

Boy Scout Roundtable Breakout Session

Meeting Notes

September 2, 2010

Topic: **Annual Planning**

Speaker: **Pat Johnston**

1. Opening Comment: Annual Plans are more than calendars. They are the documents that guide the direction of units throughout the year.
2. Resources to assist with planning:
 - Troop Program Features (Vols. 1-3)
 - Troop Program Resources
 - Scoutmaster Handbook
 - (See the sample Annual Plan on page 74 in the NSC Council Calendar.)
3. Benefits of Planning
 - Doing the planning helps teach the boys how to plan.
 - This encourages youth leaders to explore new opportunities. (Gets them out of a rut.)
 - Gives the boys a voice in what the Troop does / what the Troop is.
 - Creates stability
4. How To Prepare the Plan
 - Have an adult prepare a calendar blank
 - Capture key school & Scouting (District & Council) dates
 - Reserve dates for Troop operational events (e.g. Courts of Honor, Blue & Gold, Junior Leader Training, OA Elections, FOS Presentations, Scouting For Food events, Youth Protection presentations, etc.)
 - Schedule the annual planning conference.
 - Ask the boys:
 - What kind of events do they want?
 - What kind of fundraising do they want?
 - What kind of camping destinations do they want?
 - What kind of activities / games do they want?
 - What kind of frequency do they want?
 - What kind of special awards do they want to pursue?
5. Conducting the Annual Planning Meeting
 - Scoutmaster is the advisor
 - SPL runs the meeting
 - Sets goals (first brainstorm, then refine the ideas)
 - Refine down to 3-5 goals
 - Brainstorm about program features (what are the themes?)
 - Plan how events / activities on campouts support the themes

- Set the calendar.
6. Approving & Supporting the Annual Plan
- SPL presents the plan to the Committee
 - Adults provide support for the plan
 - Make reservations
 - Serve as advisors
 - Provide logistical support
 - Provide reality checks as needed
 - Ensure that “Guide to Safe Scouting” guidelines are followed
 - Ensure that all Scouts will be able to participate
 - Ensure that the event will be fun and productive
 - Ensure that the event will promote & reinforce the values of Scouting
7. Communicating the Plan
- Once plan is finalized and approved:
 - Post it on the Troop website
 - Publish in the Troop newsletter
 - Send a copy to the Chartered Partner
8. Maintaining / Managing / Executing the Plan
- PLC does monthly planning – validates and adjusts plan for next month and subsequent month.
 - Require SPL to submit documented meeting plan prior to each meeting.
 - Scoutmaster confirm ahead of time that SPL is ready for the meeting
 - After the meeting, Scoutmaster and SPL meet to reflect on the meeting and learn from any successes or opportunities.