarded to The Mission Team for processing, copies are kept by corps and with the Mission Team helping everyone to keep accurate records of badges, awards and years of service.

Annual Evaluation Report

Toward the end of the year SAGALA leaders will receive an annual evaluation report to be completed. These reports inform THQ of each section's progress, assist in identifying training needs and help to monitor the effectiveness of the SAGALA program. The reports are also used to complete the territorial report to International Headquarters. The reports provide statistics used to accurately debit sections for insurance to ensure sections are fully insured.

Money Matters

SAGALA should aim to be financially independent of the corps. SAGALA sections raise funds through weekly subscriptions paid by all members and specific fund raising activities. Leaders, helpers and members may also make regular payments for camps, outings and uniforms. Subscriptions and payments should be recorded alongside each person's name. The spirit of SAGALA is that money should be earned and not solicited; however, financial assistance from the corps may be needed in some situations. This is a decision of the CO.

All income is given to the corps treasurer for depositing and recording in the corps account.

Leaders should speak with the CO and/or corps treasurer to discuss accounting procedures – ie banking and paying accounts, including reimbursements to leaders. Leaders should receive regular statements of the section's account from the corps treasurer.

It is advisable that each section manage a simple accounting system separate to the corps system by recording income deposited in the corps account and expenditure made. This will help leaders to remain aware of the section's financial position.

Where it is necessary to hire a room apart from the corps building, the section is expected to bear the cost.

Leaders' camp or training fees (including first aid training), or part thereof, may be paid from the section or corps funds. These costs should be considered by the corps as a commitment towards future growth of the corps. Leaders should discuss this with their CO before proceeding.

Badge charges and program resources are debited to the corps' account by THQ. Leaders should receive notice of these debits, to enable them to reconcile their account.

Insurance

SAGALA sections are charged a nominal annual fee for every member and leader for insurance. This charge is deducted from the sections' account by headquarters direct debit system. The charge is determined by THQ and based on the number of leaders and members recorded on the annual evaluation report – hence the need to complete and return the evaluation report to ensure the section is accurately insured.

The insurance fee covers members and leaders for medical expenses incurred during SAGALA activities.

Program Approval Form

[Annual Program Approvals](#) or [Permission to Proceed \(VIC\)](#) forms are required at the beginning of each new year for each child/youth program held at the corps ie SAGALA. They are to be submitted to the Divisional Support Officer via email to askqld@aus.salvationarmy.org for QLD or asknswact@aus.salvationarmy.org for NSW/ACT (For VIC corps - any issues email askvic@aus.salvationarmy.org)

Separate [Program Approval form](#) (NSW/ACT/QLD) should be submitted to the above Divisional Support Officer via email or [Permission to Proceed \(VIC\)](#) for all activities held outside of the corps' facilities, eg visits to emergency services, camps, outings. These forms **MUST** be received at least **one month prior to the event** so that The Salvation Army's insurers can be notified. This is especially important for high risk activities (eg abseiling, canoeing, rock climbing) as the insurers must confirm the qualifications of instructors. Forms may be forwarded annually, quarterly or prior to each event. Leaders should not expect activities to be approved if insufficient notice is given.

These forms are all on the [Toolkit](#) or available by request to The Mission Team or Corps Officer.

RUNNING AN EFFECTIVE SECTION

Effective Planning

Forward planning is probably the most important factor in running an effective section. Good planning involves annual, quarterly/term and weekly planning. At all stages of planning it is advisable to include time for all leaders and assistant leaders to discuss matters relating to the total corps SAGALA program, and time for personnel of each section to discuss matters particular to them. It's also a good idea to include patrol/team leaders in planning as part of their leadership development.

More often than not the primary cause of lack of interest amongst SAGALA members is lack of planning. Good planning will help to create a balanced and interesting program, ensuring the children's attention is held and they participate in varied activities. Good planning will help to ensure that good preparation occurs and so lessen discipline problems as children are more interested when a program or activity is well prepared and organised.

The Corps SAGALA Team (*see page 11*) should meet **annually**, and before the corps calendar is finalised, to determine the plan for the following year. The main aim of this plan is to identify dates for events that affect all SAGALA sections. This plan should be included in the corps calendar and adjusted where necessary so as not to cause conflicts with other corps events.

The Corps SAGALA Team should obtain a copy of the divisional calendar from the CO or DCS/Divisional Representative so relevant events can be included, eg SAGALA training events and camps, as well as other divisional youth and children's events that might interest SAGALA members ie Equip Kids Camp, Youth Councils etc. Other local activities to consider are church parades, decision weeks, SAGALA fundraising, corps SAGALA camp and other special outings as well as community events.

Section leaders and assistant leaders may also meet separately to formulate general plans for the coming year, eg badges to be attempted. The **quarterly** or **term** planning helps leaders and assistant leaders to begin specific plans for the ensuing period. Topics to be discussed include badge work, plans and program for the church parade and decision weeks. This planning also allows time to submit a [Program Approval form](#) or [Permission to Proceed](#) to your Divisional Support Officer for outdoor activities.

Each section should meet separately to plan for the ensuing period. It is an opportunity to identify requirements for particular activities, eg who is organising the hike and what will be needed for this? Who is conducting devotions and when? Will there be a school holiday activity? What will it be? Who will organise it? What is required? What badge/s will be attempted this quarter? Who will provide instruction? What events will be celebrated or remembered, eg Easter? What 'service' will each SAGALA section be involved in? eg Clean up Australia Day, Red Shield Appeal.

Children enjoy variety and surprises so plan something different and exciting each quarter/term. Plan more than you need and if anything isn't used it can be carried over to the next quarter. Be sufficiently flexible to include any unexpected opportunities that may positively affect the section. Consideration should be given to climate and season when planning, eg swimming in warmer months.

The objective of **weekly** plans is to finalise all matters. It should include every detail (eg the topic of devotions, the name of games) and cover fun, safety, variety, resources needed, leadership, timing, spiritual component, badge work or other significant elements and the opening and closing parades. These plans should be sufficiently detailed so any one can lead the program in the leaders' absence. Weekly plans can also be used to record events of the night to help with evaluation and future planning.

Sample Plans

The following sample plans show how forms maybe set out. Irrespective of the format, plans should be made in advance to assist the efficient running of the program and should be kept as a record and made available at the SAGALA review.

SAMPLE ANNUAL PLAN

ANNUAL PLAN		
	SAGALA / CORPS	ACTIVITY / BADGEWORK
February	3 rd Leaders Meeting 10 th SAGALA recommences	Games Night. <i>Fun and games</i> badge.
March	3 rd – 5 th SAGALA Leaders Training Weekend 13 th – 20 th Decision Week 16 th Church Parade 25 th – 28 th Easter	<i>Parents meeting Update of Indemnity forms.</i> <i>Under the stars</i> badge.
April	8 th – 22 nd School holidays 8 th – 10 th Corps SAGALA camp 25 th Anzac Day	<i>Special Event</i> badge.
May	8 th Mother's Day 29 th Red Shield Appeal	<i>Who am I</i> badge.
June	3 rd – 4 th YP Anniversary (including Church Parade) 12 th – 19 th Decision Week 26 th Corps Family Night	<i>God's Book</i> badge.
July	4 th – 15 th School holidays 15 th Leaders Meeting & Training 29 th Outing to library	<i>Bookworm</i> badge. (Adventurers and Sunbeams)
August	18 th Territorial SAGALA Project night	<i>Bookworm</i> badge (cont'd). Project fund raising night. <i>Grow it</i> badge.
September	4 th Father's Day 4 th – 11 th Decision Week 11 th Church Parade 26 th – 7 th Oct School holidays	Father and Son night <i>Grow it</i> badge (cont'd).
October	27 th Outing to swimming pool 30 th Corps BBQ	<i>Water Wise</i> badge.
November	3 rd – 5 th Divisional camp 20 th – 27 th Decision Week 30 th Visit to nursing home	<i>Help 'em out</i> badge.
December	4 th Church Parade 8 th SAGALA break up	

SAMPLE QUARTERLY PLAN

QUARTERLY PLAN: JULY – SEPT			
MONTH	ACTIVITY	BADGEWORK	DETAILS
July	<p>4th – 15th School holidays</p> <p>5th Leaders Meeting including Junior Leaders Training</p> <p>28th Outing to the library</p> <p>(combined Adv/Sunbeams)</p>	<i>Bookworm</i>	<p>Section Leader to confirm librarian is available to instruct.</p> <p>Leaders Meeting – <i>Program Approval Forms</i>.</p> <p>Send invitations to parents to attend</p> <p>SAGALA Project night.</p>
August	<p>18th Territorial SAGALA Project fund raising event</p>	<p><i>Bookworm</i> (cont'd)</p> <p><i>Grow It</i></p>	<p>Organised by CSC.</p> <p>Arrange welcome to Parents and Guests and Thank You to Guests. Set up hall (all leaders).</p> <p>Issue invitations to parents for Father and</p> <p>Son night and Church Parade.</p>
September	<p>Thurs 1st Father and Son night</p> <p>Sun 4th Father's Day</p> <p>Sun 11th Church Parade</p> <p>26th – 7th Oct School holidays</p>	<i>Grow It</i> (cont'd)	<p>Invitations to Church Parade – advertise in Corps newsletter.</p> <p>Send <i>Program Approval Form</i> to the Divisional Support Officer regarding outing to the</p> <p>Issue parental permission slips for outing to pool in October.</p>

SAMPLE WEEKLY PLANS

WEEKLY PLAN – JULY 21			
TIME	ACTIVITY	LEADER	EQUIPMENT
6.00 – 6.10pm	Patrol/Team time (collect subs, check uniforms, collect permission slips)	Team Leaders	Patrol subs book. Inspection Tokens.
6.10 – 6.20pm	Opening parade (National Anthem, pledge and law)	Leader Koala Patrol Colour Party	Flags, stands. Arrange colour party.
6.20 – 6.30pm	Game – Mime the story	Asst Leader	Story slips for game.
6.30 – 7.00pm	Librarian to instruct/ teach <i>Bookworm</i> badge	Librarian	Table to display books. Coloured pencils, pens.
7.00 – 7.10pm	Game – Families	Asst Leader	Equipment for game. Game Book Page 44.
7.10 – 7.20pm	Devotions	Chaplain	Bibles.
7.20 – 7.30pm	Closing parade (Sunbeam/Adventurer prayer)	Asst Leader	Flags and colour party. Distribute reminder note regarding visit to library.

WEEKLY PLAN – AUGUST 4			
TIME	ACTIVITY	LEADER	EQUIPMENT
6.00 – 6.10pm	Game – Book Title – Match Up Relay	Asst Leader	Equipment for game – Books for display. Paper strips with titles cut into pieces.
6.10 – 6.20pm	Opening parade (National Anthem and pledge)	Asst Leader	Flags, stands. Arrange colour party. Good Turn report.
6.20 – 6.30pm	Patrol/Team time (subs, inspection, points)	Patrol/Team Leaders	Patrol Log books. Pledge Jigsaw.
6.30 – 7.15pm	Badge work <i>Book Worm</i>	All Leaders Round Robin activities	Table to display books. Coloured pencils, pens.
7.15 – 7.25pm	Devotions	Leader	Bible, Variety of Books, Whiteboard.
7.25 – 7.30pm	Closing parade (Sunbeam/ Adventurer prayer)	Asst Leader	Flag and colour party. Advertise Project Night. Distribute information and permission slips for Divisional camp.

AUGUST 11 Assessments – Finish off requirements for *Bookworm* badge

What happens each week

SAGALA sections usually meet each week during the school term for 60- 90 minutes, though this can vary. Leaders should arrive early to ensure everything is ready for the program and to greet the members and their parents. Appropriate sign in/sign out procedures should be maintained. Leaders should also be the last to leave, having cleaned up the hall and ensured all members have been safely delivered to parents or carers. There is no predetermined plan except for the opening and closing parades. Leaders are free to structure the program as they choose, however the program should vary from week to week and include some or all of the following components.

- ◆ Flag parades at opening and closing – must include National flag, other options include National Anthem, SAGALA pledge, SAGALA laws, uniform inspection
- ◆ Games – teaching and revision games as well as fun games
- ◆ Badge work – instructing, revising and/or testing
- ◆ Devotions

Other variations to the weekly program may mean that some of the above elements do not occur, these could include:

- ◆ Visits to centres (eg ambulance, police, swimming pool)
- ◆ SAGALA project focus
- ◆ Fund raising activity
- ◆ Games night
- ◆ Service activity (eg gardening for senior citizens, visitation of nursing home)
- ◆ Other special events (eg enrolments, fun nights, open nights)

Equipment you will need

SAGALA Pages on the Toolkit

The SAGALA section of the Toolkit is located at <https://my.salvos.org.au/toolkit/contributors/youth-and-childrens-ministry/collections/sagala/> This site includes the SAGALA Guidelines, helpful information for conducting an effective group, SAGALA Badge material, Enrolment & Award Certificates and forms including:

- ◆ [*SAGALA Program planning sheets*](#)
- ◆ [*SAGALA Roll and Register*](#)
- ◆ [*SAGALA Badge Coupon*](#)
- ◆ [*Members Individual Record Form*](#)
- ◆ [*Individual Badge Record Form for – Moonbeams/Explorers, Sunbeams/Adventurers and Guards/Rangers*](#)
- ◆ [*SAGALA New Enrolment*](#)
- ◆ [*SAGALA Transfer Form*](#)

SAGALA Certificates

SAGALA Enrolment and Award Certificates are available on the [*Toolkit*](#).

SAGALA Badges

SAGALA Badge material for Moonbeams/Explorers, Sunbeams/Adventurers and Guards/Rangers includes resources for teaching the badges, other suggestions, activity pages, games and devotions. The badge outline aims to help leaders teach and run an interesting and effective program. These are available on the [*Toolkit*](#).

Enrolment Packs

Enrolment packs for – Moonbeams/Explorers, Sunbeams/Adventurers and Guards/Rangers

- ◆ **For Leaders:** Information for leaders enrolling new members, enrolment requirements, games
- ◆ **For Recruits:** includes information about SAGALA and the enrolment requirements for each section
- ◆ **Ceremonies:** includes ideas and tools to help make the enrolment ceremony meaningful for your new recruit

These are available on the [*Toolkit*](#).

SAGALA Roll and Register

This is an attendance register and finance book to record monies received by individual members. Email [*Trade*](#) for a Roll and Register book or is available on the Toolkit located under [*SAGALA Programming Resource Forms*](#).

General Items

It is advisable that sections have access to basic equipment such as lead and coloured pencils, felt pens, pens, glue, scissors, paper, compass, maps and ropes. Payment for these items is reimbursed from the corps SAGALA account as long as permission is given by your SAGALA Coordinator prior to purchasing.

Some of the above listed items can be provided by the division. Please contact your DCS/Divisional Representative or your DST for more information.

Weekly Devotions

It is important that a time for members to hear and respond to the gospel is regularly given – **SAGALA may be their only opportunity!**

A crucial element of the weekly SAGALA meeting is 'Devotions'. The devotional segment is pivotal to achieving the main aim of SAGALA: 'Help them discover Jesus'. The amount of time for devotions is not crucial, though 5 - 10 minutes is a good goal. What is important is the content and significance of devotions. Devotions can include singing, prayer and a short spiritual talk on a relevant topic. An option available for leaders is most of the *SAGALA Badge* resources include devotions relevant to the badge work.

Leaders may use assistant and patrol/team leaders or guests to conduct devotions (eg CO, chaplain, DCS, another SAGALA leader, an appropriate Christian adult). A variety of approaches and time slot in the program will help retain interest and give devotions a greater impact.

Decision Weeks

Each year your SAGALA sections should consider including a decision week once a term in your annual planning eg Term 1 – divisional camp, Term 2 – church parade, Term 3 – local camp and Term 4 – normal SAGALA night. These dates will remind leaders of the need to present the gospel in relevant and meaningful ways to SAGALA members, allowing them opportunity to respond. This can be done through camps, church parades, sunday church services and more. Whilst this is not the only time this can be done, it is a useful reminder to keep leaders focused on the primary goal of SAGALA.

Leaders may invite a special guest to conduct this segment (eg CO, chaplain, another SAGALA leader or other appropriate adult Christians). Leaders may decide to turn the whole meeting over to decision week, or allow quality time as part of the meeting in place of devotions.

Leaders are asked to record any decisions made during decision week on the *SAGALA Annual Evaluation* report. SAGALA members who make decisions should be followed up in the ensuing weeks by the leader, CO, chaplain and/or other mature Christians.

Outdoor Activities

SAGALA provides an opportunity for children and teenagers to participate in activities they may not otherwise have opportunity to experience. With qualified instructors, and according to *Child Safe* policy and procedures, SAGALA members may participate in activities like abseiling, canoeing and rock climbing. Leaders must also complete a [Program Approval form](#) for NSW, ACT & QLD or [Permission to Proceed](#) form for VIC and forward it to the Divisional Support Officer at least one month prior to the activity being held. This time-frame allows THQ to ensure adequate insurance is in place. Failure to submit a completed form in time will result in such activities **not** being insured and hence SAGALA leaders would be fully responsible for these activities and any accident that may occur.

Managing the Sections

Most sections will experience, at some time, behaviour that is less than desirable. Here are some suggestions to help maintain good behaviour:

- ◆ Ensure the program is well planned and thoroughly organised with plenty of variety
- ◆ Move quickly from one activity to the next so that members are kept busy
- ◆ Insist on one person speaking at a time
- ◆ To gain the group's attention, DON'T raise your voice – raise your hand as a sign for everyone to stop talking and moving. Teach the group to create a domino effect of raised hands – each person stops and raises their hand as soon as they notice that others have raised their hands
- ◆ Use assistant leaders and patrol/team leaders to help manage the section
- ◆ Work with the section to determine a few simple rules and consequences that will govern the group, including an acceptable number of 'warnings' before action is taken

Remember:

- ◆ Give clear expectations and directions
- ◆ Focus on positive behaviour and praise good behaviour
- ◆ Never ridicule a child
- ◆ Striking a child is ALWAYS prohibited
- ◆ Give suitable punishment if problems persist, eg sitting out during an activity
- ◆ Consult parents if disruptive behaviour persists, eg disruptive behaviour may be caused by learning difficulties, home environment, disorganised program, stress, weather or illness; show personal interest in all the children, eg becoming aware of their ability, home situation. (This may result in improved behaviour)
- ◆ Above all show them that they are loved and cared for
- ◆ Consider temporary or full expulsion if disruptive behaviour continues and all other actions have been attempted. Whilst this must be the last resort, the actions of one child cannot be allowed to constantly disrupt the rest of the section or compromise safety

Pastoral Care

As a Christian ministry the spiritual, mental, physical and emotional well being of SAGALA members and leaders is of primary importance. Whilst pastoral care is the primary role of the chaplain, it is the primary responsibility of the section leader.

The leader should ensure that the chaplain has regular contact with members, leaders and helpers.

The leader should also demonstrate genuine care for those in their section, particularly being aware and sensitive to members' needs and circumstances, ie during bereavement or illness, awareness of important events in members' and helpers' lives (eg sporting success, holidays). The leader and chaplain should also be sensitive to the fact that children and their families may have alternative religious beliefs and practices.

Pastoral care is shown in simple ways by telephone calls, letters and cards, home visits (particularly when members or helpers are absent, but also to give encouragement), taking a genuine interest in the lives of members and helpers (ask them about events and situations sensitively and discreetly), ensuring those who have made decisions to follow Jesus are being nurtured and continuing to grow in their faith.

The value of Assistant Leaders and Patrol/Team Leaders

Good leadership doesn't mean doing all the work yourself but is achieved by developing a 'team' working in cooperation with each other, each with specific duties but also with the growing confidence and ability to 'step in' should another leader be absent.

Consequently the training and development of other leaders is crucial. (*see pages 12-16 for necessary requirements governing assistant leaders and for information about patrol/team leaders*). Leaders must do all they can to develop the leadership potential of others because this will lighten their work load, create leadership for other groups and provide skilled leadership when the leader is unavailable or leaves.

Assistant leaders and patrol/team leaders should be given significant responsibilities to develop their abilities and increase their self-esteem, self-confidence and sense of personal value. They should not be overworked nor given tasks that nobody else wants to do.

Assistant leaders and patrol/team leaders should participate in all aspects of the section and program, perhaps rotating between activities from week to week, including leading games, conducting devotions, assisting with planning and leading parade. A roster system should ensure that assistants receive balanced training and experience. Clear instructions and ample preparation will help to ensure a high standard. Regular encouragement and specific feedback, focusing on strengths, will help assistant leaders and patrol/team leaders to correct weaknesses in their leadership.

Using Patrols/Teams

Particularly in large groups members may be organised into patrols or teams to assist with leadership development, behaviour management, to create a sense of belonging, develop character, for playing games and setting high standards. Though local circumstances will regulate the size of the patrol/ team, they usually comprise six members including a patrol/team leader and possibly an assistant patrol/team leader. Patrol/teams are identified by a patrol/team emblem worn on the left front of the member's shirt.

Emblems are ordered through DHQ. Patrol/teams may decide with the leader the emblem their patrol/team will wear. These are not restricted to any particular section, rather all sections choose from any of the following emblems:

- ◆ Animals – Kangaroo, Koala, Platypus, Possum, Wombat
- ◆ Birds – Blue Wren, Cockatoo, Kookaburra, Rosella, Robin
- ◆ Flowers – Bluebell, Boronia, Waratah, Wattle

A patrol/team competition gives the patrols/teams something to work toward. Points may be awarded for punctuality, uniform, behaviour, helpfulness, game participation and any other items the leader may consider appropriate. Give points generously and award a trophy to the patrol/team with the most points. Another useful developmental tool is patrol/team time during each week's program. Patrol/team leaders are responsible for this time (the amount of time is determined by the leader) where patrols/ teams participate in team building activities, discuss and plan badge work, coming events and how members can participate.

You may choose to train patrol leaders separately in some aspects and then have them teach the skill to their patrol. This greatly boosts patrol leaders' self-esteem and can be a vital key in retaining members.

Moving Up in SAGALA

Moving from one SAGALA section to another can be daunting for some children and it is at this point that they may cease attending. Help children make the transition by:

- ◆ Talking enthusiastically about the opportunities and activities that the older section offers a few months before the transfer occurs so the member is aware of what will happen and why
- ◆ Inviting the leader of the older section to visit your section and introduce them to the children moving up. The leader may bring patrol/team leaders or other members to introduce to the children
- ◆ Transferring children in small groups at the beginning of term, rather than individually
- ◆ Celebrating the members' involvement in the section before they move up by holding a short ceremony

During the ceremony the member's achievements could be noted and each member given an opportunity to farewell the child being transferred.

The following suggestions will help all new members feel welcomed, whether they have moved up from younger sections or are attending for the first time:

- ◆ Introduce the recruit to the members and leaders. This should be included in the recruit's first parade
- ◆ Place the recruit in a patrol/team, preferably with someone the child knows
- ◆ Help the child to work through the enrolment requirements as quickly as possible
- ◆ Assign a responsible member to assist and accompany the recruit until they have made friends within the section
- ◆ Be aware of possible bullying
- ◆ Take extra interest in the recruit – meet their parents, inquire about their hobbies, schooling
- ◆ Invite the recruit's former leader, family and friends to attend their enrolment ceremony. Be sure to present the member with *Stepping Up* or *Link* badge to wear on their new uniform
- ◆ Introduce the new member's parents to the CO, other parents and other group leaders

SAGALA Self Denial Badge

SAGALA sections are expected to participate in the annual SAGALA Self Denial badge. This project is to engage in The Salvation Army's Self Denial Appeal each year. It provides a learning opportunity for members to be aware of the needs of others as well as the work of The Salvation Army worldwide.

Every section should conduct some form of fund raising for the project, which could be a combined SAGALA activity. Information and resources are sent from THQ/DHQ highlighting the recipient's need and the goal of the project.

Fundraising should be completed prior to the Self Denial Appeal date and funds should be banked into the appropriate account and recorded for transfer to DHQ and THQ. Please note that any fundraising done after the appeal date can go towards the following year's appeal.

Uniform

Everyone associated with SAGALA should feel proud to belong. A positive way to promote this is to encourage leaders and members to take pride in their uniform. A weekly inspection of uniforms not only encourages members to wear their uniform, but also assists in maintaining a high standard, which will reflect well with the group. Inspection is a task that could be assigned to patrol/team leaders who would look for:

- ◆ Correctness of uniform
- ◆ Uniform clean and neat
- ◆ Badges in correct position

A uniform worn neatly will also be of great benefit in promoting the program (*see pages 57-60 for uniform details*).

SAGALA Camp

Most children enjoy camping and it provides a unique opportunity for bonding, building relationships and using skills learned. Most divisions hold an annual camp – either a combined SAGALA camp or section camp. The Territorial Guard and Ranger camp (Camp Kiah) is held every three years. All corps are encouraged to hold camps and may join with neighbouring corps.

Appropriate equipment is needed – eg tents, cooking equipment, first aid kit – and good planning that will occupy and interest leaders, helpers and members alike.

Sunbeams and Adventurers may camp in covered accommodation or under canvas. When choosing under canvas consider that:

- ◆ Adequate equipment is available
- ◆ Leaders have camping skills or are accompanied by people with appropriate skills
- ◆ Members are accommodated in larger tents (ie no less than a 3-person tent)

It is also advisable that younger members have camp experience (perhaps with parents or school) before camping under canvas with SAGALA.

Moonbeams and Explorers are not permitted to camp at Divisional camps. This is a standard the division and territory have set that is in line with the age of over night camps at primary schools. Alternative activities (eg sleep over) can be organised for these sections by the corps.



BADGE WORK AND AWARDS

When ordering Enrolment Badges, Achievement Badges, Awards and Certificates use the [SAGALA Badge Coupon](#) and email to The Mission Team.

When you order the Enrolment Pack using the [SAGALA Badge Coupon](#) you will receive the section's Enrolment Badge, The Divisional Badge, The SAGALA Badge (Logo). If the enrolment is for a child Stepping Up or Link to the next section please add this to your coupon and this badge will be sent with the Enrolment Pack. If the Enrolment is for a Sunbeam/Adventurer an Alpha Star will automatically be included. You don't need to send separate coupons for all these Enrolment Badges.

When you order achievement badges via email to The Mission Team, a copy of your coupon will be sent with your badges. There is no cost in posting your badges unless you ask for an Aust. Post Express Post Satchel.

The Enrolment Certificates and Award Certificates are available from the [Toolkit](#).

You can request a printed copy of Enrolment Certificates and Award Certificates if you or your corps are unable to print them.

The cost per standard badge as at April 2019 is \$1.20. Please note that there may be small increases to this amount over time. Any changes will be communicated ahead of time.

Each Child is Unique

Badges are worn as an outward display of a member's knowledge, ability and skills learned. It is important that members understand the purpose of each badge and are proficient in the skill or skills acquired. Instructors and leaders should do their best to ensure that members retain the knowledge and skill taught to them. Consequently if a child does not know the work according to their ability to understand and perform, the leader should continue working with them until such competence is achieved. A little extra coaching will serve the child better in the long term and help them realise they have really earned the badge.

Children with Disabilities

Children will excel at some skills and struggle with others and children with learning and physical disabilities may require extra consideration. The challenge to every member is to aim high for every badge and activity. This will be different for each child – greater for high achievers, less for those requiring extra consideration.

Consequently the high achiever should be given greater challenges than the child with disabilities though the disabled child should also be challenged to do their best to earn badges. This may mean that they do not complete every activity, or that the quality of their work isn't as high as others. The assessment should be based on effort. Has the child performed to the best of their ability?

All members need to understand that everyone is different, with varying abilities, but that everyone is challenged to do or give their best and that is rewarded, not whether or not everyone can achieve the same result.

How to Teach

Children learn best by utilising their senses – seeing, hearing, doing. Any method may be used to instruct children provided it is effective and relates to the required information. However, remember that variety and good planning are the keys to an interesting program.

Games

Games not only release energy and are fun but are also a good method to teach, revise or test. Games may also be played simply for fun and/or to teach team spirit and good sportsmanship. Games that invoke cruelty, humiliation, gambling, embarrassment, danger, chance, that undermine moral character or respect for religion have no place in the SAGALA program. There are unlimited resources online and many books of games on the market and the purchase of one or two is recommended to provide ideas, resources and variety. Leaders should also keep a file of games that work well for future use and because variety holds children's interest. You can find some games on the [Toolkit](#).

Visual Aids

The use of a data projector and computer, flash cards, objects and flip charts will help to illustrate teaching and keep members' interest.

Utilising other people

Any adult with appropriate skills and/or knowledge may be asked to teach and/or test badge work. For example school teachers, nurses, St John's officers, seamstresses or tailors, mechanics, plant specialists, librarians. Some skills may be found amongst people already associated with the corps, including SAGALA parents; other skills will be available in the community. Identifying and inviting people outside of SAGALA are vital aspects of early planning.

Ensure that all instructors and guests are willing to comply with the State and The Salvation Army's child protection policies and procedures.

Presenting Awards

Earning badges, completing star awards, enrolments and the results of competitions are events to be celebrated and it is important for the morale of the achievers that these are appropriately recognised. This especially applies to important awards like the *MEGA Star*, *Southern Cross Award*, *Commissioner's Challenge* and *General's Award*. Church parades can be used to present badges, awards and conduct enrolments. This will help to educate the corps about SAGALA. *MEGA Star*, *Commissioner's Challenge* and *General's Awards* should be presented in a formal setting involving the whole church community if not the whole community.

Do not however, withhold awarding badges or conducting enrolments if the church parade is months away. Members have worked hard for these and the presentation of badges creates motivation and encouragement. Present badges and conduct enrolments during the weekly parade or hold a special night and invite family and friends to attend.

Leaders and members should be in full uniform for enrolments and to receive awards and badges.



PARADES

The National flag and Anthem play important parts in SAGALA parades. These elements must always be treated with respect. Parades should not be prolonged but at the same time the ceremony must be dignified. There is no 'approved' method for weekly parades. The following are suggestions and may be adapted to suit local situations. However, the format provided for a church parade **must be used**.

Full uniform should be worn for all flag ceremonies unless otherwise stated (eg during camp).

To hold any parade the National flag must be used and it is the **ONLY** flag to be saluted. Section and Salvation Army flags are optional and are **NOT** saluted. The National and section flags are placed at the front of the parade to the parade leaders' right.

Colour Party

A colour party may consist of one to three people. Where the National flag requires furling or unfurling, a colour party of at least two people is required. Otherwise a colour party of one, the flag bearer, will suffice.

Where the colour party consists of two or three people, the person who carries or interacts with the National flag is also the colour party leader. This person usually has experience in opening and closing ceremonies. The colour party leader directs the colour party as they move to and from the flags and parade leader, ie 'Colour party fall out', 'Right turn', 'Forward march', 'Halt', 'Left turn', and 'Fall in'.

Weekly Opening Parade

Using a flag stand and colour party:

1. The National flag and section flag (if used) are placed at the front of the parade, to the right of the parade leader and other leaders
2. The parade leader calls the section and leaders to parade. Participants march to or stand in a choice of formations: horseshoe, 3-sides of a square or other option, facing the parade leader
3. The parade leader calls the parade to attention, at which all participants stand with their feet together, hands by their side and eyes looking straight ahead
4. The parade leader calls the flag bearer or colour party by announcing, 'Colour party fall out'. The colour party, standing in the centre of the formation, takes one step back, turns right and marches anti-clockwise around the outside of the group toward the parade leader and flag/s. When the colour party reaches the flags they stop and turn to face the flag/s, ready to receive the National flag. NB: Ensure the National flag is unfurled
5. The parade leader removes the National flag from its stand and holds it in front of the flag bearer; the flag bearer salutes then receives the flag
6. Having given the flag to the flag bearer, the parade leader then salutes the flag
7. The colour party then turns to face the parade while the National Anthem is sung. (If the National Anthem is not to be sung the colour party would continue with step 8.)
8. The parade leader instructs the colour party saying, 'Colour party left turn' and the party marches the flag around in front of the section whilst all members salute the National flag as it passes. (For a different effect, the National flag and section flag may be marched in opposite directions, passing each other at the centre)
9. On returning to the flag stand the colour party stops and turns right. The parade leader salutes again and receives the flag. The flag bearer salutes the flag and the leader places the flag in its stand
10. The parade leader dismisses the colour party saying, 'Colour party dismissed'. The colour party turns left and continues anti-clockwise on the outside of the horseshoe to their place in the parade. On arriving at their place, the colour party stops, turns left, and takes one step forward to rejoin the parade

The parade will then say the pledge, and possibly the law and prayer.

This would also be the appropriate time for a leader/child to give an 'Acknowledgement of Country'. You might consider inviting local elders to give a 'Welcome to Country'.

Variations to this format

No March Past

Following the National Anthem, the flag is placed in its stand and the colour party returns to their place in the parade, as per step 10 above.

No Colour Party is used

1. Place the flag/s to the right of the parade leader and call the section to parade, forming a horseshoe or other formation
2. At the command 'Face the flag' all participants turn to face the National flag, salute and sing the National Anthem
3. The parade leader instructs the section 'To the front', and all participants turn to their original position

Weekly Closing Parade

Using Flag Stands

The closing parade is shorter than the opening parade. The parade leader calls the section to form up as for the opening ceremony. The colour party stand as per the opening ceremony and the flag/s are placed to the right of the parade leader.

1. The parade leader calls the section to 'Attention'. The colour party falls out and marches to the parade leader as per the weekly opening parade (see points 4 - 6 of the weekly opening parade)
2. The parade leader instructs the flag bearer to 'Furl the flag' (see below *Furling the Flag*), and return it to its stand. If a section flag is used it may also be furled
3. The colour party is then dismissed and returns to its place in the parade (see point 10 of the weekly opening parade)
4. The parade leader then concludes the parade by announcing, 'SAGALA or the section name (ie Rangers) dismissed'. The section turns right, salutes and repeats their motto before moving off parade

Furling the Flag

The colour party leader takes the flag from its stand. Another colour party member takes the bottom corners of the flag and folds the bottom left corner diagonally to the top of the flag, forming a triangle. Whilst the flag is held tight (to avoid creases) the flag bearer rolls the flag pole, causing the flag to wrap around the pole. Once the flag is rolled the remaining tip is tucked into the top of the rolled flag and the pole returned to its stand.

Variations to this format

If flags don't need to be furled there is no need to hold a flag ceremony during the conclusion of the parade. In this instance, the parade leader concludes the parade by announcing, 'Section (eg Guards) dismissed.' The section turns right, salutes and repeats their section's motto before moving off parade.

Folding the Australian Flag

The following demonstrates how to correctly fold the National flag:

1. Start like this...



2. Fold it lengthwise bottom side to topside once



3. Then again



4. Bring the ends together



5. Now concertina by folding backwards and forwards towards the hoist edge until it is neatly bundled



6. Keep the flag bundled by winding the halyard around and under itself



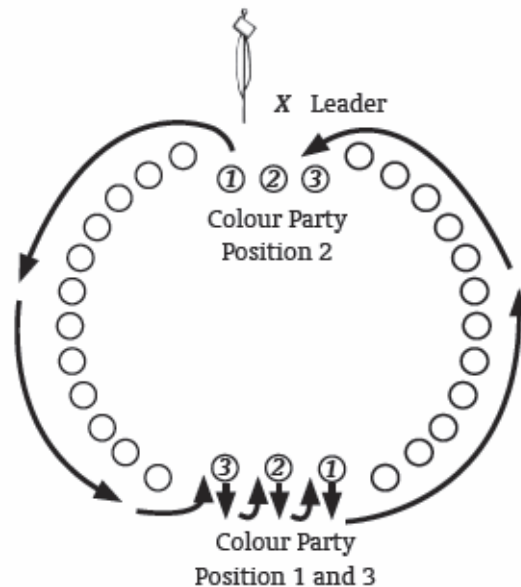
7. Attach the toggle to the upper end of the rope carefully.



Outdoor Flag Parade

The procedure for an outdoor ceremony is used when a rope is fixed to a flag pole, tree, beam, wall or other fixture. The flag is rolled up and attached ready to be raised and broken (unfurled). Usually a colour party of three people is used – one to raise and break the flag, and two escorts who stand either side.

1. Participants are called to parade and form into a semi-circle or other formation. The colour party is positioned in the centre of the circle opposite the flag
2. The parade leader calls everyone to 'Attention' and then 'Colour party fall out', at which the colour party takes one step back, turns right and marches anti-clockwise around the outside of the parade to the flags. The colour party stops with the colour party leader (flag bearer) standing in front of the parade leader. The colour party turns right and salutes the parade leader, who salutes in return
3. The parade leader instructs the colour party to 'Break (or raise) the flag' at which the flag bearer steps forward to pull the rope (halyard) that will break (unfurl) or raise the flag. The flag is then secured by tying the halyard to the flag pole or cleat
4. The parade then salutes the flag and the National Anthem may be sung. The colour party does not salute – it remains at attention
5. The parade leader instructs the colour party to return to its place. The colour party turns left and continues their anti-clockwise march around the outside of the parade. Upon reaching their place in the parade the party stops, turns right and takes one step forward to rejoin the parade



Lowering the Flag

The National flag is lowered at sunset and at the final parade. For sunset lowering, a colour party only is necessary; for closing ceremony everyone is on parade.

To lower the flag the format to raise the flag is done in reverse. The flag ropes are untied and the rope pulled to lower the flag. The colour party escorts ensure that the flag doesn't touch the ground. The flag is removed from the ropes, which are then secured to the flag pole. The flag is folded (*see page 52*) and presented to the parade leader. The colour party then return to their place in the parade as per the ceremony to raise the flag.

Tip: it is advisable for the colour party to practise the procedure prior to the parade to ensure it is done with dignity and respect.

Flag Ceremonies at Church Parades

As a Christian movement, SAGALA sees church parades as an integral component of the movement. Church parades bring SAGALA members, leaders, helpers, their family and friends into a Christian worship environment. They provide a good opportunity to present the gospel message and challenge, and to demonstrate the accessibility of the Christian church to everyone. For this reason, corps are encouraged to hold four church parades per year. These do not have to be held on Sundays, they may be held during the week (eg when SAGALA meets) but it is advisable that at least two church parades are held on Sundays to help strengthen links between SAGALA and the corps.

Where possible church parades should be planned with SAGALA members in mind, ie the music and other activities should be relevant to and include SAGALA members, their families and friends. Leaders of church parades may include the CO, Chaplain, CSC, DCS/Divisional Representative, TCS, Divisional SAGALA Team members, other appropriate officers and SAGALA leaders. Leaders should ensure that the entry of the flags is done in a dignified manner (*see below*). The service could also include badge presentations, enrolments, *Link* or *Stepping up* ceremonies, item/s from SAGALA sections and/or individuals. The SAGALA pledge and/or section laws and prayers should be included.

The presentation of important awards, ie *MEGA Star*, *Commissioner's Challenge* and *General's Award*, is an excellent opportunity to promote the SAGALA program, recognise the value of the program and acknowledge the effort of members and leaders.

Entry of flags and SAGALA sections

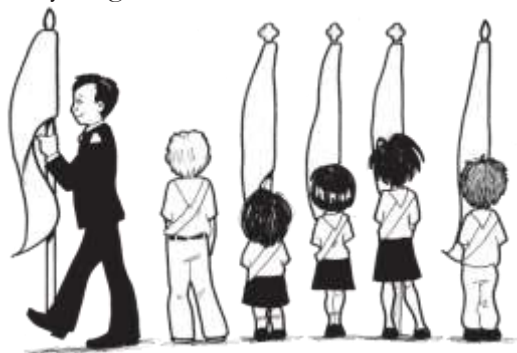
During a church parade the National flag and all available SAGALA flags are paraded. All are unfurled and carried by representative members of the section. The honour of carrying the National flag alternates between the Guards and Rangers. All colour party members **MUST** be in full SAGALA uniform. The Salvation Army or corps flag does not need to be paraded as it is always present in the hall.

1. As the church parade commences, the officiating officer stands facing the congregation at the front of the hall. He/she asks the congregation to stand whilst the flags and SAGALA sections enter to music – usually a brass band or marching music. If there are two aisles the flags are carried down the right aisle (looking toward the platform).



2. The National flag leads the parade and is carried to the left of the front of the hall, followed by the Moonbeam, Sunbeam, Guard and Legion flags. Bearers position themselves in front of and facing the platform with the National flag on their extreme left.

3. The SAGALA sections take their place in seats reserved for them toward the front of the congregation. While everyone remains standing the officiating officer invites the congregation to sing the National Anthem, during which SAGALA sections salute. The colour party does NOT salute as they are holding flags, but they may sing.



4. When the anthem is concluded the officiating officer salutes the National flag (*see page 19*) and receives it from its bearer. The officer waits for the bearer to salute the National flag before placing it in its holder as per the correct flag placement (*see page 56*). They then return to the colour party.
5. When the National flag is in place the remaining flags are immediately taken to their stands. A leader may be required to assist bearers to place the flags in the stands. These flags are NOT saluted. Once the flags are in position, the colour party returns to their places in line before the officiating officer instructs them, 'Right turn, dismissed!' The officer then invites the congregation to be seated and the meeting continues.

Exit of flags and SAGALA sections

1. Following the benediction the officer invites the congregation to stand.
2. The flag bearers (colour party) move to their positions facing the platform. The officiating officer removes the National flag from its stand and returns it to the bearer, allowing the bearer to salute before handing it over to them. As the bearer receives the flag the officiating officer will salute it. The section flag bearers can now retrieve their flags from the stands and then re-join the National flag bearer. The National flag bearer instructs the colour party, 'Colour party left turn, quick march.' The colour party, led by the National flag, exits the hall followed by the officiating officer and SAGALA sections.



3. Once outside of the hall the SAGALA sections form a circle with the flag bearers in the centre. This is an opportunity to thank and encourage members and leaders and give any necessary announcements or other comments. Following this the flags are rolled up by the section leader and bearer, and then each section leader dismisses their section with '(Section) dismissed', at which the section turns right, salutes and repeats its motto before breaking off.

Order of Flags

The placement and order of flags follows flag and government protocols. The National flag should not be subjected to indignity or displayed in a position inferior to any other flag or ensign. It normally takes precedence over all other flags. It should always be flown aloft and free and should not be allowed to fall or lie upon the ground.

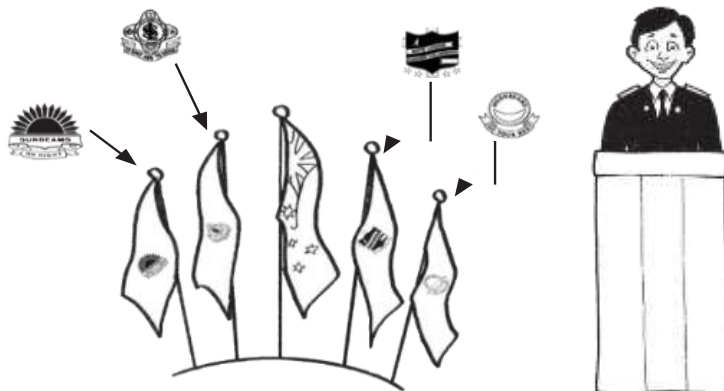
The National flag always precedes other flags in a march. In a SAGALA church parade the order of flags is usually:

1. National flag
2. SAGALA section flags – usually Moonbeams, Sunbeams, Guards and then the Legion flag.

* There is no requirement to parade The Salvation Army or State flags – these are optional. Should they be paraded, the order of flags would be National flag, State flag, and Salvation Army flag.

When placing flags into flag stands the National flag should always have the most prominent place – either the tallest point or the far right of other flags as they face the congregation, or when an uneven number of flags, in the middle position.

Wherever possible, flag stands are placed to the right of the speaker, facing the congregation.



FEMALE & MALE LEADERS' UNIFORM AND BADGE PLACEMENT



Left shirt front

Left sleeve

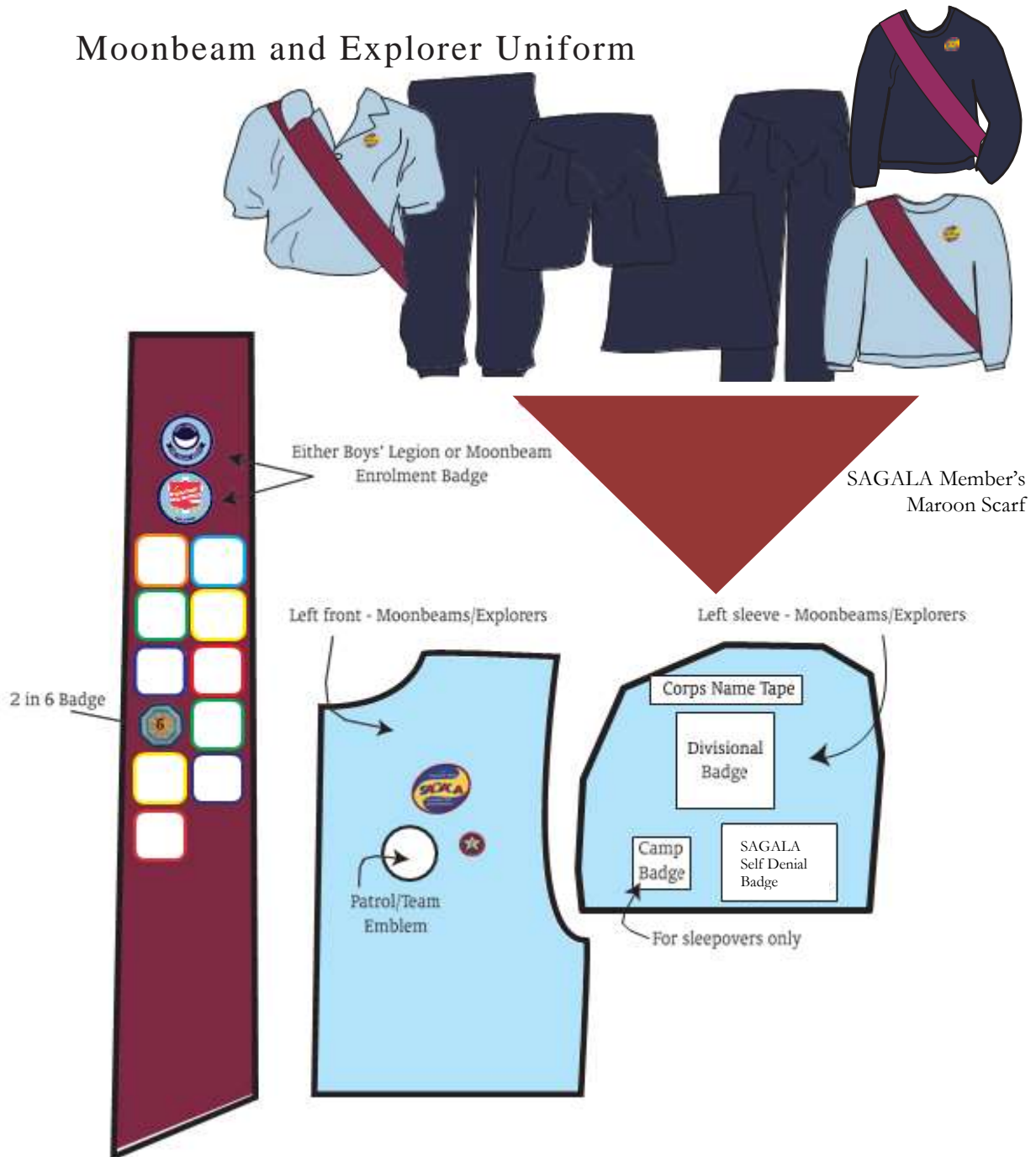


SAGALA Leaders Maroon scarf with Royal Blue Binding



MOONBEAM/EXPLORER UNIFORM AND BADGE PLACEMENT

Moonbeam and Explorer Uniform



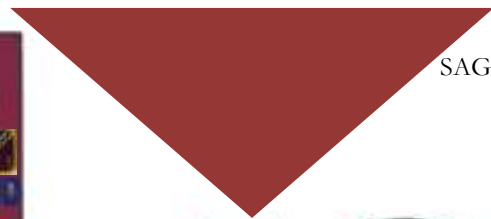
SUNBEAM UNIFORM AND BADGE PLACEMENT



ADVENTURER UNIFORM AND BADGE PLACEMENT



GUARD UNIFORM AND BADGE PLACEMENT



SAGALA Member's
Maroon Scarf



Left shirt front

Left sleeve

RANGER UNIFORM AND BADGE PLACEMENT



SAGALA Member's
Maroon Scarf



Left shirt front

Left sleeve

CONTACTS

If you have any further questions please contact your DCS/Divisional Representative/DST or the Mission Team via the email address: missionteam@salvationarmy.org.au or the website: <https://my.salvos.org.au/toolkit/contributors/youth-and-childrens-ministry/collections/sagala/>

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