

Program Planning

2020-2021



Agenda

Agenda

- ✓ **Why Program Planning**
- ✓ **Planning the Ideal Scouting Year**
- ✓ **Materials Needed & Available Resources**
- ✓ **Annual Program Planning – Steps to Success**
- ✓ **Funding the Annual Program**
- ✓ **Growing Your Unit (Youth & Adults)**

Why Program Planning

- **More Fun**
- **Better Activities**
- **Better Participation**
- **New members want to join**
- **Retention**
- **Maintain your sanity**

Fail to Plan...

...Plan to Fail

Journey to Excellence

What is JTE?

- **Award for all units**
- **Recognition of strong program**
- **Outline for success**
- **A great program planning tool!**



Journey to Excellence

Four Focus Areas

1. Planning and Budget

- Conduct annual planning meeting

2. Membership

- Recruiting, Retention & Webelos to Scout Transition

3. Program

- Advancement, Activities, Service & Summer Camp

4. Volunteer Leadership

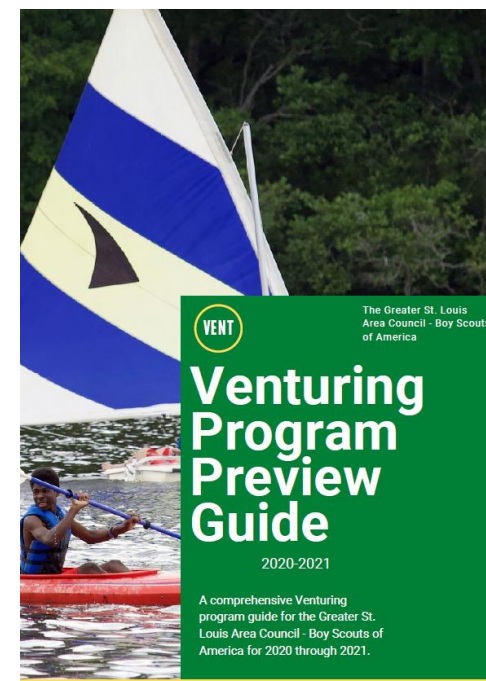
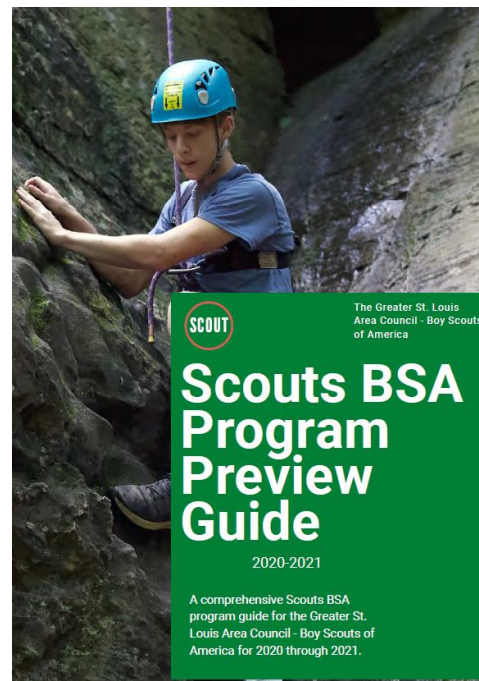
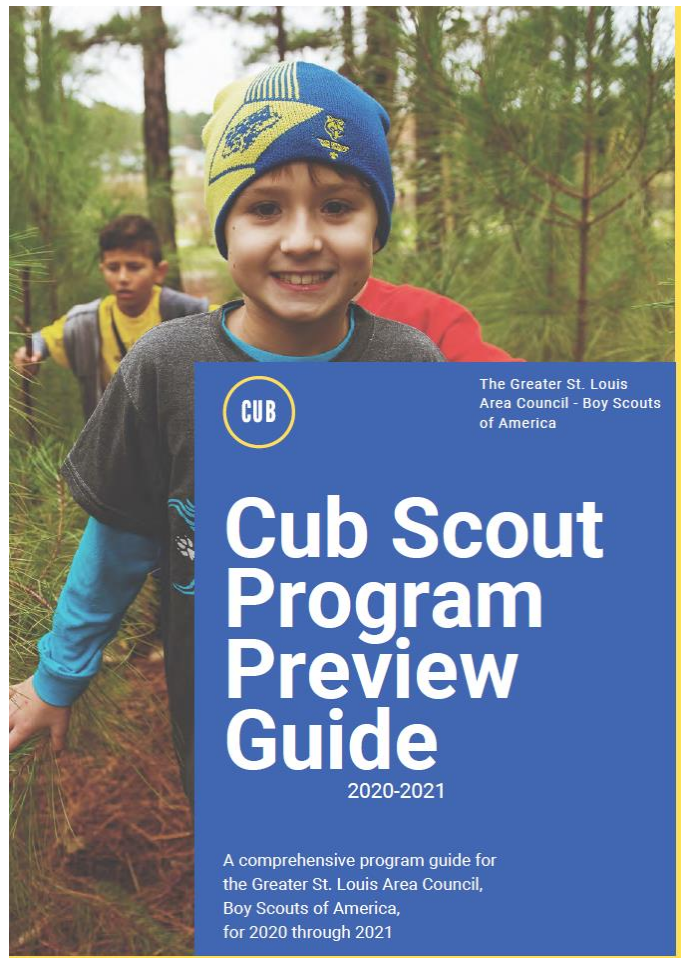
- Recruiting & Training

Getting Ready to Plan

Materials Needed

- Council Program Preview Guide (Appropriate Level)
- District Calendar
- Journey to Excellence Scorecard
- Applicable School & Church Calendars
- Parent Information Surveys
- Leader Guides & Handbooks

Council Program Preview Guides



- Available online at stlbsa.org/arrowhead

Journey to Excellence Scorecards

Pack _____ of _____ District

2018 Scouting's Journey to Excellence

"The BSA method for annual planning and continuous improvement"

Item	Objective	Bronze Level	Silver Level	Gold Level	Bronze Points	Silver Points	Gold Points
Planning and Budget					Total Points: 200		
#1	Planning and Budget: Have a program plan and budget that is regularly reviewed by the pack committee, and it follows BSA policies relating to fundraising.	Have an annual program plan and budget adopted by the pack committee.	Achieve Bronze, plus pack committee meets at least six times during the year to review program plans and finances.	Achieve Silver, plus pack conducts a planning meeting involving den leaders for the following program year.	50	100	200
Membership					Total Points: 500		
#2	Building Cub Scouting: Recruit new youth into the pack in order to grow membership.	Conduct a formal recruitment program by October 31 and register new members in the pack.	Achieve Bronze, and either increase youth members by 5% or have at least 40 members.	Achieve Silver, and either increase youth members by 10% or have at least 60 members.	50	100	200
#3	Retention: Retain a significant percentage of youth members.	Reregister 60% of eligible members.	Reregister 65% of eligible members.	Reregister 75% of eligible members.	50	100	200
#4	Webelos-to-Scout transition: Have an effective plan to graduate Webelos Scouts into Boy Scout troop(s).	With a troop, hold two joint activities or 75% of second year Webelos have completed "The Scouting Adventure."	60% of eligible Webelos register with a troop.	80% of eligible Webelos register with a troop.	25	50	100
Program					Total Points: 900		
#5	Advancement: Achieve a high percentage of Cub Scouts earning rank advancements.	50% of Cub Scouts advance one rank during the year.	60% of Cub Scouts advance one rank during the year.	75% of Cub Scouts advance one rank during the year.	100	200	300
#6	Outdoor activities: Conduct outdoor activities and field trips.	Each den has the opportunity to participate in three outdoor activities or field trips during the year.	Each den has the opportunity to participate in four outdoor activities or field trips during the year.	Each den has the opportunity to participate in five outdoor activities or field trips during the year.	50	100	200
#7	Day/resident/family camp: Cub Scouts attend day camp, family camp, and/or resident camp.	33% of Cub Scouts participate in a camping experience or improvement over the prior year.	50%, or 33% and have improvement over the prior year.	75%, or 50% and have improvement over the prior year.	50	100	200
#8	Service projects: Participate in service projects.	Participate in two service projects and enter the hours on the JTE website.	Participate in three service projects and enter the hours on the JTE website.	Achieve Silver, plus at least one of the service projects is conservation-oriented.	25	50	100
#9	Pack and den meetings and activities: Dens and the pack have regular meetings and activities.	Hold eight pack meetings a year. Den or pack meetings have started by October 31.	Achieve Bronze, plus dens meet at least twice a month during the school year.	Achieve Silver, plus earn the Summertime Pack Award.	25	50	100
Volunteer Leadership					Total Points: 400		
#10	Leadership recruitment: The pack is proactive in recruiting sufficient leaders.	Have a registered assistant Cubmaster.	Achieve Bronze, and prior to recruiting event, the committee identifies pack and den leadership for the next year.	Achieve Silver, plus every den has a registered leader by October 31.	50	100	200
#11	Trained leadership: Have trained and engaged leaders at all levels. All leaders are required to have youth protection training.	Cubmaster or an assistant Cubmaster or pack trainer has completed position-specific training.	Achieve Bronze, plus the Cubmaster and den leaders have completed position-specific training or, if new, will complete within three months of joining.	Achieve Silver, plus two-thirds of committee members have completed position-specific training.	50	100	200

Troop _____ of _____ District

2018 Scouting's Journey to Excellence

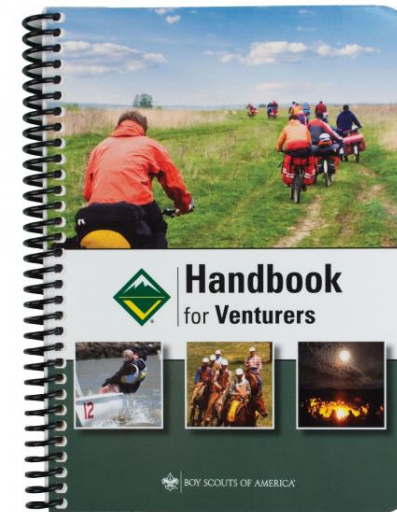
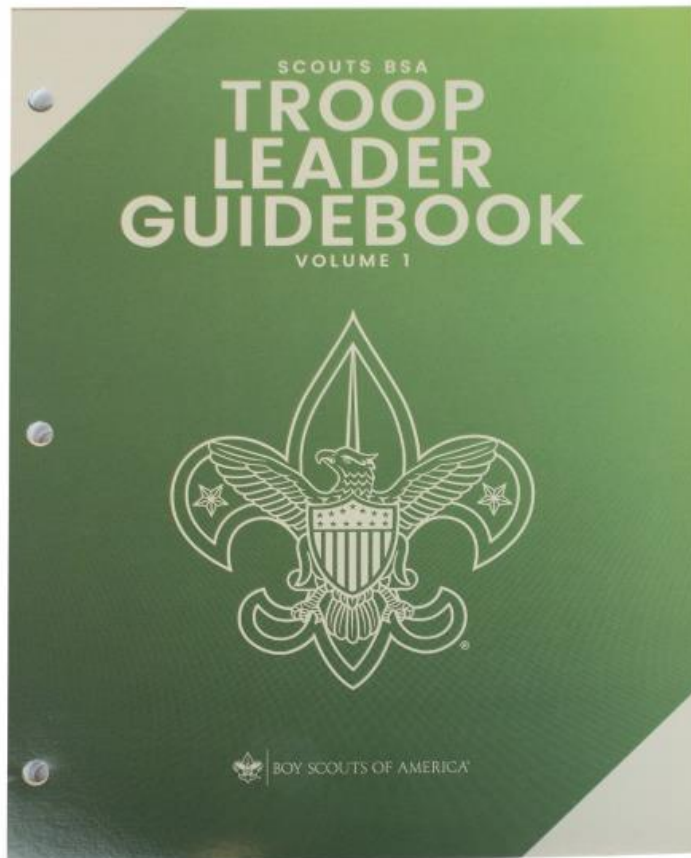
"The BSA method for annual planning and continuous improvement"

Item	Objective	Bronze Level	Silver Level	Gold Level	Bronze Points	Silver Points	Gold Points
Planning and Budget					Total Points: 200		
#1	Planning and budget: Have a program plan and budget that is regularly reviewed by the committee, and it follows BSA policies related to fundraising.	Have an annual program plan and budget adopted by the troop committee.	Achieve Bronze, plus troop committee meets at least six times during the year to review program plans and finances.	Achieve Silver, plus troop conducts a planning meeting involving youth leaders for the following program year.	50	100	200
Membership					Total Points: 500		
#2	Building Boy Scouting: Recruit new youth into the troop in order to grow membership.	Have a membership growth plan that includes a recruitment activity and register new members in the troop.	Achieve Bronze, and either increase youth members by 5% or have at least 25 members.	Achieve Silver, and either increase youth members by 10% or have at least 35 members.	50	100	200
#3	Retention: Retain a significant percentage of youth members.	Reregister 75% of eligible members.	Reregister 80% of eligible members.	Reregister 85% of eligible members.	50	100	200
#4	Webelos-to-Scout transition: Have an effective plan to recruit Webelos Scouts into the troop.	With a pack or Webelos den, hold two joint activities.	Achieve Bronze, plus recruit two Webelos Scouts.	Achieve Silver, plus provide at least one den chief to a pack and recruit five Webelos Scouts.	25	50	100
Program					Total Points: 900		
#5	Advancement: Achieve a high percentage of Boy Scouts earning rank advancements.	40% of Boy Scouts advance one rank during the year.	50% of Boy Scouts advance one rank during the year.	60% of Boy Scouts advance one rank during the year.	50	100	200
#6	Short-term camping: Conduct short-term or weekend campouts throughout the year.	Conduct four short-term overnight campouts.	Conduct seven short-term overnight campouts.	Conduct nine short-term overnight campouts.	50	100	200
#7	Long-term camping: Participate in a long-term camp with a majority of the troop in attendance.	The troop participates in a long-term camp.	60% of Scouts attend a long-term camp.	70% of Scouts attend a long-term camp.	50	100	200
#8	Service projects: Participate in service projects, with at least one benefiting the chartered organization.	Participate in three service projects and enter the hours on the JTE website.	Participate in four service projects and enter the hours on the JTE website.	Participate in five service projects and enter the hours on the JTE website.	25	50	100
#9	Patrol method: Use the patrol method to develop youth leaders.	The troop has patrols, and each has a patrol leader. There is an SPL, if more than one patrol. The PLC meets at least four times a year.	Achieve Bronze, plus PLC meets at least six times. The troop conducts patrol leader training.	Achieve Silver, plus PLC meets at least ten times. At least one Scout has attended an advanced training course, such as NYLT or Order of the Arrow Conference.	50	100	200
Volunteer Leadership					Total Points: 400		
#10	Leadership and family engagement: The troop is proactive in recruiting sufficient leaders and communicates regularly with parents.	Have at least one registered assistant Scoutmaster.	Achieve Bronze, plus the troop holds two courts of honor, where troop plans are reviewed with parents.	Achieve Silver, plus the troop holds three courts of honor, where troop plans are reviewed with parents.	50	100	200
#11	Trained leadership: Have trained and engaged leaders at all levels. All leaders are required to have youth protection training.	Scoutmaster or an assistant Scoutmaster has completed position-specific training.	Achieve Bronze, plus the Scoutmaster and 60% of assistants have completed position-specific training or, if new, will complete within three months of joining.	Achieve Silver, plus two-thirds of active committee members have completed position-specific training and at least one person has attended an advanced training course involving a total of least 5 days.	50	100	200

Leader Guides & Handbooks



Leader Guides & Handbooks



Other Resources

There is always help available

- ✓ **Council & National Websites**

 - www.stlbsa.org

 - www.Scouting.org

- ✓ **Pack & Troop websites**

- ✓ **Council Sponsored Fundraisers**

- ✓ **Ideal Year of Scouting – Unit Budget Sheet**

- ✓ **Chartered Organization**

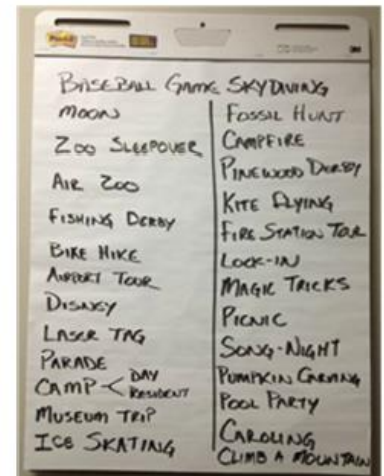
- ✓ **Unit Commissioner**

- ✓ **Council Staff**

Steps to Success

Step #1 – Conduct a Program Planning Meeting

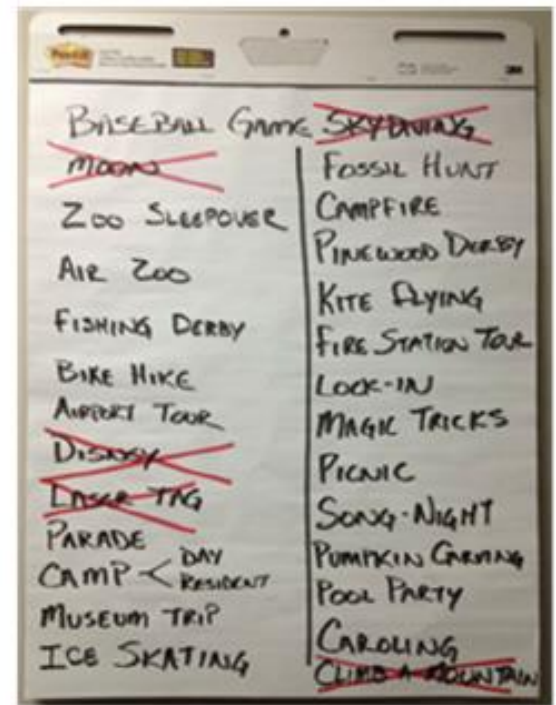
- Gather input from Scouts & parents – what activities would they be most interested in, or in other words, what would be their “Ideal Year of Scouting”
- Write down all of their ideas on a flipchart



Steps to Success

Step #2 – Unit Committee determines which ideas are feasible

- Cross off activities that are against BSA Policy
- Cross off activities that are not feasible (going to the moon would be great, but...)



Steps to Success

Step #3 – Create a “voting” chart

- Include Council/District activities that the Scouts and parents might not have thought about.

BASEBALL GAMES	
ZOO SLEEPOVER	
AIR ZOO	
FISHING DERBY	
BIKE HIKE	
FOSSIL HUNT	
FIRE STATION TOUR	
LOCK-IN	
HOCKEY GAME	

Steps to Success

Step #4 – Everyone Votes

- Give each Scout/Parent some stickers
- Ask the Scout/Parent to put their stickers on their 1st, 2nd, & 3rd choice of activities to participate in next year.

A handwritten poll results sheet with activities listed on the left and corresponding votes on the right. The activities are: BASE BALL GAME, ZOO SLEEPOVER, AIR ZOO, FISHING DERBY, BIKE HIKE, AIRPORT TOUR, PARADE, RESIDENT CAMP, DAY CAMP, MUSEUM TRIP, ICE SKATING, FOSSIL HUNT, and CAMPFIRE. The votes are written in numbers 1, 2, and 3, representing first, second, and third choices respectively.

Activity	1 st Choice	2 nd Choice	3 rd Choice
BASE BALL GAME	7	3	2
ZOO SLEEPOVER	1	2	2
AIR ZOO	1	1	3
FISHING DERBY	1	3	
BIKE HIKE	1	2	
AIRPORT TOUR	1	3	2
PARADE	1	3	
RESIDENT CAMP	1	2	
DAY CAMP	2		
MUSEUM TRIP	2	2	1
ICE SKATING	1	3	
FOSSIL HUNT	3	3	
CAMPFIRE	2		

Step #5 – Tally the Results

- **15 points for 1st choice**
- **10 points for 2nd choice**
- **5 points for 3rd choice**

BASE BALL GAME	85	7 3 3 2 1 2 2 3	1-1 2-2 3-3 3-3 4-4 5-5
ZOO SLEEPOVER	0		1-1 2-2 3-3 3-3 4-4 5-5
AIR ZOO	120	1 1 1 3 2 7 1 2 3	1-1 2-2 3-3 3-3 4-4 5-5
FISHING DERBY	25	1 3 3	1-1 2-2 3-3 3-3 4-4 5-5
BIKE HIKE	45	7 2 2 2	1-1 2-2 3-3 3-3 4-4 5-5
AIRPORT TOUR	35	1 3 3 2	1-1 2-2 3-3 3-3 4-4 5-5
PARADE	25	1 3 3	1-1 2-2 3-3 3-3 4-4 5-5
RESIDENT CAMP	25	1 2	1-1 2-2 3-3 3-3 4-4 5-5
DAY CAMP	10	2	1-1 2-2 3-3 3-3 4-4 5-5
MUSEUM TRIP	50	2 2 2 3	1-1 2-2 3-3 3-3 4-4 5-5
ICE SKATING	20	1 3 3	1-1 2-2 3-3 3-3 4-4 5-5
FOSSIL HUNT	10	3 3	1-1 2-2 3-3 3-3 4-4 5-5
CAMPFIRE	10	2	1-1 2-2 3-3 3-3 4-4 5-5

Steps to Success

Step #6 – Assign months for the highest rated activities

KITE FLYING DERBY 10	2	AUG.
FIRE STATION TOUR 5	3	SEPT.
LOCK-IN 75	1 7 3 1 2 1	JAN.
MAGIC TRICKS 15	3 2	
PICNIC 20	2 2	AUG.
SONGS-NIGHT 25	2 1	DEC.
PUMPKIN CARVING 5	3	OCT.
POOL PARTY 80	1 3 2 2 3 1 2 2 3 3 2	JUN.
CAROLING 15	1	DEC.
SUB. SLEEPER 30	1 3 2	OCT.
HOCKEY GAME 70	1 2 1 7 3 3 3	DEC.
BASEBALL GAME 25	1 3 3 2 1 2 2 3	AUG.
ZOO SLEEPER 0		
AIR ZOO 120	1 7 1 3 2 1 5 2 3	NOV.
FISHING DERBY 25	1 3	SEPT.
BIKE HIKE 45	1 2 2 2	MAY
AIRPORT TOUR 35	1 3 3 2	APR.
PARADE 25	1 3 3	JULY
RESIDENT CAMP 25	1 2	JULY
DAY CAMP 10	2	
MUSEUM TRIP 50	2 2 2 1	FEB.
ICE SKATING 20	1 3	MAR.
FOSSIL HUNT 10	3 3	
CAMPFIRE 10	2	JULY

Steps to Success

Step #7 – Create a calendar for your unit

YEAR 2019 - 2020		
Date	Time	Event
AUGUST 2019		
August 5	7:00 p.m.	Pack Planning Committee
August 10	10:00 a.m.	Joint Activity – Fun at Cox's Driving Range
August 12	4-7:30 p.m.	Open House CPS, CES, FBES
August 17	10-3:00 p.m.	Joint Activity - Touch-A-Truck NRV Festival at NRV Mall (8:30 Setup)
August 20	7:00 p.m.	JSN Scout Drive at CES (6:30 Setup)
August 22	7:00 p.m.	JSN Scout Drive at FBES (6:30 Setup)
August 23	5:30 p.m.	Joint Activity - Salem Red Sox Baseball Game
SEPTEMBER 2019		
September 3	7:00 p.m.	Pack Planning Committee
September 7	6:30 p.m.	Joint Activity - Ice Cream Social
September 13	8:00 a.m.	*** Popcorn Sale Begins ***
September 14-15	8:00 a.m.	New River District Fall Family Cub Campout
September 26	7:00 p.m.	Joint Activity – Pack Meeting Theme: World of Wonder Refreshments: Pack Committee
OCTOBER 2019		
October 7	7:00 p.m.	Pack Planning Committee
October 12-13	5:00 p.m.	Joint Activity – Annual Camping Trip
October 18-20	5:00 p.m.	BRMC Fall Trout-O-Ree (all Scouts and Families Invited)
October 19	5:00 p.m.	*** Popcorn Sale Ends *** Popcorn and Prize Orders Due (Pack) ***
October 20	2:00 p.m.	Joint Activity – Community Service: Adopt-a-Street Program (Wades Lane)
October 24	7:00 p.m.	Joint Activity – Pack Meeting Theme: Fall Carnival (Costume contest and games) Refreshments: AOLs
NOVEMBER 2019		
November 4	7:00 p.m.	Pack Planning Committee
November 10	2-4:00 p.m.	Joint Activity – Community Service: Veterans Day Flag Ceremony
November 16	9-11:00 a.m.	*** Pickup Popcorn Orders at Scout Room ***
November 21	7:00 p.m.	Joint Activity – Pack Meeting Theme: Armed Forces Tribute Refreshments: Webelos
November 28-30	7:00 a.m.	Thanksgiving Weekend
DECEMBER 2019		
December 2	7:00 p.m.	Pack Planning Committee
December 2	7:00 p.m.	*** Last day to turn in popcorn money ***
December 13	6:00 p.m.	Joint Activity – Christmas Parade (CPC Parking Lot)
December 19	7:00 p.m.	Joint Activity – Pack Meeting Theme: Christmas Spirit (Plays and Skits) Refreshments: FG Troop 377
December 25	7:00 p.m.	Christmas Day

Steps to Success

Funding your “Ideal Year of Scouting”

Program Expenses		Annual Cost per Scout/Unit	Number of Scouts / Adults	Total Unit Cost	
Registration Fees	# Youth	\$ 60.00		\$0.00	
Registration Fees	# Adults	\$ 36.00			
Charter Fee	Yearly flat fee	\$ 40.00		\$40.00	
Boys' Life Subscription	1/household	\$ 12.00		\$0.00	
Advancement	Ideally 100% of youth to earn belt loops, pins, activity badges, etc.	\$ 18.00		\$0.00	
Recognition	1 for each youth (Thank you's, Veteran Awards, etc.)	\$ 10.00		\$0.00	
Special Events	Blue and Gold			\$0.00	
	Pinewood Derby			\$0.00	
	Webelos Graduation			\$0.00	
	Other			\$0.00	
Special Activities	<u>Location</u>				
	Field Trip A			\$0.00	
	Field Trip B			\$0.00	
	Field Trip C			\$0.00	
	Field Trip D			\$0.00	
Summer Camp					
	Cub Scout Day Camp Per youth			\$0.00	
	Cub Adventure Camp Per youth			\$0.00	
	Webelos/Arrow of Light Camp Per youth			\$0.00	
	Family Camp For Cub and Parent			\$0.00	
	Leader's fees			\$0.00	
Program Materials	Ceremony supplies, den projects, camping items, etc.			\$0.00	
Leader Basic Training				\$0.00	
Reserve Fund	Registration Scholarships			\$0.00	
Other Expenses	Contingency Funds			\$0.00	
Total Budgeted Program Expenses				\$40.00	
Income					
Annual Dues	(Monthly x's 9 to 12)			\$0.00	
Surplus from prior year	(Beginning fund balance)			\$0.00	
Other Income	(Parent payments, etc)			\$0.00	
Income subtotal				\$0.00	
Fund-raising needed				(\$40.00)	

Steps to Success

Step #8 – Build the “Ideal Year of Scouting Budget”

- **Work on the budget in June/July**
- **Determine how much money needs to be raised**
- **What is the goal for each Scout?**

Steps to Success

Final Step – Share your calendar and budget!

- **By August/September, you will be ready to share the unit program calendar and budget with all of the families.**
- **This will demonstrate to new families that your unit is organized and does really great activities!**
- **Provides motivation for parents/Scouts to participate in your fundraising activities (so it won't break their personal checkbook).**

Growing Your Unit

Cub Scouts

- **Lion Program**
- **Spring & Fall Recruiting**

Growing Your Unit

Scouts BSA

- Webelos to Scout Transition
- Spring & Fall Recruiting

Growing Your Unit

Recruiting Volunteers

- Utilize the “Parent Information” form
- Personally ask parents to help with a specific job (in their comfort zone)
- Develop a Succession Plan