



The Petrosains Science Scouts Participant Handbook

6th edition, 2012

0. OVERVIEW

The Petrosains Science Scouts Handbook will provide each Science Scout with the general rules and regulations of the program. The rules and regulations need to be treated with respect and be abided at all times. **Parents and guardians should also read this handbook.**

Additional guidelines for the Petrosains Senior Science Scouts program are indicated in red.

1. MEETINGS

Science Scouts meetings are held on Saturdays from 10am – 1pm. Meetings are held at Petrosains in KLCC. Scouts are to meet and register their attendance with a Science Scouts Facilitator at the Petrosains lobby from 9:45am. **Punctuality will be appreciated.**

Latecomers are required to wait at the lobby and please call one of the following Troop Leaders (**Senior Science Scouts can proceed directly to Metre City/ Galleria 1 on their own**):

Qila	- 03-2331 0638, nursyaqila@petronas.com.my
Sam	- 03-2331 7846, shamsuz@petronas.com.my
Nensi	- 03-2331 1808, nensirati_supahan@petronas.com.my
Azni	- 03-2331 1279, azni_zabidin@petronas.com.my
Ying Ying	- 03- 2331 1977, yingying_lee@petronas.com.my
Yati	- 03-2331 1448, hayati_lazim@petronas.com.my

The following are the meeting dates for **TROOP 6** (note that meeting dates are subject to change and any changes will be notified. If there are no announcements, meeting dates are as listed below).

2012

February	April	June	September
12	7	23	22
18	14		
25	21	July	
		28	November
March	May		10
10	26	August	11
24	29	11	
	30		
	31		

“Don’t forget to inform your Troop Leaders if you cannot attend a meeting!”

2. ATTENDANCE

Active participation and regular attendance for all meetings is expected of the Science Scouts. Exceptions can be made for good reasons, such as for sickness or family concerns but all Science Scouts and their families/guardians should be prepared to commit to the meetings prior to participation.

Except for cases of sickness or emergencies, Science Scouts are allowed a **maximum of 5 absences**, after which a warning notice will be given. If not appropriately addressed, participation in the program will be terminated subject to the discretion of Petrosains. The Science Scout will also be blacklisted and cannot participate in the annual Science Scouts Jamboree and/or any other Science Scouts programs/events.

Science Scouts and their families/guardians must understand that there will not be any mid-program enrolments, so absences and drop-outs will affect the running of the program.

Senior Science Scouts however are free to choose which meetings they would like to attend. However, Troop Leaders must be informed via email or phone at least 3 days before.

3. ATTIRE

Science Scouts should dress comfortably and appropriately as meetings include hands-on activities, experiments, as well as a lot of walking and moving. There is no formal dress code.

A Science Scouts jacket will be given to all scouts later. The jackets will need to be worn during meetings and at other Science Scouts events. Scouts are responsible for the cleanliness of their own jackets.

Jackets will not be replaced but Science Scouts can buy a replacement jacket.

Senior Science Scouts must have on their aiguillette and whistle during meetings.

4. FEES

An annual fee is charged for new and continuing Science Scouts. The annual fee is for participation in the planned meetings for the year. For additional programming and activities (which are non-compulsory), other fees may be charged where applicable.

Petrosains Science Scouts	- Annual fee of RM300
Annual Jamboree	- RM100 (applicable to non-active Troops including Seniors)
Petrosains Senior Science Scouts	- Annual fee of RM80

Fee payments are final and no refunds will be entertained in any event, including pre-mature termination from the program.

5. THINGS TO BRING

Science Scouts will be given a stationery kit. Materials are also provided for all activities. However, Science Scouts may be asked to bring items for some meetings. These items are usually recycled items or items easily found without needing to purchase them.

Senior Science Scouts will not receive a stationery kit.

6. PICK-UP'S AND DROP-OFF'S

Families and guardians must take note that Science Scouts should be dropped off only at the Petrosains lobby for security. There will be a Science Scouts facilitator who will be waiting to greet and register the scouts. Drop-off times are from 9:45am – 10:00am. Latecomers need to call and wait for a Science Scouts facilitator to come and greet them.

Meetings will end at 1pm. The Science Scouts pick-up will be from the Petrosains lobby from 1:15pm – 1:30pm. It is appreciated that families and guardians be on time or otherwise informs the Science Scouts Troop Leaders of any delays.

The Science Scouts Troop Leaders will only release the scouts to families and guardians whose names are given to us prior. We reserve the right to check for identification for security purposes.

Senior Science Scouts are required to arrive 15 minutes earlier, and leave 15 minutes later as Senior Science Scouts will support program administration and facilitation.

7. EQUIPMENT AND MATERIALS

All Science Scouts are personally responsible for equipments and/or materials given to them. Items in the stationery kit will not be replaced if lost or damaged. The same applies to jackets as well as to the merit badges.

For some activities, Science Scouts may be loaned equipment or materials for their use. Science Scouts need to be responsible for all items loaned to them.

Replacements will not be given unless the loss or damage of equipment or materials are not due to carelessness or recklessness of the Science Scout, subject to the discretion of the facilitator.

8. FOOD

The program does not provide breakfast or lunch. Science Scouts should make their own meal plans. Only light refreshments will be provided during meetings.

Please inform the Troop Leaders should there be specific dietary needs, such as if a Science Scout is a vegetarian or if there are severe foods allergies that we need to know about.

We have access to water coolers in the centre. For convenience, we recommend Science Scouts to bring their own reusable water bottle.

9. MERIT POINTS & BADGES

The Science Scouts will collect merit points upon successful completion of activities and experiments, and upon demonstration of the right skills and attitudes required for in specific tasks. For every 5 points in the same category collected, Science Scouts will receive a merit badge that is adhered to the jacket.

The merit badges and points cover the following categories:

- Investigating Living Things
- Investigating Force and Energy
- Investigating Materials
- Investigating the Earth and the Universe
- Investigating Technology
- Creating Wonder
- Citizen Science
- Planet Protector

The award of the merit badges and points are at the full discretion of the Science Scouts Troop Leaders.

Senior Science Scouts will receive special badges upon demonstration of competence (Exa badge), distinction (Zetta badge), and/or excellence (Yotta badge) in the conduct and delivery of tasks and activities.

10. MEDICAL AUTHORISATION

It is the responsibility of the families and guardians to ensure that their child is physically fit for the program. Please inform the Science Scouts Troop Leaders should there be any health concerns or sicknesses that the Troop Leaders should or need to know or those that may be contagious.

Any food allergies should also be informed.

11. PETROSAINS GUIDELINES AND LIABILITIES

The Petrosains Science Scouts program is held fully within Petrosains in KLCC. Parents and guardians will be advised and permission sought for any activities held outside of the centre (e.g. KLCC Park).

The Science Scouts will be fully supervised by the Troop Leaders throughout the program and their access to the centre is limited to the venue of the activities. The Science Scouts are not allowed to wander around the centre on their own before and after the program. Parents and guardians should not consider this an option while dropping their child off or while their child waits to be picked up.

All Science Scouts will abide by the terms and conditions governing all visitors to the centre and this includes releasing Petrosains and all its employees of any liability for damages and compensation arising for whatever reasons while in or as a result of participating in this program.

12. DISCIPLINARY GUIDELINES

Discipline is required of all members, Science Scouts and Troop Leaders, participating in the Science Scouts program. All Troop Leaders in the program will abide by the same disciplinary requirements as of the Science Scouts and we practice a zero tolerance policy on discrimination and violence, whether physically or verbally.

Upon the occurrence of an incident or the evidence of a behaviour that is disruptive, threatening or involves thefts or other violations of personal safety and security, the following steps will be undertaken:

1. The facilitator will seek to clarify and find evidence when a report is made regarding a scout. Innocence is maintained until guilt is proven.
2. If guilt is proven or if the facilitator witnesses the offending action, the offender will be counselled on the effects his or her behaviour is having on the program and the rest of the team.
3. The offender will be given an opportunity to explain his or her position and the facilitator will assess the problem and determine if any further action need to be taken.
4. If the problem persists or if the offender is unresponsive to counselling, parents will be called in and be informed of the incident. Parents will be immediately called in should the problem warrant it so.
5. Continued persistence of the problem by the offender will result in the offender being terminated from the program and blacklisted from future programs by Petrosains.

13. AUTHORITY

Authority is necessary to ensure the safety of the Science Scouts. Science Scouts must be aware of the need to respect authority except if asked to perform something indecent, immoral, unlawful, or dangerous. Continued disrespect will result in additional counselling with other Troop Leaders and possible isolation.

Total disregard for authority can seriously affect the enjoyment and safety of others, and thus the offender will be removed from the centre (the parents will be called as required). Hostility and violence is a sign of disrespect and will not be tolerated. This applies to the Troop Leaders as well.

Senior Science Scouts can be placed in positions of responsibility and Science Scouts are required to recognise and respect the assigned authority.

14. THE SCIENCE SCOUTS PLEDGE

- I promise to respect my fellow Science Scouts and the Troop Leaders at all times.
- I promise to abide by the rules and regulations of the program.
- I promise to always try and do my best and in doing so, keep an open mind.
- I promise to be sincere and honest.
- I promise commitment.

15. REVISIONS

This handbook is subject to revisions and can change at any time. Science Scouts and their parents/guardians will need to check for the most current edition of the handbook at the website for any revisions and changes.

The most current handbook will be referred to.