

**CUMC 893**  
**Centreville Virginia**



## Virtual Meeting Policies and Procedures Guide



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# Introduction

This guide provides parents and Scouts with important information about the CUMC 893 Scouting Family ( **chartered by Centreville United Methodist Church**) policies and procedures regarding virtual scouting.

## Purpose Statement

The purpose of this guide is to provide clear, unambiguous policies and procedures under which Virtual Scouting will operate for the Centreville United Methodist Church Scouting Family.

## Authority

All Scouting Units in the 893 family are chartered by the Centreville United Methodist Church, who is represented by the Chartered Organization Representative (COR). The COR approves the membership and leadership of all Scouting Units, and this guide has been produced under the authority of the COR and the 893 Scouting Family Committee Chair.



## Infrastructure

This section describes the infrastructure that will be used to support virtual scouting for the 893 Scouting Family (893SF).

## Approved Products

BSA has researched the available products available for use for Virtual Scouting (VS) and has recommended the use of Zoom ([www.zoom.com](http://www.zoom.com)). The 893SF will follow this recommendation and Zoom is the only approved product for use for VS.

**If a unit leader has a requirement to use another product in conjunction with Zoom, it must be approved by the Unit Committee Chair in writing (or email).**

## Account Ownership

The ZOOM Accounts used for VS will be owned by the 893SF, not individuals. They will be funded by the 893SF and will remain the express property of the 893SF.

Each Unit's leader and committee chair will be issued a Host Account under the 893SF ZOOM overall account. Those issued accounts are responsible for ensuring compliance with the policies and procedures outlined in this guide.

## Training Requirements

The use of VS does not in any way alter the training and Guidelines for Scout Safety. All leaders must be trained, and all VS meetings must comply with the two-deep leadership role. **Two trained leaders must be present and actively engaged in an VS event.** In addition, all Scouts must maintain a current Cyberchip at the appropriate age level. Unit committee leaders are responsible for ensuring this training occurs.

Link: <https://www.scouting.org/health-and-safety/gss/gss01/>



## **Parent/Guardian Participation and Monitoring**

As with all 893 events, parents and guardians are welcome to attend, but are expected to follow all 893 policies. Please conduct yourself as you would in a live meeting – if you have questions or comments please address them separately to the Committee Chair or Unit Leader. Do not interrupt the VS event.

## **Situational Awareness**

All participants should be aware of the differences between in-person and VS meetings. Video and audio services will capture what is going on, and participants should join from a quiet place. Background noise and activity is distracting at best, embarrassing or disruptive at worst. Please make all family members aware that the meetings are on-going as to avoid unintended issues.

## **Participant Behavior**

Scouts are expected to behave as they would in an in-person meeting. Unless otherwise instructed by Unit or Troop Leadership, CLASS A's are to be worn in the meetings.

Participants must silence notifications from mobile devices or personal computers to eliminate these distractions.

All users should mute their audio microphones if not actively speaking, and should take advantage of virtual “hand-raising” features to pose a question in the meeting.



# Meeting Procedures

## Scheduling

All VS Meetings will be scheduled using the Zoom account provided to the unit leader. The unit committee chair will be invited to all meetings.

## Email Addresses & Names

To ensure that we are aware of everyone participating, only registered emails will be allowed to join the meeting. Scouts will be invited using their own personal emails, and all parents will be included. Scouts are **not** to use emails provided to them by their school system. Further, to ensure Youth Protection Requirements are satisfied, all users **must** identify themselves with their first and last name. Aliases are not allowed.

## Break Out Rooms

Break out rooms are allowed but must maintain the two deep leadership rules.

## Meeting Settings

NCAC and BSA have recommended the following settings for all VS Zoom meetings, which will be required for all 893SF meetings.

**Table Required Zoom Settings**

Parameter	Setting	Notes
Meeting Password	Require	Require meeting password so the meeting is secure
Audio	Computer Audio	Use of computer audio is best, so you have a clear record of who is speaking and listening as they are required to login
Join Before Host	Disable	DISABLE so early callers cannot access before required adult supervision is present
Mute participants upon entry	Enable	Enable to keep the noise down, unmute speakers as it is their turn to talk per the agenda



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Enable waiting room	Enable	To keep the noise down, unmute speakers as it is their turn to talk per the agenda
Host Video	Enables	
Embed Password	Enable	Allows one click join
Chat	Enable	
Prevent Participants from Saving Chat	Disable	
Private Chat	Disable	
Autosaving Chats	Enable	
Automatically Save all In Meeting Chats	Enable	So that the hosts do not need to manually save them
Screen Sharing	Enable	
Remote Control	Disable	
Breakout Room	Enable	Must maintain 2 deep leadership
Far End Camera Control	Disable	
Identify Guests	Enable	
Join from your Browser Link	Enable	
Mask Phone Numbers	Enable	
File Transfer	Off	Do not want people to share files via the chat
Personal Meeting ID	Do not use	Use a unique one for each meeting to increase privacy
Signed in Users	On	Will require us to have the emails for all the participants – can only join through invited email.
Lock Meeting	On	Does not allow people to join in after it has started.