Preliminary Information

- This presents the Ideal Year of Scouting by referring to the resources on the PTAC website under Unit Resources.
- To avoid problems with internet connectivity, all resources are downloaded and links in the presentation will open Acrobat and Excel as needed.
- This Powerpoint is in the top level of a folder called “Ideal Year of Scouting”
  - Cub Scout files are all in a subfolder called “Cub Scout”
  - Scouts BSA files are all in a subfolder called “Scouts BSA”
- To save time, all files should be opened in their applications before the presentation begins.

This slide (use your own words to get the points across, or use this as a script)

- What is Ideal Year of Scouting?
- It is a set of tools to help leaders develop an annual program plan, a budget to support that program, and a fundraising plan to reach your program goals.
- It was originally developed as part of the Trails End popcorn sales but has been adapted for general fundraising.
- Program planning is a simple but critical part of a unit’s success. Throughout the process remember our goal is to deliver a quality program to each Scout and their family.
- Click to start pictures
- It should be fun, exciting, and focused on the purposes of Scouting. Setting an annual program plan provides direction, 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.
• Let us begin by looking at the resources on the Pathway to Adventure web site.
• For those on audio only, the address is http://pathwaytoadventure.org/
• When you get to the home page, there is a menu bar across the top.
• Place your pointer over the “Resources” tab and click on “Unit Resources” which is the first item in the list.
• Once you’re on the “Unit Resources” page, scroll down to find “Ideal Year of Scouting”
• Click to scroll
• By the way, there are lots of other valuable resources for unit leaders here – check them out.
• This is the set of resources for the *Ideal Year of Scouting*.
• We’ll refer to this section throughout the presentation.
• The basic steps in Quality Program Planning are shown here. (Read for audio only)
• We’ll discuss each step.
• These steps are described in the “2020 Program Planning Guide”
• Click the red arrow to open the guide in Acrobat.
• Page 2 shows the steps for Cub Scout Planning.
• One of the responsibilities of unit committees is to keep the unit operating a first-rate, year-round program. The quality of the program depends largely on the committee giving the direct contact leaders the help they need to run a successful program. This is done through a series of meetings that develop and review the program plan throughout the year.
• For Packs, these are the:
  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

• Page 4-5 shows the steps for Scouts BSA Planning.
  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

• Note that the four basic planning steps are the same for Cub Scouts and Scouts BSA, although the details change.
• Let’s explore Planning Your Program in more detail.
• These are the six major steps to Planning Your Program.
  • Click to see Pedro message.
  • OK, let’s look at program differences.
Back to the Program Planning Guide
- Click red arrow to connect to guide.
- Page 2 shows Cub Scout details.
  1. What program specific tools are available to help plan?
  2. Rank requirements depend on the needs of each scout.
  3. What is available and of interest to your scouts?
  4. Camping opportunities depend on the scout’s age and rank.
  5. Make sure there is at least one service project planned for your chartered organization.

- Page 4 shows Scouts BSA details.
  * These are about the same basic steps but are designed for the troop.

- Page 3 shows more detail for Cub Scout Planning
- Page 5 shows more detail for Scouts BSA Planning
  1. Planning meetings involve the committee and direct contact leaders. Scouts BSA includes youth leaders.
  2. Check available dates with the chartered organization and relevant schools to avoid conflicts.
  3. What worked last year and what would the youth like to repeat? Was budgeting adequate?
  4. Set your unit meeting dates,
  5. then council/district dates,
  6. then special event dates. Special events for Packs might be Blue and Gold Banquets, Pinewood Derbies, day camps;
    Troops would plan activities like summer camp, Courts of Honor, weekend camping, and High Adventure.
    Both would include Friends of Scouting, service projects, and fundraising projects.
  7. Add monthly committee meetings for Packs and Troops and schedule Patrol Leader Council meetings for Scouts BSA.
  8. Use recommended monthly themes to identify activities for meetings and outings.
  9. We’ll talk more about budget in a moment. The spreadsheets shown here could be useful but need to be adjusted for current registration fees.
  10. Make sure everyone knows the plan. If everyone knows the plan, they can help make it happen.
  11. Then just do it!
• This is just a recap of the 11 steps.
The Program Planning Guide has more resources to help plan your program.

**Click to show arrows**

The Journey to Excellence helps planning by identifying levels of excellent unit performance in four categories: Planning and Budget, Membership, Program, and Volunteer Leadership.

**If time permits, click arrows to show JTE**

Use JTE as a guide when you're setting goals.

The other resources also provide guidance in developing an annual program.
• Well, thank you Captain Obvious.
• For all planned activities:
  • How much will it cost?
  • What are our sources of income and is it adequate?
  • How do we bridge the difference between projected expense and known income?
The Program Planning Guide has spreadsheets to help develop your budget. Both spreadsheets show sample data.

**Click blue arrow for Cub sheet**
- The Cub Scout sheet includes several tabs to help in the planning process.
  - The Instruction tab describes how to use the spreadsheet.
  - Brainstorming is a place record ideas.
  - The Calendar is used to spread your chosen activities across the program year.
  - The Budget tab allows you to enter estimates for program costs.
    - Enter information in the highlighted cells only – membership information, the monthly events and activities from the calendar tab. Other expenses include registration fees.
    - Using this budget allows funds to be available at re-charter time.
    - Enter the commission from your product sales and adjust the average item cost based on what you’re selling.
    - Plugging in the information gives you sales goals and the cost of scouting per scout.
    - If you add summer activities, it will adjust the item sales goal.
  - Those tabs complete the budgeting process.
  - Wrap up explains how to use the last two tabs – Leadership Inventory and Accounting Budget.

**Click red arrow for Scouts BSA sheet**
- The Scouts BSA sheet is a little simpler and does the same thing.
- The yellow section is a sample. The bold numbers are current fees.
- The sample shows annual unit dues and shows $5700 more that is needed to cover the planned program.
- The product sale section still refers to popcorn but can be used for any income source.
- The sample shows a deficit of about $2500. The committee needs to do some work to balance the budget.
- Again, summer camps can be added

There is another sample budget sheet on the web that you may want to look at.

**Click to draw circle**
Program planning includes making sure that the unit continues to grow. Youth and their parents age out, so you need to continually recruit new members and their parents.

These are considerations for continuity.

Use program specific methods to bring in new members – open houses and other recruiting events.

Use the free membership and marketing materials that can be obtained from your council through your district.

Recruit parents along with leaders. These parents are the helpers who drive, bake, and support the pack informally. Frankly, Scouts BSA also involves this kind of parental help for aspects of program.

Webelos to Scout transition is really a joint effort with Packs and Troops.

Retention is important for everyone and in my opinion the biggest factor for retaining members is a well-planned and fun program.

The point is to include these considerations in your planning.
• The Program Planning Guide includes resources for Growing Your Program with Talent Survey and Succession Plans.

• **Click top blue arrow and scroll while talking about talent. Then click top red arrow and scroll.**
• The Talent Surveys identify resources for your program – talents, skills, interests, knowledge, and availability.
• The Cub Scout Talent survey includes rank activities; The Scouts BSA survey includes Merit Badges.

• **Click bottom blue arrow and scroll while talking about succession. Then click bottom red arrow and scroll**
• Having a succession plan reduces the turmoil created when a leader is suddenly no longer available to serve for any reason.
• The Succession Plans should be managed by the Unit Key 3 – Chartered Organization Representative, Committee Chair, and Cubmaster or Scoutmaster.
• Every youth deserves a trained leader who is able and willing to train youth.
• All leaders need to understand the Aims and Methods of Scouting and to understand what makes an excellent program.
  • The JTE can be used as an introduction to excellence for new adults.
• Of course, everyone must complete Youth Protection Training before they can be registered but be alert for training that expires between re-charters.
• Basic leader training is always online and periodically in classrooms.
  • Some training requires outdoor overnight sessions to provide the hands-on skills that enable leaders to teach those skills to their youth. These include:
  • BALOO (Basic Adult Leader Outdoor Orientation) for Cub Scout leaders and
  • IOLS (Introduction to Outdoor Leader Skills) for Scouts BSA leaders.
• Youth training is initially conducted in the unit.
  • There are also advanced programs like NYLT (National Youth Leadership Training) or Den Chief Training.
• For adults there is Wood Badge and a variety of training opportunities provided at Philmont, the Summit, or Sea Base.
  • And don’t forget the District Roundtables that provide practical training from other unit leaders as well as experienced trainers.

• Click on the CSP to return to the Program Planning Guide
• Pages 8-10 offer some information on training and activities. Check the Pathway to Adventure calendar for more information.
• I hope this has been helpful for you.
• Are there any questions?