

Duck Com One- the Duck Creek District Communications Plan

Duck Creek District (DCD) has several avenues for District members and units to deliver information to the District. The goal is to share information in a concise, timely manner that reaches most people in our area using the Roundtable (RT), Website, Emails and Unit Commissioners.

Roundtable Announcement and Presentation Process

While Roundtables are a place to share information, *the purpose is to deliver program to the units.* The goal at the roundtable for both general sessions and the breakouts is to keep the announcements short and concise. This year, most announcements will be made by the RT Commissioner. To respect the time of those attending and to respect the RT format please follow these guidelines:

- 1) Notify the Roundtable Commissioner (RTC), David Parrish (okcanoe@tx.rr.com) preferably one week before RT and no later than the first of the month, that you would like an announcement made at the upcoming roundtable. Depending on the schedule, if you wait until RT is about to start, there is no guarantee we will be able to make your announcement. Depending on the number of announcements, they may be prioritized and what announcements are given time are at the discretion of the RTC.
- 2) Be sure to let RTC know who your audience is (Pack, Troop, Crew) as your announcement will either be at the general session or in one of the breakouts, where ever it is most appropriate. SEND RTC YOUR FLYER (see #3).
- 3) Have a flyer. Although there are roughly 60 – 80 people at a roundtable, there are only about 50 units, total, in Duck Creek. For program specific announcements there are less than 20 Troops, less than 20 Packs and less than 15 Crews and only about 70% of the units overall represent at any given RT.
 - a. Flyers should be placed on the information table
 - b. Flyers are picked up by the RT Commissioner staff at the end of each night and kept until the next RT when they are set out again and tossed when expired.
 - i. Flyers MUST HAVE the following; Event, Date, Time, Location, and Contact information
 - c. It is highly recommended that the flyer be sent for newsletter and website inclusion prior to RT.
- 4) If you have an announcement, please sit on the front row.
 - a. The RT Commissioner will identify you as the contact for more questions.
 - b. Your announcement cannot last more than two minutes
 - i. There is no need to “lecture” - simply state your name and your event/announcement.
 - ii. Do not ask for questions; just make yourself available after the program.
 - iii. Do not spend time giving out your contact info, this should be on your flyer.

- 5) If you would like to have a presentation at RT, please notify the RTC to have it scheduled. Examples are Wood Badge Beadings, recognition or awards. Some of these presentations may take place ahead of the RT and scheduling is always at the discretion of the RTC pending the evening's program and announcements.
- 6) Months where there may not be time or time may be limited for announcements in the program are the Troop Night and Program Preview.

Website

Contact Jill Reilly (reillyjg@hotmail.com) to have items added to the website. Be sure to include a flyer, Adobe pdf version preferred and as many details and contact information as possible.

District Wide Emails

Using MyScoutLink, a free service from the Council, the district can send unlimited emails. To keep the integrity and meaningfulness of the email distribution, we send two primary emails each month, the monthly Commissioner Newsletter and the Roundtable Reminder/Invite.

Submissions for the District Newsletter are always welcome. Please send your information to Kim Huff (kimhuffdcd@gmail.com) by the 10th of each month for inclusion. Flyers can be linked from the district website to better promote your event.

FaceBook

Anyone can post to the FaceBook page and it is moderated. If you would like the announcement to come from District directly, contact Kim Huff.

Unit Commissioners

The commissioner staff will utilize the information above and encourage units enroll in the email, attend roundtables and check the website for more information. For more information about your Unit Commissioner, you may consult the DCD Website or contact Ken Pickering, DCD Commissioner at kenpick@swbell.net.

Circle Ten Council Information

<http://circleten.org/> | <https://circleten.ihubapp.org/home> | [DCD District Calendar](#)