



ANNUAL PROGRAM PLANNING GUIDE

Program planning is a simple but critical part of a unit's success. Throughout the process remember your goal is to deliver a quality program to each Scout and their family. It should be fun, exciting and focused on the purposes of Scouting. Setting an annual program plan provides direction and a sense of satisfaction and a feeling of accomplishment in a job well done. Planning also makes the best possible use of your valuable volunteer time.



Cub Scout Quality Program Planning

One of the most important responsibilities of the pack committee is to keep the pack operating with a first-rate, year-round program. The quality of the program will depend largely on the pack committee giving the Cubmaster, the Cub Scout den leaders and Webelos den leaders the help they need. Cub Scout program planning and delivery includes four codependent steps, which usually guarantee a strong pack program.

The steps are:

1. Annual pack program planning conference
2. Monthly pack leader meeting
3. Monthly den leader/den leader coach meeting
4. Monthly meetings of each den leader with the den chief

STEP 1: PLAN YOUR PROGRAM

1. Use meeting resources to make planning easier.
 - a. 2019-2020 Leader Program Book
 - i. https://filestore.scouting.org/filestore/magazine/pdf/331-014_CSNotebook.pdf
 - b. Meeting/Program Resources
 - i. <https://www.scouting.org/programs/cub-scouts/pack-meeting-resources/>
 - ii. <https://www.scouting.org/programs/cub-scouts/resources-forms-applications/>
2. Determine what requirements each Scout will need for their next rank.
3. Use this guide and the online council/district calendar to determine what council, district and local activities the unit will participate in.
4. Decide what camping opportunities the unit will participate in.
5. Plan service projects to include one for your chartered partner.
6. Plan the meeting dates and pack events.



STEP 2: FUND YOUR PROGRAM

1. Determine expenses to operate the Cub Scout pack.
2. Determine income needed to operate a successful program.
3. Determine how much popcorn or other fundraisers your unit needs to sell to cover expenses.

STEP 3: GROW YOUR PROGRAM

1. Plan to recruit a 10% increase in youth membership.
2. Utilize membership and marketing materials provided to your unit free of charge by the council.
3. Plan to recruit adult leaders/volunteers for all unit positions.
4. Plan to recruit parents to help with the unit.

STEP 4: TRAIN YOUR LEADERS/VOLUNTEERS

1. Train your leaders/volunteer to deliver the best Scouting program.
2. Ensure every registered adult leader/volunteer completes Youth Protection Training.
3. Encourage training (basic and supplemental) for youth and adults.
4. Provide unit-led training opportunities to all leaders/volunteers in your pack. Encourage adults to participate in district and council sponsored training courses and events.



STEPS TO PROGRAM PLANNING

1. SET A MEETING DATE
 - a. Set a date to meet with the pack committee, including the den leaders
2. CHECK MEETING DATES
 - a. Check with your chartered organization and school calendar to find available dates for pack meetings. They should be at the same time and day each month.
3. REVIEW LAST YEAR'S PROGRAM
 - a. Which activities worked and which did not? Decide what activities and special meetings you would like to do again. Also determine whether or not your budget was adequate.
4. SET NEW MEETING DATES
 - a. Review the available pack meeting dates with the pack committee, and set dates for the coming year. Be careful to avoid holidays and school breaks.
5. NOTE COUNCIL, DISTRICT AND LOCAL DATES
 - a. Review the council and district calendar and mark dates on your program schedule for district and council activities: Pinewood Derby®, training sessions, and important meetings like roundtable.
6. SCHEDULE UNIT SPECIAL DATES
 - a. Set the dates for special activities your pack will be doing during the year and put them in your program calendar. These may include: Popcorn Sale in the fall, Blue and Gold Banquet, Pinewood Derby®, Friends of Scouting, and summertime activities: resident camp and day camp.
7. SCHEDULE COMMITTEE & MEETINGS
 - a. Select dates and schedule monthly meetings of your committee to meet and plan out the next month's activities and meetings (i.e. in September you should be planning for October). You should have a committee meeting every month.
8. SELECT A MONTHLY CUB SCOUT CORE VALUE
 - a. Write one of the Cub Scout core values and monthly themes under each month in your annual calendar so that everyone knows what the month's focus is for the pack.
9. DETERMINE THE PACK BUDGET
 - a. Create a wish-list of activities and use the pack budget worksheet on how to fund it.
 - b. <http://www.scouting.org/filestore/xls/510-278.xls>
10. DISTRIBUTE THE PLAN
 - a. Every family should receive a copy of the annual calendar so they can plan accordingly. This calendar will help ensure that everyone in the pack knows exactly what is happening.
11. EXECUTE THE PLAN
 - a. Track attendance and advancement, including checkpoints throughout the year to ensure retention.
 - b. Evaluate the plan along the way, making notes for next years program planning process.



Scouts BSA

Quality Program Planning

One of the responsibilities of your troop committee is to keep your troop operating a first-rate, year-round program. The quality of your program will depend largely on your committee giving the Scoutmaster and the assistant Scoutmasters the help they need to run a successful program for the troop. Troop Program Planning includes a series of meetings dependent upon one another. The sessions are:

1. Annual troop program planning conference with Scouts.
2. Monthly troop committee meetings.
3. Monthly meetings of the adult and youth leaders to plan the upcoming month's weekly meetings and outings.

STEP 1: PLAN YOUR PROGRAM

1. Use meeting resources to make planning easier.
 - a. 2019-2020 Leader Program Book
 - i. https://filestore.scouting.org/filestore/magazine/pdf/331-015_BLLdrPgmNotebook.pdf
 - b. Meeting/Program Resources
 - i. <https://www.scouting.org/programs/boy-scouts/resources/>
2. Determine what requirements each Scout will need for their next rank.
3. Use this guide and the online council/district calendar to determine what council, district and local activities the unit will participate in.
4. Decide what camping opportunities the unit will participate in.
5. Plan service projects to include one for your chartered partner.
6. Plan the meeting dates and troop events.

STEP 2: FUND YOUR PROGRAM

1. Determine expenses to operate the Boy Scout troop.
2. Determine income needed to operate a successful program.
3. Determine how much popcorn or other fundraisers your unit needs to sell to cover expenses.

STEP 3: GROW YOUR PROGRAM

1. Plan to conduct a troop open house and/or recruitment event.
2. Utilize membership and marketing materials provided to your unit free of charge by the council.
3. Plan to recruit adult leaders/volunteers for all unit positions, including a new member coordinator
4. Plan to participate with your local Cub Scout pack(s) to ensure a successful Webelos-to-Scout Transition.
5. Develop a retention plan with unit and youth progress checkpoints.



STEP 4: TRAIN YOUR LEADERS

1. Train your leaders/volunteers to deliver the best Scouting program.
2. Ensure every registered adult leader/volunteer completes Youth Protection Training.
3. Encourage training (basic and supplemental) for youth and adults.
4. Provide unit-led training opportunities to all leaders/volunteers in your troop. Encourage adults to participate in district and council sponsored training courses and events.

STEPS TO PROGRAM PLANNING

1. SET A MEETING DATE
 - a. Set a date to meet with the troop committee, including the Scoutmaster, assistant Scoutmasters and youth leaders.
2. CHECK MEETING DATES
 - a. Check with your chartered organization and school calendar to find available dates for troop meetings and outings. They should be at the same time and day each week.
3. REVIEW LAST YEAR'S PROGRAM
 - a. Which activities worked and which did not? Decide what activities and special meetings you would like to do again. Also determine whether or not your budget was adequate.
4. SET NEW MEETING DATES
 - a. Review the available troop meeting and outing dates with the troop committee, and set dates for the coming year. Be careful to avoid holidays and school breaks.
5. NOTE COUNCIL, DISTRICT AND LOCAL DATES
 - a. Review the council and district calendar and mark dates on your program schedule for district and council activities: camporees, training sessions, and important meetings like roundtable.
6. SCHEDULE TROOP SPECIAL DATES
 - a. Set the dates for special activities your troop will be doing during the year and put them in your program calendar. These may include: Boy Scout Summer Camp, Friends of Scouting, Popcorn, service projects, and weekend camping activities.
7. SCHEDULE COMMITTEE & PATROL LEADER COUNCIL MEETINGS
 - a. Select dates and schedule monthly meetings of your committee and PLC to meet and plan out the next month's activities and meetings (i.e. in September you should be planning for October). You should have a committee meeting every month.
8. SELECT A MONTHLY BOY SCOUT THEME
 - a. Each month should include a theme that troop meetings, activities, advancement and outings are centered around.
9. DETERMINE THE TROOP BUDGET
 - a. Create a wish-list of activities and use the troop budget worksheet on how to fund it.
 - b. <http://www.scouting.org/filestore/boyscouts/xls/510-277.org.xls>
10. DISTRIBUTE THE PLAN
 - a. Every family should receive a copy of the annual calendar so they can plan accordingly. This calendar will help ensure that everyone in the troop knows exactly what is happening.
11. EXECUTE THE PLAN
 - a. Track attendance and advancement, including checkpoints throughout the year to ensure retention.
 - b. Evaluate the plan along the way, making notes for next years program planning process.





Crew Quality Program Planning

Crew officers are responsible for ensuring that all crew programs and meetings meet the high expectations of the members. How you do this determines the kind of crew you have. If you want exciting, hands-on meetings everyone attends, fun activities everyone looks forward to, no recruiting problems, and an annual activity that will be remembered for a lifetime, you must plan and lead the following:

1. The Crew Officers' Briefing
2. The Venturing Activity Interest Survey
3. Brainstorming Session
4. Program Capability Inventory (PCI)
5. The Crew Officers' Seminar
6. Scheduling
7. Assigning Activity Chairs
8. Follow-Up
9. Monthly Planning Review
10. Annual Crew Recognition Banquet



CREW BRAINSTORMING

Brainstorming is an essential part of good thinking and making good decisions. Brainstorming is a part of many Venturing activities, like developing your year's program of activities. This how-to section offers some suggestions to help make brainstorming happen.

BRAINSTORMING GUIDELINES

1. Put up poster boards, flip chart paper, etc. where everyone can see it
2. Encourage as many ideas as possible
3. Don't judge ideas (as good or bad) during brainstorming
4. Don't look ahead to making decisions, stay totally in the brainstorming mind-set
5. Build on one another's ideas
6. Encourage participation from everyone in the group
7. Don't worry about the words you're using to express an idea - Simply try to describe the picture you're seeing.
8. Be sure to list the crew members' name behind the suggestion he or she makes; this crew member often is the best candidate for chairing the activity.

When you engage in brainstorming, think about the two words that make up this word. Once you experience brainstorming, you'll realize that it is like a storm in the brain. Ideas begin to flow that you never knew you had—and one idea breeds another idea, and that idea breeds yet another. Brainstorming often surprises people. It blows off the thoughts that lie on top and exposes ideas we are often unaware are inside of us. We begin to appreciate more fully what we are capable of and how creative we are. By causing us to stretch beyond our usual way of thinking, brainstorming makes it hard for us to snap back to where we were before, because we've grown. During the brainstorming process be sure to think about how you will recruit, engage, and retain your crew members.



STEPS TO PROGRAM PLANNING

1. CREW MEETINGS
 - a. Your calendar should include all planned crew and crew committee meetings.
2. CREW ACTIVITIES
 - a. Outside regular Crew meetings, the crew should have a full annual schedule of activities driven by the youth leadership.
 - i. 2019-2020 Leader Program Planning Calendar: https://filestore.scouting.org/filestore/magazine/pdf/331-012_VentCalendar.pdf
 - ii. Meeting/Program Resources: <http://www.venturing.org/annual-program-planning.html>
3. SERVICE PROJECTS
 - a. Include any planned service projects the crew will participate in. At least one project should benefit the crew's chartered organization.
4. YOUTH PROTECTION TRAINING FOR YOUTH
 - a. "Personal Safety Awareness" is Youth Protection Training for members of the crew. Plan to present the training annually and include the presentation date in your activity plan.
5. YOUTH OFFICERS
 - a. Schedule youth officer elections each year. Let youth know when this will be.
6. CREW SUPER ACTIVITY
 - a. Each Crew should participate in at least one annual "Super Activity" of at least three days and three nights.
7. ANNUAL PROGRAM PLANNING MEETING
 - a. Include the meeting when your crew calendar is set for the year, and where Venturers are able to give input to the crew's plans.
8. FRIENDS OF SCOUTING (FOS) PRESENTATION
 - a. Include the date of your Friends of Scouting presentation, Often this may be a Court of Honor or parents meeting.
9. DETERMINE THE CREW BUDGET
 - a. Create a wish-list of activities and use the crew budget worksheet on how to fund it.
 - b. <http://www.scouting.org/filestore/venturing/xls/510-279.org.xls>
10. CAMPING AND TRAINING
 - a. Be sure to include a local summer camp or high adventure experience for the crew members or a trip to a BSA National High Adventure Base. Encourage youth members to also attend the National Youth Leadership Training (NYLT) training course.
11. DISTRIBUTE THE PLAN
 - a. Every family should receive a copy of the annual calendar so they can plan accordingly. This calendar will help ensure that everyone in the crew knows exactly what is happening.
12. EXECUTE THE PLAN
 - a. Track attendance and advancement, including checkpoints throughout the year to ensure retention.
 - b. Evaluate the plan along the way, making notes for next years program planning process.

Training Dates

A trained leader/volunteer is knowledgeable and more confident in the role being performed. Trained leaders/volunteers exhibit a knowledge and confidence that is picked up by people around them. Trained leaders/volunteers impact the quality of programs, leader/volunteer tenure, youth tenure, safety, and a whole lot more. A trained leader/volunteer is better prepared to make the Scouting program all it can be! A full list of leader position-specific training and supplemental training is available any time in the e-Learning section of <https://my.scouting.org>.

January 18 - 20 &
February 15 - 17, 2020

National Youth Leadership Training - Course 1
Camp Big Timber, Elgin, IL

June 14 - 20, 2020

National Youth Leadership Training - Course 2
Owasippe Scout Reservation, Twin Lakes, MI

June 21 - 27, 2020

National Youth Leadership Training - Course 3
Owasippe Scout Reservation, Twin Lakes, MI

September 18 - 20 &
October 3 - 4, 2020

Wood Badge
Camp Betz, Berrien Springs, MI

Order of the Arrow Dates

January 24 - 26

Section C-7 Winter COC - Kalahari (Wisconsin Dells, WI)

April 17 - 19, 2020

Section C-7 Conclave (Stronghold Camp & Retreat Center; Oregon, IL)
Annually held the third weekend in April

May 15 - 17, 2020

OA Weekend at Napowan (Camp Napowan)
Annually held the third weekend in May

May 22 - 25, 2020

OA Weekend at Owasippe (Owasippe Scout Reservation)
Annually held Memorial Day weekend

June 5 - 7, 2020

OA Weekend at Betz (Camp Betz)

August 3 - 8, 2020

National Order of the Arrow Conference, NOAC (Michigan State University)

August 14 - 16, 2020

Founders Fellowship

September 11 - 13, 2020

Lodge Summer Fellowship (Camp Betz)
Annually held the weekend after Labor Day

October 9 - 11, 2020

Lodge Fall Fellowship (Camp Lakota)

October 23 - 25, 2020

Haunted Hike (Des Plaines Methodist Campground)

Key Council Dates

A full list of current Pathway to Adventure Council activities and events can always be found by visiting, <http://www.pathwaytoadventure.org/ptacalendar>.

Last Sunday in February **Annual Council Dinner**

The Annual Council Dinner recognizes the volunteers of the Pathway to Adventure Council, including the presentation of the Silver Beaver Award and other high-level volunteer awards.

First Saturday in March **Youth Recognition Dinner**

The annual Youth Recognition Dinner honors the achievements of any scout who has achieved the rank of Eagle (Scouting), Summit (Venturing), or Quartermaster (Sea Scouts) during the previous year.

Second Thursday in September **School Night for Scouting**

A one night event to sign-up Cub Scouts at every elementary school in the entire council.

Last Saturday in September **Adventure Day (South & Central)**

A fun filled day experiencing some of the best activities Scouting has to offer! Join your fellow scouts playing games, archery, crafts, and learning new skills.

First Saturday in October **Adventure Day (North)**

Additional Information

Need Assistance?

If in the planning of your Annual Program you find yourself needing assistance, the District Committee, Monthly Roundtables, and Commissioner Service are three great resources to help.

Activities

Looking for activities to do with your unit? A full list of upcoming Pathway to Adventure Council events can be found here, <http://www.pathwaytoadventure.org/upcomingevents>.

Council-wide Camporee

Join us for our second council-wide camporee in 2021! Cub Scouts, Scouts BSA, Venturers, and Sea Scouts are all welcome. Experience exciting program activities, competitions, STEM, closing show, and much more! Please join us!

Summer Camp

Looking for Camping opportunities? Visit <http://www.pathwaytoadventure.org/camping/> for a full list of day, weekend, weeklong, and high adventure camping opportunities within the Pathway to Adventure Council.



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