



BOY SCOUTS
OF AMERICA.

ORANGE COUNTY COUNCIL

How to Host Your Virtual Meeting on Zoom

Cub Scout Meeting

Before the Meeting: Make sure you set up the meeting using your virtual platform so all the meeting participants know how to log in. It is a good idea to establish a [Code of Conduct](#) for the meeting to make sure all of the Scouts and their parents know what is expected during the course of the meeting.

Gathering: Have a fun activity Cub Scouts can participate in as they log in. For example, have a welcome question on the screen, play a game, or have a scavenger hunt.

Opening: Have Scouts recite the Pledge of Allegiance, Scout Oath and Law. If your pack or den has something special you regularly do, like a song, still do it!

Activity: This is the time that you work on the regular Scouting skills. You may have to look at your plans to make sure you choose activities that lend themselves to be done in front of a computer. Make sure if it is an activity that requires supplies, make sure you communicate it before the meeting so they have it on hand. You may want to consider incorporating some of these [activities](#) as well. Be sure to visit the [OCBSA Resource Hub for ideas](#).

Closing: Hold an [inspirational closing](#).

Scouts BSA Meeting

Before the Meeting: Make sure you set up the meeting using your virtual platform so all the meeting participants know how to log in. It is a good idea to establish a [Code of Conduct](#) for the meeting to make sure that all of the Scouts and their parents know what is expected during the course of the meeting.

Gathering: Have a fun activity Scouts can participate in as they log in. For example, have a welcome question on the screen, play a game, or have a scavenger hunt.

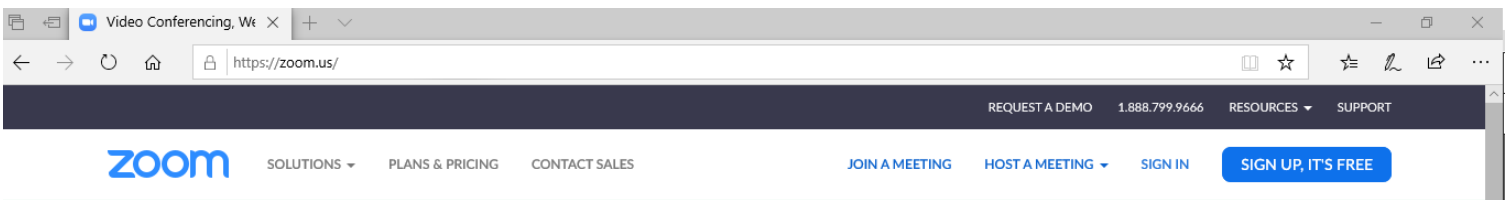
Opening: Have Scouts recite the Pledge of Allegiance, Scout Oath and Law. If your troop has something special that you regularly do, like a song, still do it!

Activity: This is the time that you work on the regular Scouting skills – merit badges, advancement, guest speakers, etc. You may have to look at your plans to make sure you choose activities that lend themselves to be done in front of a computer. Make sure if it is an activity that requires supplies, make sure you communicate it before the meeting so that they have it on hand. Be sure to visit the [OCBSA Resource Hub for ideas](#).

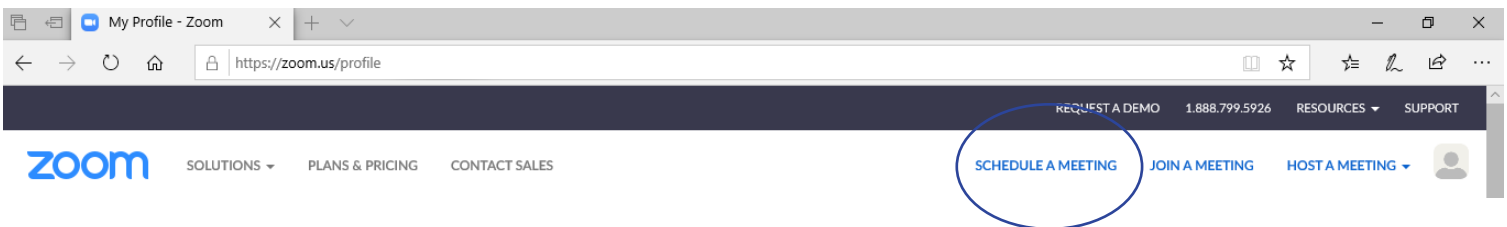
Closing: Hold an [inspirational closing](#).

Steps to Creating a Virtual Meeting on Zoom

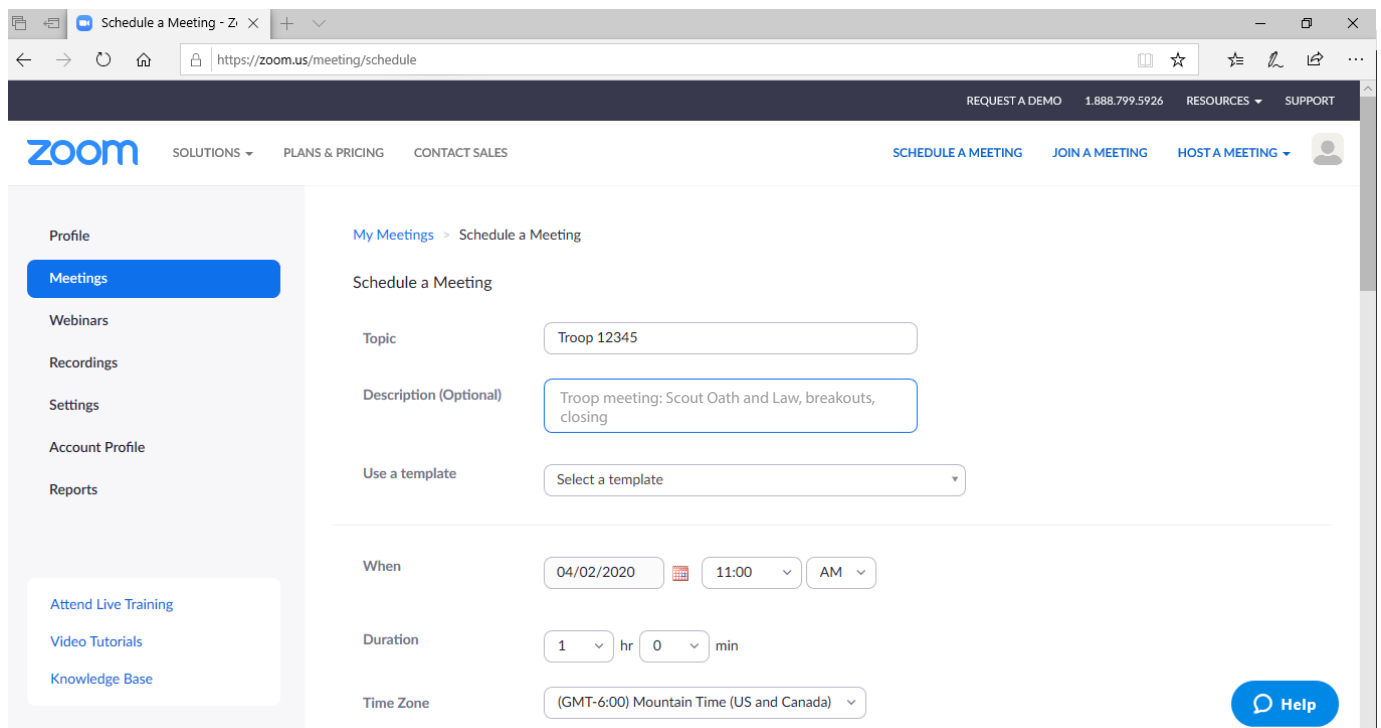
1. Go to [www.zoom.us](https://zoom.us) to create a free account. After you sign up, you will receive an email to activate your account and create a password



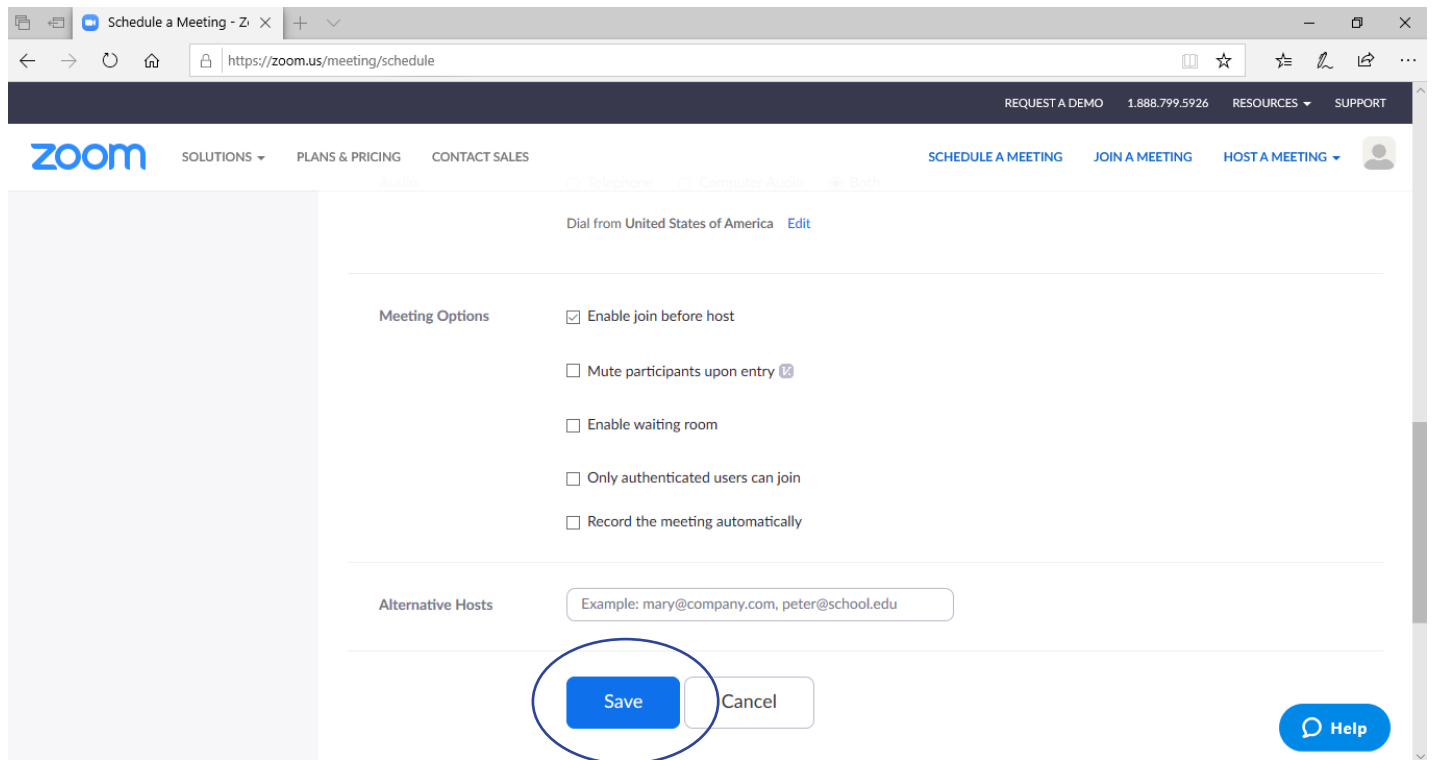
2. After signing in, click "Schedule A Meeting".



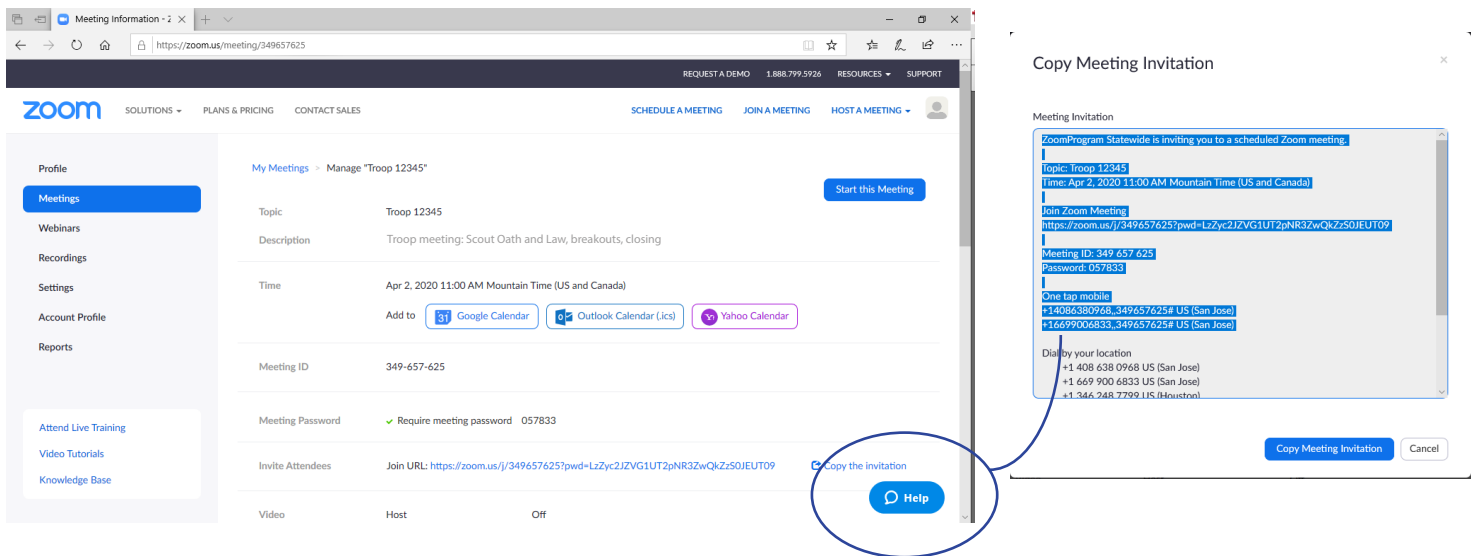
3. Fill in the details about your meeting: topic, description, time, etc. The Zoom Basic plan has a 40-minute time limit on meetings with 3 or more participants. However, you can reset your time by having everyone leave the meeting and then re-join.



4. Once finished, click “Save”.



5. To send the Zoom meeting link to your Troop, click “Copy the invitation”.



6. Once you copy the invitation, you can paste it into an email or text to your Troop. Attendees can join by desktop, laptop, tablet, or smartphone.

Tips to Get the Best Out of Zoom or Any Virtual Meeting App:

- A free Zoom meeting will allow up to 100 participants but will time-out after 40 minutes. You can set up an additional meeting and re-invite Scouts if you run out of time.
- You can create a password for access to your Zoom meeting. If you are sharing the link publicly or on social media, assigning a password is a good idea for safety and privacy. If you are inviting Scouts/families to your meeting privately (over text or email) a password probably isn't necessary
- Most Scouts are accessing your meeting on a phone or tablet instead of a full computer, so it might be hard to see a video or slideshow even if you're sharing your screen.
- Keep a telephone, dial-in option for your meetings for Scouts without internet access.
- Try to start your meeting at an "odd" time if you can, like at 5:05 PM because many servers can get overloaded with virtual meetings beginning at the :00 and :30 time slots.
- Host a parents' meeting first to make sure everyone understands how to use the app and to troubleshoot issues before your start time for units' programming.
- Communicate with families beforehand to make sure they have the supplies needed for the meeting.
- Remind everyone to use the mute button when it's not their turn to speak.
- Maintain troop and pack routine and structure! Start with the Scout Oath and Law, and do an inspirational Scoutmasters Minute closing. Encourage Scouts to wear their uniform!
- For technical support, use Zoom's Help Center: support.zoom.us/hc/en-us

