



# Parent Orientation Meeting Resource Package

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# Best Practices for Virtual Parent Orientation Meetings

### Preparation for the Meeting:

- Select an online platform to host your Virtual Parent Orientation meeting (i.e. Zoom, Google Classroom, Microsoft Teams, etc.)
- Coordinate which Scouters will be available to attend the video call. Designate a minute-taker to jot down any questions for follow up
- Send out E-mail Invite to all new and returning families (E-mail Template Resource available)
- With the initial e-mail invite, attach the Meeting Agenda, any handouts/pamphlets/resources for the parents ([Brochures Available on Scouts.ca](#), [Program Overview](#), [Scouting Terms/Terminology PDF](#), [Section Uniform Insignia Placement](#), etc.)
- Ask parents to prep the activity materials if they would like to partake.
- Gather Show-And-Tell items replacing what would have been on a touch table at an in-person Orientation (i.e. Youth & Scouter uniforms, Program Materials - such as Section maps & badges, display items such as Scouting crafts, Beaver Buggies/Kub Cars/Scout Trucks), brochures and any other takeaways.
- While refreshments are a great way to socialize and welcome families to the group, please refrain from serving food/beverages during Covid-19 restrictions.

### Conducting the Meeting:

- Follow the suggested “Meeting Agenda for Parent Orientation” with a welcome and introduction to the Scouting team, housekeeping and a Safety moment.
- Virtual Icebreaker or Fun Fact (i.e.: explanation of the Group Necker and the 7 Good Turns - for reference you can read through the [Necker](#) article on [www.wiki.scouts.ca](#))
- Go through PowerPoint presentation
- Show & Tell: Section and Scouter Uniforms; Group Necker; Introduction to Program Materials (Section Maps, Badges, etc.); Upcoming Group Camps & Special events
- Allow 15-20 minutes for a Question & Answer (Q&A) period. To get the conversation started, refer to the FAQ Resource.
- Conduct a 10-20 minute activity for families to follow along with. Some examples of ideas that can be used:
  - Beavers: Campfire Song - **Virtual Only** (i.e. Shark Attack); Build a [Kazoo](#); Use a Beaver Scout Trail Card
  - Cubs: Campfire Song (i.e. Great Big Moose); Build a [Pop Can Whistle](#); Use a Cub Scout Trail Card
  - Older Sections: Campfire Song (i.e. 3 Charcoal Buzzards); Teach a Fisherman’s Knot; An interactive Scouting game (i.e. [Cold Talks](#)); Use a Scout/Venturer/Rover Trail Card



## Group Support Centre: Resource

Following the Meeting:

- Designate a Scouter to follow up with those who didn't attend
- Send a follow up e-mail to all attendees with a Thank You note, attaching FAQs/answers to the Q&A questions, as well as the meeting PowerPoint presentation for their reference after the meeting.
- Review your Parent Orientation Meeting to identify successes, challenges, and modifications of what to change in the future

Why it is important to do an Orientation and keep Parents informed?

- Formally welcome families into the Group
- Addressing Safety and any Covid-19 concerns
- Introduction to the Scouting Team
- Intro to other members of the Group and Section
- Sharing of info (intro to Youth program and Scouting adventures), and inviting open communications
- Assist with parent engagement for building a stronger Scouting community
- A successful Orientation Meeting will engage parents in seeing the value of the program for their children and will do their best to help make it successful
- Introducing the opportunities that Volunteering may bring
- Spreading the excitement and fun of Scouting Adventures!



### Parent Orientation Guidelines During COVID

The following guidelines are to help Group Commissioners to plan and be prepared for a Parent Orientation during COVID. It is important to ensure you are familiar with the [Pandemic Standard](#) and the [Step by Step Return to Scouting](#) prior to planning your Parent Orientation.

#### Plan:

- Groups need to collect RSVP attendance in advance in order to plan out maximum participant allowances as well as Patrols for Youth attendees, and inform families prior to/at the Orientation meeting.
- Inform Parents of the conditions/modifications/associated risk of the Parent Orientation meeting as outlined in the current Scenario during the pandemic. Activities cannot violate a public health order.
- Plan for sanitization during the meeting, both the meeting space and any equipment to be used for disinfection prior, during and after the Orientation. Train and ensure any Scouters and delegated Volunteers keep all equipment clean. If the Group plans on using chemicals, be aware of the specific handling instructions, the treatment for misuse, the required PPE and other pertinent safety measures for safe use.
- Emergency Response Plan (ERP) is updated to reflect pandemic requirements and local conditions. Adventure Activity Form (AAF) is updated for the location of the Orientation, expected weather conditions & location and municipal requirements. The AAF will need to be approved by the Group Commissioner. These forms are to be completed for all Category 1 activities, which includes Parent Orientation Meetings.
- Be prepared with a response plan in the event that an attendee comes to a meeting or activity with symptoms.
- Have enough First Aiders attending the meeting. Prepare a full First-Aid kit and have spare face masks in case you need to be working in close proximity in an emergency situation.
- All participants must be provided a self-assessment/screening checklist to perform screening of their children or themselves before arriving at the planned Scouting activity.
  - Scouters, Parents/Guardians and Youth must not attend the Orientation Meeting if they are sick. Where there is another sick person in their household (or social bubble), the participant should consider carefully if they should attend.
- Ensure all Volunteers, Parents and Youth are screened before entering the meeting area for the Orientation.
- Plan for activities that allow the Group to maintain physical distancing. Choose activities that do not include contact with other individuals.
- Food Provision: Eliminate food for Parent Orientation meetings.
- During your Outdoor Orientation meeting, in addition to fulfilling the Two-Scouter Rule, it is always advisable to have an extra Scouter available. Ensure that all Scouters are within the field of view and within earshot of one another when with Youth.



## Group Support Centre: Resource

### Do:

- For planned activities during the Outdoor Parent Orientation meetings, ensure you follow the capacities as [outlined](#)
- The Scouter-in-Charge will ensure that appropriate levels of hygiene, cleaning and disinfecting, where realistically possible, are planned and executed. They will follow the standards outlined in the [Pandemic Standard](#).
- All physical contact should be minimized, unless required for an emergency, including all common greetings, such as handshakes.
- Ensure participants have completed the ***self-assessment/ screening checklist*** that was provided in advance. Upon arrival, participants should be asked to ***sign-in*** for contact tracing purposes as outlined in the [Pandemic Standard](#).
- If a person exhibits symptoms while participating in a Parent Orientation, the Scouter-in-Charge must follow the “Supporting a Symptomatic Person Guideline” and must complete and submit a Safety Incident Report Form to Safe Scouting following the Incident Management Procedure.
- Offer frequent breaks throughout the presentation to limit congregation in washrooms, communal spaces, etc.
- Refrain from singing during outdoor in-person Parent Orientation meetings until Scenario 4 (or further notice). Singing is permitted during Virtual meetings.

### Review:

- Review your Parent Orientation Meeting with your Groups to identify successes, challenges, and modifications of what to change in the future.
- Collect feedback from parents on the Parent Orientation

For further information/details on COVID-specific guidelines, visit: [Scouts Novel Corona Virus Update](#)



## Group Support Centre: Resource

### Parent Orientation for 1<sup>st</sup> *XYZ Section or Group*

Date:

#### Agenda

1. Welcome and Introduction of Scouting Team
2. Housekeeping/Safety moment
3. Ice Breaker activity
4. Brief overview of orientation meeting
5. PowerPoint presentation
6. Question & Answer period/FAQs
7. Scouting activity or Trail Card involving youth, parents and Scouters
8. Show & Tell (show uniforms & program materials)
9. First meeting logistics
10. Thank you

\*For Virtual Orientation Meetings, a Show & Tell of touch table items such as Section and Scouter Uniforms, Group Necker, Program Materials (Section Maps, Badges, etc.) and the sharing of upcoming Group Camps & Special events can be added to the PowerPoint prior to the Q&A



# Group Support Centre: Resource

## Scouts Canada Terminology for Parents

**Group Commissioner (GC)** – is a recognized as the principle point of contact for the group and assumes the leadership of the Group Committee.

**Group Committee Member** – A volunteer who holds a role with the Committee that assists the Sections within their group. (i.e. Contact Section Scouter, Group Treasurer, Group Commissioner, Group Fundraiser, Group Administrator, Sponsor Liaison, etc.)

**Scouter** – A volunteer in the organization who has completed all screening and training requirements towards filling a Section or Committee role.

**Leader** – The title we use for Youth members who are in a leadership role such as, Patrol Leader, Youth Commissioner, Peer Mentors, etc.

**Section** – There is a Section for each level of Youth program (Beaver Scouts, Cub Scouts, Scouts, Venturer Scouts and Rover Scouts). There are Contact Scouters and Section Scouters at each level.

**Rainbow, Tic Tac, Akela, Bagheera** – Historically our Beaver and Cub Scouters had “nick names” that were based on the folklore characters of those programs. Beavers is based on the book “Friends of the Forest” and Cubs is based on “the Jungle Book”.

**Neckerchief “Necker”** – The term we use for the “Scarves” that our members wear. The unique design traits help to identify each individual group.

**Woggle** – A device to fasten the Necker. Each type of woggle signifies the level of the membership. (ie. Beaver Scout, Patrol Leader, Scouter)

**Beaveree, Cuboree, Camporee, Jamboree** – A large gathering of members within the same Section from multiple groups. These are skill-building camps that provide opportunities to network outside of one’s own Group/Section.

**Scouts' Own** - Scouts’ Own is an inspirational, informal ceremony of reflection. A Scouts’ Own service is usually short (typically 10-15 minutes), and can include of a mixture of thoughts of appreciation, words of thanks, moments of silence and music.

**Code of Conduct (COC)** – This is an agreement that must be signed by all Scouters and Parent Helper in accordance with Scouts Canada policy and procedures.



# Group Support Centre: Resource

## Scouts Canada FAQs for Parent Orientation Meeting

### Where can I buy uniform?

- Uniforms are available at the Scout Shop. You can visit the Scout Shop online at [www.scoutshop.ca](http://www.scoutshop.ca)

### What does a typical Section meeting look like?

- Describe typical meeting location/days/times, sign-in process/Covid-19 check-in, activities, adventures, Plan-Do-Review, sign-out process, special camps and other events.

### Scouter ratio?

- Each Colony/Pack/Troop must have a minimum of two Scouters present at all times. In total, the minimum ratio of Scouters to Youth Members is 1 Scouter for every 8 Youth (with no less than two Scouters at any given time).
- For Virtual meetings: Minimum of 2-Scouters with no additional ratio requirements.
- For in-person meetings during Covid-19, the maximum number of members per meeting is outlined in the [Return to Scouting Scenarios](#)

### How many kids will be in the Section?

- Varies from Group to Group (within the maximums of ratio requirements and requirements during Covid-19).

### Badges and Top Section Awards

- Specific badges varies from Group to Group depending on the Youth's interest in achieving badges and the Top Section Awards.

### What Community Service projects take place?

- Community Service projects vary from Group to Group. Share some Community Service projects that the Group is typically involved with (i.e.: Highway or Shore-to-Shore cleanup, Remembrance Day ceremonies, etc.).

### When did Scouts become Co-ed?

- Scouts Canada became co-ed in 1998. If a Youth is feeling nervous to join, talk about opportunities to Bring-a-Friend!

### What camping gear will I need?

- This varies from Group to Group and Section to Section. Speak directly about the Section in question.





## Group Support Centre: Resource

### **What is the Screening process for Volunteers?**

- Speak to safety policies in place to protect the Youth of the Group
- Refer to the Volunteer screening & training requirements (Slide #19 of the full PowerPoint presentation)

### **How can I Volunteer?**

- Refer to the Volunteer screening & training requirements (Slide #19 of the full PowerPoint presentation)

### **Are there additional costs?**

- Dependent on Youth and planned adventures. Other additional costs include uniform, Group Fees, special gear, weekend camps and special events.

### **What fundraising requirements are there?**

- We encourage Groups to participate in the Scouts Canada Fundraisers like Popcorn. Additional fundraising events may be required depending on the Group.

### **What are the safety policies & procedures during Covid-19?**

- Refer to the Safety standards as listed on the Scouts website: [Safe Scouting Meetings During Covid-19](#)

### **If I see/hear anything that I feel is inappropriate, who can I talk to?**

- Scouts Canada places Safety Leadership in the highest priority. The first person to approach would be the Contact/Section Scouter. If required, the concern can then be escalated to the Group Commissioner and from there, the Group Support Scouter/Scouting Relationship Manager/Council Team.

### **Is there subsidy available?**

- No One Left Behind (NOLB) is the Scouts Canada subsidy program that can be applied for upon registration. During the registration process, there will be a green button that says, "Apply for Subsidy". There is also a "NOLB Participation subsidy" available that can be applied for through the Group Commissioner.