

## Email Template to GC/GSS and Conversation Guide to Address Youth Wait Lists & New Section Start-Up

### Special Thanks

Thank you to the Group Commissioner Orientation (GCO) April 2025 Graduating Class for providing input and guidance towards this resource.

*(P&VS Edited June 2025)*

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



## Email Template to GC/GSS to Address Youth Wait Lists

**Subject Line:** Youth Wait List in [COUNCIL/GROUP]

Hello [NAME OF GC/GSS],

My name is [NAME] and I am [ROLE] with [COUNCIL/DEPARTMENT].

I am writing to you because the Scout Group that you support falls in an area with a high volume of youth on the wait list. We are working diligently to learn about what is needed to support Groups across the Council and Canada that are facing this wonderful challenge which we are wanting to surmount in order to allow more youth who want to Scout the opportunity to!

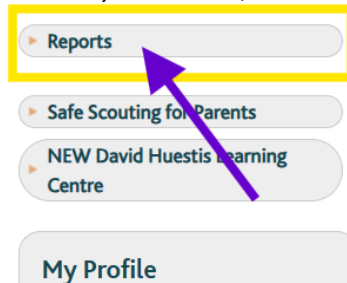
**Would you and your Group be interested in opening a new Section with our help and support?**

If open to it, we would love for you to attend and participate in a Community Open House that our Council will be hosting in effort to recruit new Scouters in your Group's region.


**Please respond to this email to let us know if you would accept this invitation to a phone conversation or an in person meeting in the next two weeks** to discuss any existing plans to address your wait list you may have, if you see a need for opening a new Section, what your barriers are, and if you are wanting to open a new Section, what kind of support you may need (along with what support we would be happy to offer to you and your Group)!

>To find your Group's Youth Wait List, log into your **Myscouts.ca** account.

>Once in your account, click the **"Reports"** button on the left-hand panel.



>Scroll towards the bottom where you will see the **"Waitlist Report"**:

 **Waitlist Report**

Waitlist Summary Report displays the information recorded from the 'Contact Group' form that is available to users of 'Find a Group'. The information in the form is combined with additional information, when available, such as Member-Number, Phone Number, Children with Active or Pending roles. Search options allow displaying deleted items, date ranges, etc.

[VIEW REPORT »](#)

>Click

on **"View Report"** and a second screen will pop up where you can apply your filters.

>We suggest clicking on the **"To Screen"** dropdown button and selecting the **"EXCEL"** report option for best results! Then click the **"Run Report"** button to access you Group's or Section's Waitlist!

Yours in Scouting,  
[YOUR NAME]

(P&VS Edited June 2025)



## GC/GSS Questionnaire to Address Section Youth Wait Lists and New Section Start-Up Support Needs

### *Phone or In-Person Conversation Guide/Questionnaire*

- Thank you for meeting with me to chat about youth wait list and your thoughts around the possibility of opening a new Section – and what support would be required to do so.
- We are interested to learn more about if your or your Group has any specific intentions with/plans for your Group's/Section's wait list? How many youths do you have moving up?
- Has your Group experienced any barriers to opening a new Section to take in more wait listed youth? What barriers have prevented your Group from wanting to take this step?
- Does your Group have capacity to support a new Section? What would be the timeline?
- If not, what would it take for your Group to be able to?
- If so, would you be interested in taking part in a Community Open House event that we will be hosting for the area?
- Would your Group Sponsor allow expansion? If not, do you have alternatives?
- Would you have capacity to take on/support newly registered volunteers and youth if recruited during our Open House event?
- What would your support needs be if taking on new Scouters and opening a new Section?
- Does your Group have experienced Scouters who could help with mentoring?
- If you agree to open a new Section, the support by the Council Team that would be available to you would be [FILL IN PER YOUR COUNCIL'S PLANS FOR SUPPORT– Examples from Councils that have done this successfully are helping the Group find a meeting location (if they don't already have one), hosting the Community Open House event(s) to generate a list of parents interested in volunteering, following up with them after the event to get them registered under a Council "holding" Group, sign their Code of Conduct, complete their PRC/VSS, References, Respect in Sport, and then reconnect them with their new Group for an Interview and supporting them through getting started with Scouting Fundamentals as they work through Scouting Essentials with the Scouter team. Councils can also connect GCs with other Groups who have done this successfully in the past!]. Your support team is your CK3 team and your SRM/GSS.
- Your Group would then need to transition in the new Scouter, support them through their Scouting Fundamentals eLearning to active status while setting up a Scouter team meeting to go over Scouting/Group Essentials, help them choose and set up their Contact Scouter in MyScouts, help them set up communication with the parents, then support them through 2-3 trial meetings with their own youth, and help them welcome the waitlisted youth once the Scouter team has a good handle of running the meetings.
- Your Group will also want to create an event to welcome the new Section.
- Do you have any additional questions or concerns for us?

*(P&VS Edited June 2025)*

