

Insert photo / heading at top of the e-mail



Good Morning, **<Section Name>**!

Hope you all have had a great summer so far and are making the most of the last week.

We are **<# of days>** days away from the return of school and back to Scouting!

Our first meeting back will be next week on **<insert full date & time >**.

<If conducting a parent meeting/presentation> Parents are requested to stay for an orientation as we review the year ahead.

To start us off, here is an overview of the Month of **<Insert Month>**.

Insert bullet point list of first month of meetings in the format of "Date- Meeting Title / Theme, etc." for example:

- Sept 5 - First Meeting of the Year

Important Updates & Info:

- **ScoutsTracker Access:** All families should have access to the **<Section>** Scouts Tracker account, if you do not or need an additional account for a spouse, please let **<me/us>** know. Please ensure to RSVP on each week's activity so we can anticipate attendance.
- **Uniforms:** **<insert Section specific uniform information here>** information should include requirements and expectations for uniforms, optional items. Include information if your Group is hosting a Group order, or if they should be done individually. If using a Group order, include the point of contact, Group order link to Scoutshop.ca and deadlines.
- **Knives and Tools:** If knives or tools are a part of your Section, include this information here. Sample for Pack Section youth:

- For our new Runners (1st Year) if you wish for your youth to have a knife of their own: it must be a folding, locking knife no larger than 4". Suggestion: [Cabela's® Small Folding Knife | Cabela's Canada \(cabelas.ca\)](https://www.cabelas.ca) they are \$10 and good for first time use and learning. Youth do not need fancy knives at this stage.
- **Program Needs:** <what do your youth need to bring to each meeting? > example below:
 - Youth should continue to bring their daypacks to meetings for storing their personal belongings and other Scouting gear they make, earn, or use (i.e. First Aid Kits, knives, headlamp, water bottle, etc.).
- **Camps:** Include general camp costs if known or your Group has a guidance.
- **Fundraising:** Include general information and expectations for participation in Section fundraising including key/National fundraisers (i.e. Apple Days, Scouttrees, Scout Popcorn).
- **Helpful Info:** If your Group uses ScoutsTracker, ensure to link a OneDrive or Google Drive to the Section account for common shared files.
 - Please see the ScoutsTracker "Files" on the left side menu for Cub gear lists, and other important info.

Insert a Thank You and friendly salutation from the entire Section Scouting team. Example:
Thanks, on behalf of the Section Scouting Team! We look forward to seeing you all soon!

Yours In Scouting (or YiS),

