



Scouts
NSW

A Guide to School Visits and Presentations

Visiting schools in your local area is a fantastic opportunity to bring Scouting to young people and to increase awareness and excitement around the opportunities the Scout program offers! While informative PowerPoint presentations may be great for parents and teachers, children and young people generally get more out of activities and experiences, so be sure to use this opportunity to show them just how much fun they can have at Scouts!

This guide is a simplified step-by-step process to help you organise and accomplish a School Visit and Presentation. Use it as a basis for your visit and go out and encourage more young people to get involved and fall in love with Scouting.

Why Schools?

The real question is – why not? Schools are where our potential youth members are. Visiting schools is a great way to tell young people about Scouts and the world of opportunities and experiences available, as well as encouraging teachers to join as volunteers!

Are you Ready?

The first thing you should consider before deciding on school visits is whether your Group is ready. Do you have a team of Leaders and volunteers on hand to assist with the school visits and presentations? Is your existing Group structure capable of supporting growth?

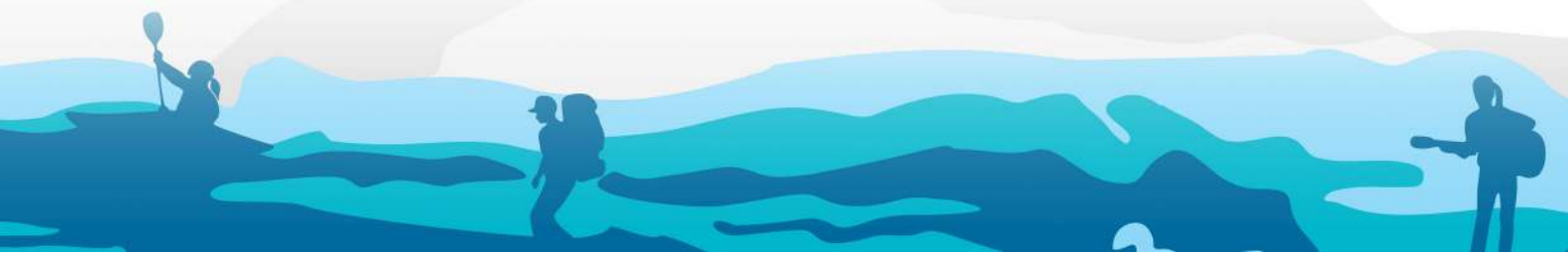
Identifying Schools

Once you have determined that your Group is ready for growth and ready to approach schools, the next step is to identify which schools to contact. Determining which schools to visit depends on a number of factors including your Scout Group's location, the schools your current youth members attend, any your previous experience conducting school visits, and any existing school contacts you may have. Below are some ways you can pinpoint which schools to approach for a visit.

1. If you have any existing contacts working in local schools, begin by reaching out to them and enquiring about organising a visit. This is a great way for you learn about school visits and identify the relevant authority to approach.
2. Identify the schools within your local area and compare these with the schools your current youth members attend.
3. Consider if any schools are shared with surrounding Scout Groups, and if a joint school visit would be beneficial. If one of your target schools has the potential to feed other Scout Groups, then get in touch with those Group Leaders and see if they would like to be included or involved.

Making Contact

Below is a step-by-step guide to making contact with schools:





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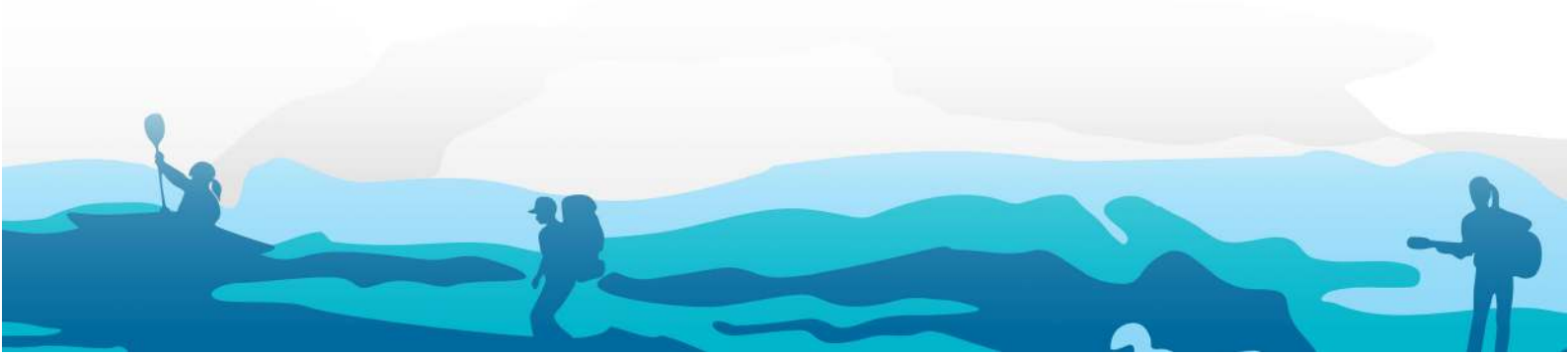
1. **Phone up.** Call the school during school hours to enquire about organising a school visit. Ask about the usual process of applying – whether it be through a letter to the principal, an expression of interest or a form. If a letter or email to the principal is required, remember to jot down the name and email address of the principal for future reference. It is best to call schools at the commencement of the school term to ensure that ample time is available to arrange a visit.
2. **Submit your application.** Based on your phone call, take some time to prepare your application. It is important to outline the objectives of the presentation, which grades you would like to present to, and the benefits for the students. Where possible, establish a connection between the curriculum and learning outcomes and the activities offered by Scouts. Pinpoint preferred dates, times and grades. You may also like to provide a basic outline of what you are looking to present and what activities you would like the students to participate in.
3. **Schedule a meeting.** Once your application is approved, some schools require a meeting with the School Principal (or other representative) to discuss the practical implementation of the school visit. This includes agreeing on times, dates, locations (e.g. will it take place in the school hall, oval or amphitheatre) and classes, as well as gaining approval for the distribution of brochures, stickers and other materials. In the meeting, be sure to ask about any WHS requirements and wet weather procedures.

Remember, not all schools permit visits and presentations. If your request to host a School Visit or Presentation is rejected, don't lose hope – there are other ways to promote, including submitting a school newsletter insert and having a stand at the school fete.

Preparing for the Visit – Materials Required

Be prepared for your school visit by making a list of the resources and materials you will require. This may include:

- Phone
- Laptop
- USB with PowerPoint presentation
- Data projector
- Extension cords and power board
- Scouts paraphernalia - Scarf, woggle, badges, uniform
- Brochures, stickers, tattoos and other giveaways
- Ropes and other materials for activities





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Outline of Presentation Content

Below is an example presentation schedule.

Time	Stage	Activity
15 minutes	Introduction to Scouts	<ul style="list-style-type: none"> • Introduce yourself • 'Does anyone know what Scouts is?' • Run through the Sections • Run through what happens at Section meetings • Short video of activities and camps
30 minutes	Activity	Get the students involved in some activities: <ul style="list-style-type: none"> • Knot tying • Bottle rockets • STEM activities
10 minutes	Questions	<ul style="list-style-type: none"> • Gather the students and speak about each activity • Answer any questions
5 minutes	Conclusion	<ul style="list-style-type: none"> • Invite students to visit the Scout Group. Thank teachers and students for their time. • Distribute giveaways to students. • Distribute brochures to teachers to hand out to students at the end of the day.

Say Thank You!

When the school visit and presentation is over, remember to send a letter of thanks to the Principal and teachers for accommodating your Group.

Follow Up Activities

Make the most of your relationship with the school by organising follow-up engagements to encourage students and families to join your local Scout Group. This can include:

- Placing an article or advertising in the school newsletter
- Organising a follow-up parent information evening to speak to parents about the benefits of Scouting for children and young people.

