SCA – DC
Meeting Verification Suggested Procedures

SCA Meeting Attendance Verification Suggestions Listed below are some best practices guidelines based on SCA Meeting Verification conducted in Los Angeles for years.

EACH SCA GROUP decides, by group conscience, whether to provide meeting verification.

In-Person Meetings: The attendee brings a meeting verification slip, or one downloaded from the SCA-DC website (www.sca-dc.org), & gives it to the secretary at the beginning of the meeting. The verification slip has a space for the attendee to write their first name & last initial and court case/judge if required. There are successive rows with columns for the date/time, name or location of the meeting attended and for a meeting verifier to sign their first name and last initial. The attendee is responsible for their meeting verification form. If the form is lost, meeting personnel *are not* responsible for filling in past attendances.

Online Video Meetings: Conditions for attendance verification via an online video platform can vary. Suggested SCA-DC procedures are:

1. All attending parties are tech savvy & in possession of applications, equipment & materials needed. Groups include their meeting's instructions & conditions for attendance verification in their formats or via the "screen sharing" or "chat" tools of the online video platform. Groups designate an attendance verifier to respond to requests for attendance verification after the conclusion of the meeting.
2. Attendees wanting verification are on time for the online video meetings.
3. Attendees have their camera on and show their face for the duration of the meeting.
4. Each SCA group has its own email address, which they will share on-screen and/or post in the meeting chat. Recommend each group create a G-mail account using the format of SCA.DC.(3-character day, ie, Mon, Tue, Wed).gmail.com for verifications.
5. Attendees let the meeting host know that they need verification by the online chat. The host will designate an SCA member to perform verification. The attendee is responsible for clarifying any discrepancies between the spoken name they use while sharing, their screen name & the email address sent to the SCA group.
6. The attendee emails a request with a meeting verification form with the following info:
   a) Their first name & initial of their last name.
   b) Their case number & judge's name, if any.
   c) Their email address for the form to be returned.
7. A group's minimal verification reply includes:
   a) Verification of the attendees' first name & last initial.
   b) The location, date & time of the SCA meeting attended.
   c) Includes the verifier's first name and last initial.
8. Meeting verification is done within a specified time period, such as within 24 to 48 hours and contains the information that is requested on the SCA meeting verification form as stated above. This is all that SCA is required to do by our Traditions.
9. Attendees wanting verification may want to either arrive early or stay after their first meeting to obtain a better understanding of that meeting's verification process.
10. To protect everyone's anonymity, attendees are not in a public place or in a room with other non-members during the meeting. Recordings or screen shots are not allowed, to protect member's anonymity. Attendees should treat the meeting as if they are attending in person by minimizing outside distractions and multi-tasking.