



GOING FLATTING

A guide for Venturer Scouts

**ADVENTURE
PLUS!**



SCOUTS
New Zealand

Created for the Venturer section of SCOUTS New Zealand by David Thorpe and based on ideas contributed by Venturer Leaders Steve Graham, Trudie Graham, Adam Orpin and Phil Barge.

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ARE YOU PREPARED FOR FLATTING?

The SCOUTS motto is to "Be Prepared". Before undertaking expeditions and adventurous activities in Venturers, you will have prepared Activity Intention Sheets, taken part in training or practice sessions and generally got fit enough to complete the adventure safely and with a good deal of enjoyment. Going flatting is much the same. You need to prepare yourself for living away from home if you are going to enjoy it.



Living in an environment that is safe and healthy will help ensure you can focus on and enjoy studying or working and get the most out of life.

There is a check list on this page of some life skills you should aim to become competent at before you move away from home and start the next stage of your life.

A PERSONAL CODE OF ETHICS

The Scout Law and Promise is as good a code of ethics you will find anywhere. If you ask a person who has been a Scout for much of their life, they will often say that they aim to live their life by the Scout Law. You might like to consider making it your personal code as well.



Discuss with a Leader or the Unit members how living by the Scout Law and Promise could help you get along with others you share a flat with.

The Scout Promise:

On my honour, I promise to do my duty to my God, the Queen and my country, to help other people and live by the Scout Law.

The Scout Law

- A Scout is loyal and trustworthy
- A Scout is considerate and tolerant
- A Scout is a friend to all
- A Scout accepts challenges with courage
- A Scout uses resources wisely
- A Scout respects the environment
- A Scout has self respect and is sincere

TAKE THE FLATTING SKILLS TEST

Tick	Are you competent at these practical flatting skills?
	I can wash, dry and iron my own clothes
	I can wash and dry dishes and use a dishwasher
	I can make a bed and change the bed sheets
	I can vacuum or sweep the house efficiently
	I can scrub and clean a kitchen
	I can scrub and clean a shower, toilet and bath
	I can make up a menu and cook healthy meals
	I can manage a budget and live within it
	I can explain the importance of paying rent, power and phone accounts on time
	I can manage my time effectively so as to achieve my goals without undue stress
	I can explain the importance of clean and hygienic flat from a health perspective
	I respect other peoples possessions and do not borrow or use them without permission
	I can get along with others and tolerate their viewpoints and habits when they are different from my own
	I can explain the importance of sharing the household tasks. I complete tasks allocated to me without complaint or trying to swap them with others.
	I have a personal code of ethics that guides my life and will not compromise this even if it means I have to move to another flat



How did you go?

The last three are the critical points. These are relationship skills and if you are not comfortable with these, you should think about how ready you are to start sharing space with other people in a flat.

If you cannot tick some of the points above, ask you parents, relatives or friends for help in learning the skills before you leave home. Menu and cooking information can be found in the Scout Skill sheets.

You will find tips, hints and guidelines about flatting on the next few pages.

MANAGING YOUR FINANCES

You may have learned about this at school. If you have, consider this a refresher session.

Budgets

Of all the skills you need when flatting, this is probably the most vital to become competent at.

Most communities have a budget advisory service that you can approach to see if they will come and talk to the Venturer Unit about budgets for going flatting.

Here are some guidelines to get you started:

1. Always bank your wages in full.
2. Only draw out of the bank enough money as worked out in your weekly budget
3. If you get the urge to buy something not in your budget, put it off for a few days or a week. If you still need it, buy it if you have the spare funds.
4. Buying some thing because it is on special is not cheap if it is something you don't really need.

Here is a simple budget format you can use to get started:

Topic	Your figures	Weekly example
Income after tax		\$320
Expenses		
Share of Rent		100
Share of Power		15
Share of Food		80
Share of Cleaning		5
Cell / internet		10
Bus, train, car		25
Clothes / shoes		15
Makeup / hair		15
Entertainment		15
Savings A/c		40
Total		\$320

Items such as medical, dental, exam fees and air fares etc which are not a weekly expense come out of your savings account so make sure sufficient is saved to meet these costs.



MANAGING YOUR TIME EFFECTIVELY

People who learn to manage their time effectively can usually be relied upon to be on time for appointments, seldom forget things, and are generally valued as reliable friends by those who know them well.



How do they manage their time so well?

Here are some suggestions that will help you.

1. Buy a small cheap diary with one page or half a page per day. You can use the calendar on your PC, phone or tablet just as well.
2. Never ever write notes on scraps of paper. Write information down in your diary so it doesn't get lost.
3. Never let the diary out of your sight. It goes everywhere with you. Set the alarm for appointments if you are using a phone or tablet as a diary.
4. Write any appointments down on the day they are for. Add a reminder about it on a page a few days before the due date.
5. When you write down jobs or tasks in the diary or phone, prioritise them using this simple code:
 - Write (A) beside tasks that must be done today. Make sure they get done.
 - Write (B) beside a task that can wait a day or so.
 - Write (C) beside a task that is not that critical.
6. Each night, transfer the uncompleted tasks onto the next days diary and prioritise them again. This will keep them fresh in your mind. Keep doing this until the tasks are done or no longer needed. You will sleep better as well.



BEING DEPENDABLE

Cultivate the habit of being dependable. Said you would do something, but are feeling a bit weary? Tough! You said you would do it, so just do it.

The simple act of doing something will make you feel good and more importantly, if anyone is depending on you, they will feel good as well. When the day comes and you need a hand, maybe they will remember and help you.

WASHING CLOTHES

Washing clothes is just another task carried out by all households. If you were a Scout you probably learned about washing clothes by hand, or in a pail with a lid on at Scout camp.

You will need the following items

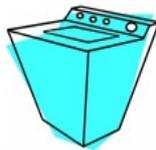
- A dozen or so clothes pegs
- A clothes line
- A packet of cold water soap powder
- A bottle of fabric softener (optional)



Washing methods

If you are living in a flat you may have a choice of the following methods:

- Using a Laundromat where you pay per wash and dry.
- Using a tub in the laundry of the flat.
- Using a washing machine, usually an old machine owned by one of the flatmates.



Whatever method is used to do the washing, the basic principles are the same.

- **Read any ticket in the clothing** and follow the instructions before attempting to wash it.
- **Do the washing before the pile gets too big** and you run out of clothes.
- **Keep an eye on the weather.** If it's going to be fine, consider doing the wash and hang it out to get dry before study or work starts.
- **Bring the washing in and fold it before the sun goes down or before it rains.**
 - Washing left hanging in the rain often starts to smell stale and will need washing again, a waste of time and money.
 - Washing left out after the sun goes down will be damp and need extra drying.



The washing process is the same for all methods:

1. **Sort the clothes into three piles:**
 - White or light coloured clothes
 - Dark or coloured clothes
 - Woollens

White clothes will not remain white for long if you wash them with a red, green, blue or black item that the colour often comes out of.
2. **Wash the white clothes first** and then all the coloured clothes in the second batch.
3. **Wash the clothes in cold or cool water** (except for woollens) using a measured amount of cold water soap powder.
4. **Wash the woollens in warm water.** Some people prefer to wash woollens by hand and in warm water so as not to shrink or damage the garment. Gently squeeze to remove excess water.
5. **Read the instructions on the soap packet.** Avoid using hot water as it will result in a large power account.
6. **Rinse the clothes in fresh water** after washing to remove the soap residue. Soap left in the clothes can irritate the skin on some people and it also makes the clothes feel a bit stiff.
7. **Remove excess water** by spinning or hand wringing before hanging the laundry out to dry in the sun. However, if drip drying your clothes, don't spin or wring the clothes as this creases the fabric.



Iron



Machine wash



Hand wash

DRYING CLOTHES

While the washing can in theory be done anytime, leaving wet clothes in the basket or washing machine for several hours or overnight will result in the clothes smelling stale. Plan to wash and then hang the clothes out immediately.

Using a clothes line

Most suburban flats and houses have a clothes line in the back yard. It needs to be in direct sunlight and it is helpful if it also gets a breeze blowing past as this dries the clothes much quicker.



Other places for a line

You can often tie a rope or cord across a porch or a veranda and leave it the washing sheltered and dry until you get home in the evening.

You can also place a wire drying rack in the dining room or lounge and take advantage of any fireplace or heaters used in those rooms in winter. Wire drying racks can often be found quite cheaply in second hand shops.



Drying items that fade easily

Items such as colourful tee shirts and blouses often fade badly when exposed to direct sunlight for long periods. The secret is to turn the item inside out when hanging it so the outside of the clothing is not exposed to the sun.

If all else fails use a dryer

In winter, you may have to resort to using an electric drier or visit a Laundromat.



Fold the clothes immediately

Fold the laundry as soon as you bring it inside. Then put it away or iron it before it gets creased.



Consider this:

It takes about 15 seconds to put a coat on a hanger in a wardrobe. It can take 2 minutes to find clothes by sorting through those strewn about on the floor.

Hints and Warnings

Woollens

Never ever put a woollen item such as a jersey in a clothes dryer. Always lay it on a wire rack or table to dry.

Hanging clothes on a line

- When hanging clothes out to dry, don't stretch them. Let them hang loosely.
- Clothes with a collar should be hung with the collar at the bottom and pegged up on the line by the bottoms.
- Hang tee shirts and woollen jerseys outside on a clothes hanger. With luck you won't have to iron them.



Ironing clothes

This is best done soon after drying. You will be surprised at how quickly the pile of clothes requiring ironing grows.



Always invest in an ironing board for the flat. You can often pick up a second hand ironing board quite cheaply. Don't mess around trying to iron good clothes on a table.

Ask your Mum....

When it comes to ironing clothes ask your mother to show you how to go about ironing shirts, blouses, skirts and trousers. It's a skill that's not easy to teach yourself.



MAKING FRIENDS AND INFLUENCING PEOPLE

From time to time you will need to find a new flatmate. Inviting them into the flat to 'check it out' is necessary, and you really need to achieve two things by doing so.



1. Impress them by having a clean and tidy flat that smells of clean fresh clothes and bedding. They are more likely to want to join you.
2. Show the standard of tidiness and behaviour you expect from them if they move in. It can cause all sorts of strife if you try and change the standards of behaviour after they arrive.

DEALING WITH LANDLORDS

Landlords are people who have invested in houses and buildings that they rent out to people who do not own their own houses and apartments. They usually use mortgages (loans) to buy the houses and rely on your rent payments to meet the loan repayment to the bank.



If you are late paying your rent, the landlord usually gets a little agitated because their bank is asking them why they haven't paid the loan on time, and may be charging them penalty interest.

Having a roof over your head is actually more important than having food. You can for instance eat only baked beans for a few days if you have to, but if you upset your Landlord by repeatedly paying the rent late, he or she will soon ask you to leave and then you really do have serious problems, especially if you live in Auckland or Christchurch where there are sometimes housing shortages.

Look after your Landlord

Keep your Landlord happy by always paying on time, being cooperative, looking after the building and being friendly towards him or her. It will save yourself and your flatmates a lot of grief and stress.

Your Rights and the Landlord's Rights

You both have rights in a legal sense and you should know what they are. You need to know what the Landlord's rights are as well as your own. Check out this website and find out exactly what the various rights are.

<http://www.dbh.govt.nz/tenancy-agreement>
(Search for Tenancy Agreement)

Here are some points to look up:

- How often can a Landlord inspect premises?
- How much is the bond and who is it paid to?
- How do you get the bond back?
- Who insures the contents and the building?
- How much notice has to be given by the Landlord and by yourself if you are leaving?
- Who pays for repairs to appliances?
- Who pays for the internet connection and phones?
- What conditions can be added to a tenancy agreement?

UNDERSTANDING AND COMMUNICATING WITH OTHERS

If you have been a Scout you will have had experience in getting along with others and understand how a team such as a Patrol or a Unit works and how the members communicate effectively with each other. Not everyone in a new flat will have had this experience and you may find that you become the person who smooths the way and helps keep the peace.

The 'detail people'

Some of your flatmates will be detail orientated and want to plan everything. They may also like to have everything neat and tidy and in its proper place. They can get upset with people who seem casual and untidy.



The 'big picture people'

Others will hate detail and are only interested in the 'big picture'. They are often very social and enjoy meeting new people. These people have wide personal networks. Details stress them.



The 'concern for others people'

Others again will be very people orientated and are concerned about their flatmates welfare and health and like the flatmates to show the same interest in them. Often they are the 'glue' that makes the flatmates stick together.

The 'make a decision people'

Some people need to make a decision and get things organised. They often like to take charge and will do so if no one else is prepared to. Indecision and lack of organisation stresses them.



Take an interest in your flatmates

Learn a little about your flatmates character, families, jobs, hobbies and studies and take enough interest to be able to chat intelligently and show you care about them.

Be assertive if you have to

Say things like "I would really appreciate it if you would wash your dishes after you have eaten please. It really upsets me to see a mess that attracts flies and pests." These are called "I" statements and can usually be used to express your concerns without seriously upsetting people.

IS IT YOUR TURN TO COOK?

Do you 'eat to live', or 'live to eat'? Whichever best describes you, will determine how interested you are in cooking.

However, the fact remains that you have to take your turn and you need to create nourishing and filling meals for yourself and your flatmates that cost no more than the daily food budget. Turning out a feast is not going to win friends if you all starve for the rest of the week.

Use the internet to find recipes and follow them where you can. Improvise by using alternative ingredients if you have to, but do be sensible about it.

Hints for economic meals

- Use mince and sausage meat often
- Stock up on a range of sauces for variety
- Cook stews and freeze the surplus for later
- Seek out specials in meat and vegetables
- Use rice, but don't keep the leftovers

Before you leave home

Make sure you can cook at least three hot meals that will win the hearts of your flatmates.

Learning to cook by practicing on your flatmates won't earn you points. Best learn at home with your parents help. There are also internet sites where you type in the main ingredients found in the fridge or pantry and the site makes suggestions on what meal you can cook with them.

Here are some economical and tasty meals

- Nachos with mince/Chilli Con Carne, a tasty sauce, beans, chopped onion and cheese
- Pasta with vegetable, bacon/ham and a tasty sauce.
- Stir fried beef strips and chopped veges - carrot, bok choy, onion, pumpkin, beans, peas with a tasty stir fry sauce or soy sauce
- Sausages, mashed potato, peas, sliver beet or spinach and gravy
- Diced chicken or pork pieces, sweet and sour sauce, with chopped fresh beans, carrots and bok choy served on boiled rice.
- Chopped pre-cooked sausages in curried gravy, served on a bed of rice
- Wienerschnitzel (thin sliced steak) with boiled potato, cauliflower or broccoli, fried onions and gravy.

COOK THESE - IMPRESS YOUR MATES



Top: Baked chicken breasts; Chicken and vege stew; Shredded meat in a bun,
Middle: Pasta with veges and mince; Chilli beans on rice; Tuna (or salmon) and macaroni salad,
Bottom: Beef mince and macaroni; Enchiladas; Slow cooked roast Rump Beef .

Recipes at this link

http://www.simplyrecipes.com/recipes/cooking_on_a_budget/

A QUICK WINTER MEAL

Buy a packet of dry soup mix. Tip it into a large pot, add 9 cups of water, bring to the boil and then simmer it for 90 minutes.



After about 1 hour, add more chopped veges, whatever you have in the cupboard (carrots, onions, leeks, bok choy, pumpkin, potato, broccoli) and simmer for the remaining 30 mins. You can top up the water level if needed. Let the soup cool and keep in the fridge.

As each flatmate comes home, put 1.5 cups of soup in a bowl, heat in the microwave for 2 mins and serve with two slices of buttered toast.

This light but hot meal can be served about 5 minutes after getting home. Want a bit more flavour? Add some soy sauce, or a teaspoon of beef or chicken stock. Follow up with tinned fruit and carton custard.

Try these links http://www.eatingwell.com/recipes_menus/recipe_slideshows/recipes_for_leftovers

<http://www.cookinglight.com/food/everyday-menus/healthy-budget-recipes-00400000056656/>

AVOID FOOD POISONING

Suffering from food poisoning is a very miserable experience and usually requires a trip to hospital for treatment.



Chicken, fish and cooked rice

These food items are highly susceptible to contamination and spoiling.

Here are some important rules for handling these items:

1. Do not leave these foods on the bench to cool. They spoil rapidly as they start to cool. Once cooked, serve immediately, or leave them to cool until you can just touch them and then put them in the fridge.
2. Serving chicken finger food? Cook it and serve it hot. Or cook it, cool it in the fridge and the serve it. Do not cool it on the bench for longer than 30 mins.
3. Fish starts to spoil as soon as it's taken from the sea. Take it out of the fridge and cook it immediately. Left-overs go straight back into the fridge if not served.
4. Have two chopping boards and preparation knives, one for meat and one for vegetables. Name the boards and don't use the meat board for vegetables and vice versa so cross contamination is avoided.
5. Cooked rice doesn't store well. Always throw left over rice meals out.

Dairy foods i.e. custard and ice cream

These foods also spoil quickly, especially custard if heated and then left to cool for an hour or so.

If cooked, let cool for 15 mins or so and then either serve or place in the fridge. In the case of ice cream, put it back in the freezer immediately.

Food spoilage in fridges

- Fresh vegetables lose much of their goodness after 3 days in the fridge.
- Meat should be disposed of after 3 days in a fridge. Marinated meat is the exception.

COOKING KNIVES

There seems to be a knife designed especially for every type of meat and vegetable. In reality, while they may make the task slightly easier, if you are cooking once or twice a week, almost any sharp knife will do. The emphasis is on SHARP. A blunt knife is dangerous. Keep them sharp.

RECOMMENDED BASIC SUPPLIES

The following items are useful and can spice up your meals. You use small amounts, so once purchased they should last a long time.

Salt	Soy sauce	Stock powders
Pepper	Tomato sauce	- Beef
Curry powder	Sweet chilli sauce	- Chicken
Mustard powder	Malt vinegar	- Vegetable
Flour		
Sugar		

NON-STICK POTS AND PANS



These are a great investment, but they are also very susceptible to damage by unskilled cooks.

1. Never put a non-stick pan on an element or gas ring set on high. The maximum heat range for these pots and pans is medium and then only if food is placed in them. An over heated non-stick surface will start to peel off.
2. Never use a metal knife or spoon to stir or scrape food in a non-stick pan. It will peel the black non-stick surface off the pan. Use plastic tools that resist high temperatures.
3. Once a non-stick surface starts to peel, throw the pan out. The non-stick surface will peel off in the food and contaminate it.

USING OVEN BAGS

Cleaning ovens is an unpleasant task so save yourself some time and use oven bags for roasting and baking. The directions for using them are on the packaging.



You will find these kitchen tools useful.

KEEPING IN TOUCH

It's highly likely you had some help getting to the point of going flatting and hopefully you have thanked those people for that help.



Those involved will have helped you because they care about you and have done so for many years. That means you have a moral responsibility to keep in touch and let them know from time to time that you are OK and keeping well. It just a simple courtesy and shows consideration for those who care about you.

Ways of keeping in touch include:

- Texting
- Skype
- Emails
- Phone calls
- Visits if living nearby (but don't take your washing with you).

Keeping in touch works best if you make contact regularly, be it once a week or once a month. People will come to expect contact at these times and may become concerned if you forget to 'touch base'.

SEEKING ADVICE

If you are far from home and need to seek advice about legal, financial, or personal matters, you can usually start with the local Citizens Advice Bureau (CAB).



Their office is usually found in the shopping area of the community and is staffed by volunteers who have a wide range of financial, legal and relationship skills. There is usually no charge for their advice.

EMERGENCY CONTACT DETAILS

You can save your flat mates or even the Police no end of trouble if you make sure you have left family or next of kin contact details available where people can find them in an emergency.

Ice

The simplest way is to set up a contact in your Cell Phone for ICE and link it to your next of kin's phone number and address. ICE is used world wide and emergencies services staff automatically look for ICE in a cell phone if confronted with a patient who is unconscious and has no other identification on them.



Notice on your bedroom wall

Leave your emergency contact details on a card pinned to your bedroom wall so a flatmate can find it if they need to.

If you don't mind sharing the information, put a list of contact numbers on the wall in kitchen that includes family contact numbers for everyone in the flat.

