

Communication of Island Scouting Events – A Guide

As soon as a date for an Island event is set, that date should be notified to all affected Sections (method below). This will enable Sections and Groups to plan for that event and notify the organiser(s) of any possible clashes.

Enough details of Island events to enable information to be sent out to members and parents, should be available a **minimum** of six weeks before the event is due to take place. This will allow Leaders time to send out information to their members and if required receive information back (permission forms, money, etc), send out any secondary information and inform the organiser(s) of numbers. It is felt that six weeks is an appropriate time scale and any less can put unnecessary pressure on Leaders and could also result in lower numbers at events.

Information should be provided in .pdf format. This is a universal method of sending documents in the format that you wish them to be viewed. The majority of computers are able to open .pdf files and most tablets and many mobile phones are also able to open a .pdf file.

Sending files in formats such as Microsoft Word is not recommended. Not everyone is able to open such files and unless locked, these can also be edited by the receiver, which isn't always a good idea.

It is important that the information about Island events gets to the Leaders promptly so that they can distribute it to their members.

Information by the event organiser should be distributed by the following method:

- A copy of all information should be sent to the relevant Section AIC's for onward distribution to Leaders in their Sections.
- A copy of all information should be sent to the Island Website manager at manxscouts@gmail.com. The organiser will need to say which information is public and which needs to be behind the password protected part of the website.
- A copy of all information should be sent to all Group Scout Leaders and the Island Commissioner for their information.
- Information about the event can also be uploaded to the relevant Manx Scouting Facebook pages if appropriate. Not all Leaders are on Facebook, so this method should not be relied upon for mass distribution.

Follow up emails are good practice to remind Leaders who may have missed the original email.

The event organiser(s) should be prepared to send out paper copies of the information to Leaders who do not use email.

It is important that the Island Directory is kept up to date and AIC's and event organisers should use this Directory or Compass to make sure their own email lists are updated on a regular basis. The Island Directory is available to download at www.manxscouts.com.