



Help develop well-rounded youth, better prepared for success in the world.

New Section Start-Up High-Level Step-by-Step Playbook

Preparation Steps Prior to Opening a Brand-New Section

1. Identify the Need for a New Section:

- >Find out which regions have the largest wait lists
- >Find out which Groups in the region have current capacity
- >Develop a Community Profile to learn about age and socioeconomic make-up of the community, any barriers the community might present, existing Sections, and community developments, potential venue opportunities and community events to participate in.

2. Identify Local Support for Opening a New Section:

- >Learn about existing expansion strategies in the region and willingness by local Groups and Support Scouters to support the start-up of the new Section(s).
- >Learn how local Groups and support Scouters are currently addressing their wait lists
- >Learn which local Groups/Sections have current capacity to expand
- >Garner interest in support with holding a Community Open House

3. Find a Venue for the New Section:

- >Search for viable meeting space locations and track all options in the Meeting Location Tracking Sheet (central locations that fulfill all important meeting space factors).
- >Consider running an outdoor Section (find an appropriate outdoor space, factor in weather, washroom access and daylight hours, determine a communication plan with Scouting families.)
- >Determine meeting location time/date/costs and back up solution for days of unavailability.

4. Set Up a Section Profile in MyScouts.ca and Logistics

- >Create a Council holding Group for new Scouters from the Community Open House Event(s) to be able to register into and begin their required onboarding screening and training.
- >Support participating Group(s) with opening a new Section profile to be able to have new Scouters transferred in once screened and ready.
- >Set up a Section bank account in consultation with your Group Committee Treasurer/Admin

5. Volunteer Recruitment (Minimum of 3-4 Scouters per New Section within 2-Scouter Rule)

- >Encourage Group Open Houses and offer support
- >Run a Community Open House Event with support from local Groups and Support Scouters
- >Follow up with interested potential Scouters from Open House event(s) providing support with their initial registration and offering further general information about being a Scouter

6. New Scouter Onboarding (Screening, Training and Development)

- >Continue follow-up with new onboarding Scouters from Open House event(s) providing support with their initial screening/training requirements to active status (including Reg, CoC, PRC/VSS, Ref, and RiS. Int and SF can be completed once the onboarding Scouter is transferred to their new Group. Accelerated Scouter Onboarding process can be used if Council supported)
- >Once ready, transfer new Scouters profiles into their respective Group in MyScouts.
- >Support the transition/introductions of new Scouters to their new Group and Scout Section Scouter team, informing them what continued support is available to them
- >If available in your Council, provide Section Support mentorship and Scouting Essentials



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Starting Up a New Section (Once the Foundation of a New Section Has Formed)

1. Welcome & Introductions of New Scouters to their New Group and Section Team

- >Support introductions and transferring of MyScouts profiles into Scouters' new Group profile
- >Facilitate the scheduling of new Scouter Group Interview (INT) and completion of their Scouting Fundamentals (SF) (both must be completed prior to welcoming any youth)
- >Hold an in-person Scouter only team building and Scouter Essentials event with all Scouters
- >Run a strength analysis on new Scouter skills, inclinations, interests and backgrounds
- >Hold a first Section meeting planning session with all new Section Scouters
- >Identify local Section Support Scouter mentors to support over the first 3-6 months
- >Assign Section Scouter roles (who will lead which parts of the Section meeting – ex. Sign-In/Out, Weekly Dues, Opening/Closing Ceremonies, Games, etc.)

2. Provide New Scouters with Helpful Resources to Support Their New Section

- >Provide required procedural forms such as AAF & ERP, Meeting Hall Safety (First Aid Kit with AED, emergency exit plan, emergency drills), weekly programming templates and sample meeting plans, support with traditions such as Opening/Closing ceremonies, meeting supplies checklist, Section Handbooks, and other helpful resources found in the New Section Start-Up Resources Library.
- >Hold a mock Section meeting prior to welcoming youth to go over meeting details and flow

3. Welcome Youth to the New Section and Begin Regular Weekly Meetings

- >Have Scouters (once fully active) register their own youth to start their first 1-2 meetings
- >Notify new Scouters that youth are permitted up to 3 free trial meetings prior to registering
- >Welcome external youth from the wait list to register up to [ratio maximums](#) of 1:8 youth.
- >Send a welcome letter to new Scouting families to introduce Scouter team and meeting specifications/requirements (such as uniform) and what to bring to the very first meeting.

4. Focus on Youth-Centered Weekly Programs (Plan-Do-Review with the Youth)

- >Create a Section Code of Conduct
- >Brainstorm with youth program theme ideas for the rest of the season or year through creative engagement activities
- >Meet with the Section leadership team to review and incorporate new program suggestions finding creative ways to say “Yes!” to ideas and make the impossible possible (bringing in guest presenters or subject matter experts can help with this)!
- >Review with the youth all activities, adventures and planning sessions (What were the best parts? What didn't work well? What should we do differently next time?)

5. Hold Investiture Ceremony

- >Hold an Investiture ceremony to officially welcoming all new youth and Scouters (see the Investiture ceremony resource in the New Section Start-Up Library)

6. Establish the Section's Finances, Budget and Fundraising Goals

- >Determine and submit the Section's budget to the Group Committee (see Section & Group Budget resources in the New Section Start-Up Library)



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Ongoing Success (Once the New Section is Running Independently and Confidently)

1. Equip New Scouters with Ongoing Support Resources (New Section Start-Up Library)

- >Guide to Scouts Canada as an Organization (History of Scouting, Scouts Canada Acronyms guide, Scouting Traditions such as the left-handshake)
- >Section Safety (approved safety courses, best practices, Safety Reporting procedures)
- >Weekly program challenges resource for multi-week program ideas
- >Team Building/Icebreaker/Quick-Start game ideas for all Sections resource
- >National Fundraisers and Group Fundraisers
- >Scouts Canada Discount Codes and Partnerships

2. Ongoing Scouter Training & Development

- >Scouter continued training and development support and events
- >Virtual support and training (DHLC and various Scouts Canada Learning Hubs and websites)
- >Peer mentorship and learning opportunities
- >Scouter Development Days initiative (scheduled once per season)
- >Woodbadge 2 and other suggested Scouter training and development courses
- >Certification Courses
- >Program Quality Assessment and Standards

3. New Scouter Recruitment and Advertising the New Section

- >How to effectively recruit new Scouters and youth members (Conversation Guide Resource)
- >Open Houses, Community Open Houses, Community Events/Fairs/Celebrations
- >Recruitment Materials
- >Open House Youth Scouting Activities

4. Parent/Guardian Communications

- >Soliciting parent and youth feedback (see the Parent Email Template and Questionnaire resources in the New Section Start-Up Library)
- >1-2 Simple Summer family All-Sections events to touch base, continue engagement and support Scouter & Youth retention through the summer months (ex. Hike/BBQ/Adventure Challenge)
- >Welcome back to Scouting after Summer parent email/newsletter communications

5. Support with Overnight Camping and Other Outdoor Adventures

- >Outdoor Camping Safety resources (guides and sample AAF and ERP for Camping)
- >Equipment Packing Night for Parents
- >Sample Equipment Packing Lists

6. Badges and Top Section Awards

- >Personal Achievement Badges (PAB)
- >Outdoor Adventure Skills (OAS) Badges

7. Youth Behavioural Support

- >Sensory Toolkits, Visual Communication Cards, Positive Behaviour, Challenging Situations

8. Diversity, Equity, Inclusion & Reconciliation (DEIR) Within New Sections

- >Incorporating DEIR and awareness into regular Scouting programs