



It starts with Scouts.

# Quick Tips for Virtual Section Meeting

## When you plan your meeting, consider:

- How long will the meeting be?
- How will Scouters contact parents and youth?
- What platform should we use?
- What safety measures do we have in place (**Two-Scouter Rule**, password-protected)?
- How will we establish expectations at the beginning of the call?
- How will we set an agenda? (Include your **Section Leadership Team** in these conversations!)
- What are our goals for the call? By the end of the meeting, what will we have achieved?
- What other resources does my Section need to be successful?
- What's next? When do we want to meet again?
- How will Scouters manage behaviours in an online setting?

## Plan-Do-Review

**Timing**—Plan to include ample time for the youth to connect and chat. The youth really like hearing what everyone has been up to. Plan for your regular amount of meeting time, but be prepared to wrap up early if participants are losing interest or focus.

**Code of Conduct**—Set expectations for the meeting before it starts. Use your Section's Code of Conduct as a baseline; revisit it as a group to ensure it makes sense for your virtual meetings.

**Duration**—Lengths will vary based on the Section, as will what you're doing at the meeting. Aim for shorter meetings to start—youth often get antsy and distracted after sitting for too long!

**Engage Parents**—Reach out to parents to see how things are going for their families. You can send **Parent Engagement** materials and Personal Achievement Badge Guides. Stay in touch, even if they can't join virtual meetings. Let them know about the **Scouting at Home** content online.

**Learning curve**—Most of us are still getting used to using some new technology, and that probably includes you! For your first online meeting, plan an overview of the different features and how to use the application (mute/unmute, turn video on/off, chat function, share screen).

## Youth-led

**Content**—The shared experience of going through activities together and doing something as a group is extremely valuable. Have planned content that is useful. What outcomes do you want by the time your meeting is over?

**Don't Strive for Perfection**—An imperfect meeting is still a great meeting! Don't sweat the small stuff. You and your kids are doing the best you can—it's a weird time for all of us, and you're making a positive difference!

## SPICES

**Sharing**—Set aside time at the beginning of your meeting for youth to just share, chat and say hello to their friends!

**Scouting is about friendship**—You may not accomplish the same things at virtual meetings as in-person meetings. Some of your meetings may simply be about sharing what youth have done, or just what they're thinking about. One of the main reasons youth want to meet is to chat with their friends, so allow time for informal conversation.

**Accept a new normal**—Go with the flow! Some meetings will be successful, others may not, and meetings will often not go as planned! This is a new opportunity for your youth, and it will give them the chance to see their friends again.

## Adventure

**Make it Interactive**—Facilitate activities like trivia challenges, and ensure plenty of youth-led adventure. Ask open-ended questions to encourage conversation that everyone can join (e.g. What did you do this weekend? What is the coolest thing you've done this week?). Try a pop quiz! You can use thumbs up/thumbs down as an easy way to get answers without having kids all talking at once.

**Video**—When using **Zoom**, the youth really appreciate the gallery view. They love being able to see each other at the same time.

## Safety

- Maintain the **Two-Scouter Rule** for all virtual interactions with youth.
- Ensure your meeting has a password and a waiting room so that you have control over who joins. Do not share the link to your meeting on an open platform (a public Facebook page, for example).
- Ensure the private chat option between meeting members is disabled.
- Check out Scouts Canada's **Virtual Meetings Safety Tip** for more information.