



HOOSIER TRAILS COUNCIL
BOY SCOUTS OF AMERICA®

Unit Annual Program Planning

#ADVENTUREON

What are we trying to help our Units do? We want them to:

- **Be organized and to involve their youth & parents**
- **To plan a great program in an efficient, comprehensive manner**
- **To execute that plan – delivering a Program that our youth joined Scouting to enjoy and should experience!**
- **Spend less time fundraising and more time having FUN in a robust Scouting program**
- **Retain our registered youth and attract new youth into Scouting Units across the council**
- **Improve the overall program and health of our units across the council**

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There are six keys to this planning philosophy and each one is critical to its success:

-  Program Brainstorming
-  Program Idea Filtering
-  Calendar Construction
-  Annual Budget Planning
-  Budget Funding
-  Evaluation & Annual Review





Program Brainstorming

Scouting allows young people to follow their dreams, so their involvement in the planning of their annual program is vital. Allow them to express their ideas in a non-threatening brainstorming session. **There are no bad ideas**, some may seem wild at first, but where there's a will, there's a way. The more mature the Scouting unit, the more youth should be involved in this planning. Cub Scouts may just participate in the brainstorming portion; however, a Venture Crew may conduct the entire plan with only guidance from their advisors. To keep young people engaged in your programs, they must have buy-in.

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Brainstorming Ideas To Get You Started

The unit might plan and fund some of the following:

Program Ideas– Summer Camp, Council Cub Scout Activities, Monthly Activities, Pinewood Derby, Patrol/Den Activities, District/Council Events, Field Trips, Sea Base, Philmont, Canoe Trips, Ski Trips, Blue & Gold, National Jamboree, etc.

Other Considerations – Pay for Registrations, Scouts Life Magazine, Meeting Supplies, Awards & Recognitions, Den/Patrol Expenses, Unit Administrative Expenses (newsletters, postage, copying, leader's guides), Trainings, Unit Equipment, Uniforming, Personal Camping Equipment, etc.



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Program Idea Filtering

Once there are several ideas on the brainstorming chalkboard, it is time to begin to filter them and allow the most realistic ones to surface. Be cautious not to discount ideas for the youth, however, provide them with enough information that will allow them to decide what components are most realistic to fulfill their best program year.

In order to help in the filtering process, assigning dollar amounts to the ideas will help. The unit budget worksheet will help with this process.





Calendar Construction

Building an annual plan involves putting key dates into a unit calendar that will be shared with members and parents. This calendar should be completed and made **available at the beginning of the unit's program year**. New Scouting families appreciate knowing what the year will consist of and providing a calendar is a great way to welcome them. When constructing the calendar, consider the following points:

- Council Calendar Events, Camping, Trainings, etc.
- Unit Fund-raising efforts, Unit Committee Meetings, Recruiting efforts, Community Events, etc.
- School Vacations, Functions, Holidays

ESCAPE
THE INDOORS



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Annual Budget Planning

Now that you know what you want to do and when you are going to do it, let's figure out what it is going to cost. For troops and crews, it is very important to involve the youth in this process. Look for opportunities to have a lesson in finance management, or advancement. **This is a chance to instill the value of a dollar in your youth.**

**Unit Budget
Worksheet**

Use this Unit Budget Worksheet to help you calculate your unit's annual budget.

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Budget Funding

Now that you have a plan, how will you fund your budget?

- Scouting is a great program to teach young people to be self-sufficient.
- A well-organized fundraiser fills this need.
- Today's families are busier than ever.
- Present them with a suggested fund-raising goal to pay for their participation and conduct an efficient funding approach that will allow them to achieve their goal.





Evaluation & Annual Review

The final component of the plan is to **evaluate the year** and look for positive aspects and for things that could be done better. This annual review is a great opportunity to begin the planning process for the next year. By involving as many unit members as possible, you can build a plan that serves the most families.

As part of your unit's annual self-evaluation, it is a great idea to review the requirements for Journey to Excellence.





The magic behind this philosophy is simple

- Involve your unit in the construction of a program plan
- Communicate the plan to your members
- Develop a unit calendar of dates & events
- Plan your budget
- Conduct an organized fundraiser and establish individual goals that will fund each Scout's Ideal Year of Scouting.

Following this planned approach to your unit's program year will lead to exciting adventures.



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Desired Outcomes



Improved Unit Operations



Adventurous Programming



Increased Membership Retention



Youth Planning Skills Development



Increased Family/Unit Ownership



More Successful Fund-raisers



Making a Larger Impact On Our Members



Having Fun, Let the Adventure Begin!

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Additional Tools to Assist Your Planning

Hoosier Trails Council Calendar

Scouts BSA Program Features

Unit Budget Worksheet

Cub Scout Planning Resources

Unit Money Earning Application

Retention Convention Tools

Cub Chat Live

TrekOnTuesday

Steps to Ideal Year of Scouting

Age-Appropriate Guideline

Guide to Safe Scouting



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**Plan your work, then
work your plan.**

- Lord Baden Powell

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