

# Troop 560 Communications

One of the most difficult things in a youth organization is disseminating information in an effective way so that everyone knows what is happening. Therefore, the purpose of this communication plan is to identify ways in which the leaders of Troop 560 make information available so that Scouts and Scout Parents are informed of troop activities, service opportunities, and other Scouting related events.

1. Announcements at weekly Troop Meetings.

Announcements are made each week just before retiring the flag at troop meeting. This is the most comprehensive source of information because there are several troop leaders and committee members present for comment. All Scouts are should have a notepad and writing instrument with which to take notes during announcements.

2. Troop website – [www.Troop560.org](http://www.Troop560.org)

The home page of the troop website lists the most time sensitive information related documents. This includes payment deadlines, sign-up for camping, directions, permission slips, and links to other sources of information.

3. Weekly email updates come out every Thursday.

A weekly email update is sent out each Thursday. This information is usually listed chronologically and includes many items of interest, including troop organized activities, council events, and Scout related community activity. This list represents the most forward-looking and wide-ranging source of information. To get your name on the distribution list, use the Contact page of the troop website.

4. Troop Calendar.

The troop calendar has an email function that sends an email when a new event is added to the calendar. This is a separate email list from the weekly update. To get your name on the distribution list for the troop calendar, use the Contact page of the troop website.

5. Monthly Committee Meetings

A troop committee meeting is held monthly for planning activities. All Scout Parents are encouraged to be a committee member. This is a very good way to help out and stay informed.