

# Yearly Program Planning

## PROGRAM PLANNING: THE BASIS OF A SUCCESSFUL SCOUTING UNIT

Program Planning is a simple but critical part of a unit's success. Throughout the process remember the goal is to deliver a high quality program to each boy and his family. It should be fun, exciting and focused on the purposes of Scouting.

Setting an annual program plan provides direction and 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.

### Planning Steps:

One of the most important responsibilities of the Committee is to keep the unit operating with a first-rate, year-round program. The quality of the program will depend largely on the Committee giving the Cubmaster, Scoutmaster, and den leaders the help they need.

Unit program planning includes four categories, dependent upon one another, which usually guarantee a strong program. The categories are:

- Annual Program Planning Conference
- Monthly Committee meetings
- Monthly Den Leader/Den Leader Coach Meetings (optional).
- Monthly meetings of each den leader with the den chief (optional).

### Steps to having a great Annual Program Plan

1. **SET A DATE TO MEET** – Set a date in August with the committee, including the Den Leaders and Webelos Leaders.
2. **CHECK MEETING DATES** – Before the meeting check with the chartering organization and school calendar to find available dates for unit meetings. They should be at the same time and date each month.
3. **REVIEW LAST YEARS PROGRAM** – 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 for them.
4. **SET NEW MEETING DATES** – Review the available meeting dates with the committee and set dates for the coming year. Write meeting dates in your council calendar (available on line [www.suwanneeriver.net](http://www.suwanneeriver.net) .) Be careful to avoid holidays and school breaks.
5. **SET COUNCIL AND DISTRICT DATES** – Review the council and district calendar and mark

dates on your program schedule for district and council activities: Lock-ins, Pinewood Derby, Camporees, training sessions, and important meetings like roundtable.

6. **SET SPECIAL DATES** – Set the dates for special activities during the year and put them in your program calendar. These may include:

Popcorn Sale-September/October

Blue and Gold Banquet-February

Pinewood Derby

Court of Honor

Friends of Scouting-January or February

Summertime Day Camp, Cub Family Weekends, Cub Camp, and Webelos Camp

Webelos Transition-February

Scout Summer Camp

7. **SCHEDULE MONTHLY COMMITTEE MEETINGS** – Select dates for, 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 THEME** – (For Cub Scout Packs) Select monthly themes from Program Helps or choose your own. Write them in your annual calendar so everyone knows what the month’s theme is for both Cubs and Webelos.

9. **SET A BUDGET** – Based on the meetings and activities you have planned for the year, number of boys who are likely to advance, and the number of youth and adult members of the unit, figure out what your approximate yearly expenses will be. You will need to plan enough fund raising activities to cover these expenses.

The Budget Planning Worksheet will help you calculate and plan your annual expenses and income to create budget.

10. **HOLD A PARENT’S MEETING AND DISTRIBUTE THE PLAN** – Scouts and their families will better participate in meetings and activities if they have a copy of the calendar. Every family should receive a copy of the annual calendar so they can plan accordingly.