

FORMATION OF ORGANIZATIONAL STRUCTURE IN REALIZING MOVEMENT ADMINISTRATION SUPERIOR SCOUT

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ABSTRACT

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The type of research used in this research is qualitative research. The data collection techniques carried out in this research are as follows: (1) Observation (Observation documentation and traingulation. Research results. Organizations have a continuous connection. This sense of connection does not mean membership However, organizations face constant changes in their membership, even though when they become members, people in the organization participate relatively regularly. Long-term goals are more about the organization itself, meaning with the existence of an administrative pattern, aimed at achieving The targets of an organization are basically long-term goals not made by just anyone in the organization but by the owners of the organization, which are: ideal, general administration, qualifications

INTRODUCTION

Administration in everyday life or in the world of work, you must be familiar with the term administration. This word is often encountered and used in everyday life. However, not everyone knows what administration itself actually means. According to Dr. Sondang Siagian (2012: 13) administration can be defined as the entire process of cooperation between two or more human beings which is based on certain rationality to achieve predetermined goals. According to Irra Chisyanti Dewi (2011: 3) in her introductory book to administration says that — administration has an understanding in the sense of writing or administration or secretarial work, which includes the activities of receiving, recording,

collecting, processing, holding, sending, storing. According to The Liang Gie (2009:9) in his book modern office administration says that "administration has In a broad sense, administration is a process of cooperation between several individuals in an efficient way to achieve previous goals. This means that a series of activities that require a cooperative process are not something new because they have arisen together with the emergence of human transfer.

Scout extracurriculars are one of the right tools to use for building character to students. The educational process in scouting occurs when students are engrossed in activities that are interesting, fun, recreational and challenging. At that time, in between the scouting code of honor, the scoutmaster provided guidance and character development to the students. A number of activities contained in scout extracurricular activities are expected to be a means of cultivating character, one of which is the character of responsibility. Scouting can be used as a forum for instilling national character values, this is because scouts adhere to the values contained in the Tri Satya and the moral provisions called the Scout Darma.

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Scouting education is broadly defined as a continuous development process for students, both as individuals and as members of society, whose ultimate goal is to make them independent, caring, responsible human beings who adhere firmly to the values and norms of society, nation and state.

Scouting education is a process of forming personality, life skills and noble morals through the appreciation and practice of scouting values (AD-ART Scout Movement, 2018). Carried out outside the classroom, organized with activities that make students happy, given challenges and supervision, and in the end can form children with good behavior is a practical way in scouting education (Santoso, 2014: 17). Scout extracurricular activities are carried out as a forum for character building outside of school hours in the form of activities that are interesting for children so that they get fun, excitement and skills which are essentially education in the Ajirna scout movement, (2018: 47)

RESEARCH METHODS

The type of research used in this research is qualitative research. Qualitative research is research that intends to understand phenomena about what research subjects experience, for example behavior, perceptions, actions holistically and in a descriptive manner (Moleong, 2007:6). Qualitative research is not merely about seeking the truth, but rather about the subject's understanding of the world around him. This research uses a qualitative approach because the research describes the phenomena studied in the form of descriptions that show how to instill the value of caring through scouting extracurricular activities in students.

Data sources in research are subjects from which data can be obtained. According to Moleong, it is stated that the source of qualitative data is words or actions, the rest is additional such as documents, other data sources. The data sources for this research are: (1) Primary data sources. Primary data sources were obtained by researchers through structured interviews and field observations with respondents. A respondent is a person who is asked for information about a fact or opinion, this information can be conveyed in written or oral form. The respondents in this research were coaches and students (scout members) in the Front Group. (2) Secondary data sources. From this secondary data, it is hoped that the data collection techniques used in this research are as follows: (1) Observation.

The data analysis method in this research was carried out using qualitative analysis by carrying out data interactions, namely: (1) Data display. This means searching for and collecting the necessary data and researchers recording all data objectively and as is according to the results, observations and interviews in the field. Analysis during data collection was carried out using multiple sources of evidence. Classify with the informant about the rough draft of the research report. (2) Data reduction. The research process focuses on simplifying, abstracting, transforming rough data that emerges from written notes in the field (Milles, 2007: 16). Data reduction is a form of analysis that sharpens, categorizes, directs and discards what is not needed and organizes secondary data in such a way that it can be retrieved and verified. (3) Presentation of data. Presenting a collection of structured information that provides the possibility of drawing conclusions in taking action (Milles, 2007: 17). Data presentation is an analysis of designing rows and columns in a matrix for qualitative data and determining the type and form of data intended in the matrix boxes. (4) Drawing conclusions (data verification). Drawing conclusions by re-action of notes in the field or conclusion is a re-action of notes in the field or conclusions can be reviewed as arising from data which must be tested for truth,

robustness and suitability which constitutes its validity. Drawing conclusions must be based on data reduction and data presentation which is the answer to the problems raised in the research (Milles, 2007:19).

RESULTS AND DISCUSSION

RESULT

Extracurricular activities are educational programs whose time allocation is not specified in the curriculum. Extracurricular activities are operational tools (supplements and complements) of the curriculum, which need to be prepared and outlined in the annual work plan or educational calendar of the educational unit.

Extracurricular activities bridge the developmental needs of different students: such as differences in sense of moral values and attitudes, abilities and creativity. Through participation in extracurricular activities, students can learn and develop communication skills, collaborate with other people, and discover and develop their potential. Extracurricular activities also provide great social benefits. Scout activities are an example of extracurricular activities that can be used to instill character values in students. One example of character values that can be instilled is the value of responsibility. The noble values that are instilled are based on the values contained in the scout code of honor, namely Tri Satya and Dasa Darma Pramuka. The values in Tri Satya and Dasa Darma Scouting can be instilled by coaches regularly and directed towards students through scouting activities that are interesting, fun, recreational and challenging.

An organization can be formed because it is influenced by several aspects such as the unification of vision and mission and the same goals as the realization of the existence of that group of people in society. Organizations are a means of socialization and as a forum created to accommodate community aspirations and to achieve common goals. Organizations are basically used as a place or forum for people to gather, work together rationally and systematically, planned, guided and controlled in utilizing resources, infrastructure, data, etc. which are used efficiently and effectively to achieve organizational goals. .

Based on the definition of administration according to experts, this definition can be concluded that this work has a very important function or role. The following are several administrative functions that you should know: 1. Planning. Based on one definition of office administration according to experts, administration is an activity. planning. So, the first administrative function is the planning function, where this planning requires collecting and processing data and then preparing plans. 2.

Organizing The next function which is also the definition of office administration according to experts is the function of organizing. This function is to organize and form working relationships between one party and another until unity is created. 3. Reporting Another function of this administration is reporting where the activities carried out are reporting the progress and results of activities through information - 8 statements, both in oral and written form. With this function, parties who receive activity reports can find out and get an overview of information regarding the implementation of tasks that have been carried out. 4. Budgeting This last function can actually be classified as administration friendly but in the financial sector. Where if seen based on the function of financial administration, it is to manage or regulate all planning regarding the budget or finances used. Basically, the definition of financial administration is almost the same as office administration, but is more specific in the function of managing finances

DISCUSSION

Administration in the narrow sense is everything related to the written/administrative process. According to KBBI, administration is a business and activity that includes setting goals and determining ways to carry out organizational development.

a. Administrative Functions Administration functions:

- 1) To carry out supervision, all work must be carried out according to the provisions.
- 2) As basic guidelines that must be implemented to be established within the Scout Movement Organization.

b. Administrative Classification

To achieve the goal, matters related to writing are classified as follows:

- 1) Notes
- 2) Report
- 3) Planning, plans and programs
- 4) Decision
- 5) Correspondence

Correspondence in the Scout Movement

A letter is a means of conveying written news containing notifications, statements of requests and so on to other parties. Correspondence is an activity to control the flow of news, both written and oral, which arises from recording, reporting, planning or programs and decisions that allow for requests for explanations, additions, deficiencies or changes.

The method for numbering letters (outgoing letters) is arranged as follows:

c. Outgoing letter serial number

d. Quarter Code

e. Front Field / Cluster Code

Example = 003/02.157-02.158 – C

003 z= Outgoing letter serial number\ 02.157-02.158 = Gudep number

C =A c t i v i t y

Distribution of mail delivery according to the addresses listed, both addresses to and copies.

The composition of the letter can be divided into 3 (three) parts, namely:

a. Head of the letter, which consists of:

- 1) Name of organization/unit
- 2) Place, Date, Month and Year
- 3) Number
- 4) Classification (traits)
- 5) Attachment
- 6) Subject/Page
- 7) Address
- 8) up (for attention), if necessary

b. The contents of the letter consist of:

- 1) Introduction
- 2) Description/purpose
- 3) Closing sentence

c. The closing letter consists of:

- 1) Position Name
- 2) Signature
- 3) Official Name
- 4) Stamp or stamp
- 5) Copy

Correspondence is divided into 2 (two) types, namely:

a. INCOMING LETTERS, are all writings or news received from other

agencies/parties, the reception of which is centralized in the secretariat or other section authorized for this task.

- b. OUTWARD LETTERS, are all writings sent to other agencies/parties, where each concept to be submitted to the leadership is channeled through the Secretariat/Secretary or official who is authorized to research.

Various Scout Administration Books

a. Administration Book

Gudep should organize administrative books in accordance with the provisions of the Scout Unit Administration Implementation Guidelines Number: 041 of 1995. In general, the administration in Gudep includes, among other things:

- 1) Request Registration Member For Participant Didik (Alert and Raising Scouts)
- 2) Statement of Readiness to Become a Member of the Scout Movement (For Enforcement and Pandega Scouts)
- 3) Scout Movement Member Registration Form
- 4) Master List of Members of the Gugs Scout Movement ahead
- 5) Front Cluster Inventory List
- 6) Front Group Guest Book
- 7) Next Semester Data and Group Activity Report
- 8) Notes of Important Events
- 9) Front Group Annual Work Program
- 10) Personal Notes of Scout Movement Members
- 11) 4 Month Alert Parenting Work Program
- 12) 4 Month Work Program for Raising Troops
- 13) Shelf Enforcer Work Program
- 14) Racana Pandega Work Program
- 15) Weekly Workout Program

f. Standby Parenting

- 1) Presence Book and Dues Book (these two types of books can be made into one book, but can also be made into two kinds of books)
- 2) Saving book
- 3) Practice Event Book

- 4) Meeting Notebook (Minutes)
- 5) Inventory Book
- 6) Log Book (which contains records of impressive events that have been experienced by the unit)
- 7) Cash Book (record of money coming in and outgoings)
- 8) Personal Notebook (contains material from observations of student character, special things, strengths and weaknesses of each student).

g. Raising Team

- 1) Presence Book and Dues Book (these two types of books can be made into one book, but can also be made into two kinds of books)
- 2) Saving book
- 3) Practice Event Book
- 4) Meeting Notebook (Minutes)
- 5) Inventory Book
- 6) Log Book (which contains records of impressive events that have been experienced by unit)
- 7) Cash Book (record of money coming in and outgoings)
- 8) Personal Notebook (contains material from observations of student character, special things, strengths and weaknesses of each student).
- 9) Inauguration Ceremony Book
- 10) Devotional Book
- 11) Troop Customs Book

h. Enforcement Stand

- 1) Presence Book and Dues Book (these two types of books can be made into one book, but can also be made into two kinds of books)
- 2) Saving book
- 3) Practice Event Book
- 4) Meeting Notebook (Minutes)
- 5) Inventory Book
- 6) Log Book (which contains records of impressive events that have been

- experienced by the unit)
- 7) Cash Book (record of money coming in and outgoings)
 - 8) Personal Notebook (contains material from observations of student character, special things, strengths and weaknesses of each student).
 - 9) Inauguration Ceremony Book
 - 10) Soul Meditation Book
 - 11) Ambalan Customs Book

As for this personal notebook, it is a book that must be kept secret by the coach. If for some reason the coach moves or is no longer coaching in that unit, the notebook is handed over to the coach who replaces him or her who must also keep this book confidential.

After you have read and studied the entire chapter on scout movement administration, there are several things that are important for you to understand, namely: Administration is a business and activity that includes setting goals and determining ways to carry out organizational development.

Correspondence is an activity to control the flow of news, both written and verbal, arising from recording, reporting, planning or programs and decisions that allow requests for explanations, additions, deficiencies or changes.

Gudep should organize administrative books in accordance with the provisions of the Scout Unit Administration Implementation Guidelines Number: 041 of 1995

CONCLUSION

Organizations have a continuous relationship. This sense of connection, it does not mean a lifetime membership. However, organizations face constant changes in their membership, even though when they become members, people in the organization participate relatively regularly. Long-term goals are more about the organization itself, meaning that the administrative pattern is aimed at achieving an organization's targets. Basically, long-term goals are not made by just anyone in the organization but by the owners of the organization, which are: ideal, general administration, unlimited qualifications. Short-term goals. Short-term administrative goals of the organization are smaller, usually made by subdivisions. from the organization to its division policies. Short-term goals are specific, small in scope and limited in qualifications.

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