Best Practices for Virtual Scout Meetings

Determine the delivery method:
- Interactive Video (zoom, facetime, skype, go to meeting, etc.)
- Pre-recorded and posted at a specific time (Facebook, you tube, unit website)
- Live: using Facebook live

Prepare for the meeting:
- Conduct a practice test and troubleshoot your equipment and to make sure the technology works properly. Make sure you as the host/leader know how to use the platform (muting participants, allowing them to ask questions, etc.). Use a family member to assist with recording.

Prepare the audience:
- Have an agenda and distribute it to everyone prior to the meeting. Include a list of required items especially if you are planning an online activity such as practicing a skill or project.
- Publish meeting date, time and viewing link including download requirements.
- If you have a lot of general information, consider sending it ahead of time so the actual meeting is not just the host reading from a list or power point.

The meeting:
- Allow participants to sign on a few minutes early.
- Start on Time.
- Welcome participants, do a roll call by either reading aloud names or having everyone identify themselves. Determine the method of attendance ahead of time to avoid everyone trying to say their name at the same time. If a full troop or pack meeting, assign one person to read roster by patrol or den.
- Instruct everyone how they will be able to add to the conversation (comment bar, ‘raise your hand’, etc.)
- During the meeting put the agenda up on the screen for all to see or put in the comments section and then stick to it. Follow the meeting plan.
- Keep Scouts engaged. Use songs with motion, stand for flag ceremonies….virtual meetings should mimic in person meetings as closely as possible.
- Whoever is hosting the meeting will need to play an active role in moving the meeting along while allowing time for people to give their updates and opinions. Do not be afraid to keep the focus, even if that means redirecting a speaker to keep meeting on task.
- Follow your regular meeting rules with regards to side conversations and interruptions.
- Be mindful of the allotted time of your online platform. Allow time for a closing.
- The person taking notes (Committee Secretary, Troop Scribe, Den parent) should have the notes to send out as soon as possible. If you were able to record the meeting, make it available to all.

For a full Pack or Troop meeting consider how you can control the ‘excitement’ of the scouts without it getting too goofy. Will you need a song break? Did your meeting plan include each person or patrol an opportunity to share?