



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

## **New Section Start-Up Guide to Resources**

### ***Hyperlinks to a Library of Support Resources***

#### **Acknowledgements**

This New Section Start-Up Resource Library was developed as a part of the Program & Volunteer Services Department New Section Start-Up project.

Credit to the Advisory Team who met over 5 weeks (Jan – Feb 2025) to identify and guide all required resources for each stage of the process and the New Section Start-Up Library of Resources Project Team who met over 11 weeks (April-June 2025) to find and vet existing posted support resources, edit existing resources that required updates, and create brand new resources that were identified as required but not yet available for general use in Scouting. Both teams were comprised of Scouts Canada Volunteers and Staff from across the country.

#### **New Section Start-Up Resource Library Advisory Team:**

*Sandi Unterlauf (Nova Scotia Council), David Lane (Fraser Valley Council), Pam Pollock (Fraser Valley Council), Becca Stephen (Pacific Coast Council), Greg Peach (Shining Waters Council), Nikki Donadio (Shining Waters Council), Evelyn Siy (Pacific Coast Council), Dyanna Pfenniger (Group Support Centre), Rachel Hobson (Fraser Valley Council), Viki Fanous (Fraser Valley Council), Consuela Davies (P&VS Department), Mariko Zamani (P&VS Department)*

#### **New Section Start-Up Resource Library Project Team:**

*Sandi Unterlauf (Nova Scotia Council), David Lane (Fraser Valley Council), Becca Stephen (Pacific Coast Council), Cassie Sharp (Quebec Council), Alice Koller (New Brunswick Council), Consuela Davies (P&VS Department), Mariko Zamani (P&VS Department)*

Special thanks to the Fraser Valley Council for guiding, supporting and contributing to the Community Open House resources portion of the library from their own initiative findings and developments. And to all other contributors of the 97 wonderful New Section Start-Up resources now available in one virtual library to Councils, Groups and Staff across Canada!

We hope you find this library helpful through your own process of opening brand-new Sections to make it possible for all youth who want to be a Scouting Member become one!



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## **New Section Start-Up Guide to Resources**

### ***Hyperlinks to a Library of Support Resources***

#### **1 - Preparation Steps and Resources** *(prior to opening a brand-new Section)*

##### **>Finding High Waitlisted Groups for Expansion in your Region & Tackling Waitlists**

- Regional Wait List Heat Mapping
- Reaching out to Groups with Waitlists – Communication Guide
- Waitlisted Parent/Guardian Questionnaire

##### **>Section Meeting Locations**

- Meeting Space Location Search Tracking Template & Checklist
- Meeting Space Safety Risk Assessment
- Outdoor Section Meetings

##### **>Volunteer Recruitment**

- Community Open Houses (FVC Initiative) – All Resources
- Open House Step-by-Step, Set-Up, Guides, Templates, Posters & Youth Program Ideas
- Generic Open House Presentation Template
- Scouts Canada Volunteer Recruitment Marketing Resources and Presentation Templates
- Group Recruitment Plan (Template & Example)
- Online Volunteer Recruitment Ad

##### **>New Volunteer Onboarding**

- Becoming Volunteer Ready (ACTIVE)
- Accelerated Scouter Onboarding National Better Programs Pilot Resources
- Role Description of a Section Scouter

##### **>New Section Support Scouter Resource**

- New Section Support Scouter – Roles, Tasks & Timelines

##### **>MyScouts.ca: Setting Up Your Section Profile**

- Creating a Holding Section or Group in MyScouts
- Setting Section Capacity in MyScouts
- Setting Up Scouter Roles in MyScouts (How to Add Volunteer Roles & Scouter Training)

##### **>Section Banking - Finances Information for New Sections (varies by Group)**

- Example Section Banking/Finances presentation for New Scouters

##### **>Scoutshop.ca**

- Group Ordering Tool
- Section Uniforms and Insignia Placement



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## **2 - New Section Start-Up Steps and Resources** **(Once the Foundation of a New Section has Formed)**

### **>Safety Requirements for Sections**

- Adventure Activity Form (AAF) with Example
- Section Code of Conduct (Beavers/Cubs/Scouts)
- Emergency Response Plan (ERP) Template for Junior & Senior Sections
- Meeting Space Risk Assessment Checklist
- Adventure Matrix Safety Rating Guide
- Safety Tips for Section Meetings & Adventures

### **>New Scouter Training and Development**

- New Scouter Welcome Kit (May 2025)
- Scouter Manual
- Scouting Essentials
- Section Guidebooks (Beavers/Cubs/Scouts)
- Section Scouter Roles and Responsibilities
- Scouter Skills Development Opportunities
- Welcoming and Integrating New Youth into Your Section
- Section Support Coordinator Guides

### **>Youth Program Development and Planning**

- Safety Requirements for Sections
- Weekly Meetings Program Planning (Planning Templates/Program Areas, Maps and Activities/Opening & Closing Ceremonies/Icebreaker Game Ideas)
- Outdoor Weekly Planning Templates (Beavers/Cubs/Scouts)
- Multi-Week Program Planning (Templates/8-Week Program Challenge/Saga Adventures)
- Canadian Path Navigator

### **>Finding Local Support Scouters to Ensure Safety Ratio**

### **>Section Family Events**

- Family Gatherings and Investiture Ceremonies

### **>ScoutsTracker**

- ScoutsTracker Basics Guide & Visual Powerpoint Presentation (Fraser Valley Council)

### **>Group Finances and Fundraising**

Group-Section Finances (Template and Example/Group Financial Responsibilities and Reporting Procedures/[My Scout Group Shop Portal](#))

- Grants, Section Fundraisers and Donations (National Fundraisers)



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### **3 - New Section Sustainability and Ongoing Success Resources** **(After the New Section Has Formed and Is Running Independently and Confidently)**

#### **>Scouts Canada Organization**

- Scouts Canada Acronyms Guide
- Scouts Canada Websites and Online Resource Hubs
- Discount Codes for Scouting Members
- Scouts Canada Partnerships

#### **>Scouter Development & Training**

- DHLC Index of Scouter Training Videos
- Group Hosted Scouter Development Days
- Scouter Development Map & Model
- Seasonal Program Quality Assessment & Standards (PQA & PQS)

#### **>New Scouter Recruitment Guide**

- Volunteer Recruitment & Conversation Guide
- Scouter Ambassador Prep Session PowerPoint (Central Escarpment Council)

#### **>Parent Communications**

- Parent Feedback Sample Questionnaire
- Family Relationship Tool
- "Welcome Back from Summer" E-Mail Template

#### **>Camping Essentials, Safety and Preparedness**

- Camping Essentials (All Sections)
- Camper Equipment Night Scouter Solutions Trail Card/Preparing Your Outward Adventure
- Safety: Adventure Application Form (AAF) for Camping Example/Bunk Bed Safety

#### **>Ceremonies, Badges and Top Section Awards**

- Investiture Ceremonies
- Outdoor Adventure Skills (OAS) & Personal Achievement (PAB) Badges
- Top Section Awards (North Star/Seeonee/Chief Scout/Queen's Venturer/Canadian Rover Scout)

#### **>Youth (Behavioural) Support Resources**

- Promoting Positive Behaviour & Managing Challenging Situations
- Visual Communication Cards/Sensory Toolkits & Resources/Scouter Solutions Trail Cards

#### **>Diversity, Equity, Inclusion & Reconciliation (DEIR) Incorporation in New Sections**

- Junior & Senior Section Trail Cards - Truth & Reconciliation with Indigenous Communities

#### **>Safe Scouting**

- Incident Report Form/Scout Safe App/Adventure Application Form (AAF)