

Troop Event Planning

Purpose:

Give Scouts ownership in planning future events by a Troop discussion on questions needing answers when planning events

Objective:

Scouts should be able to identify essential issues to address when planning activities

Sources:

- Scoutmasters Handbook
- Troop Program Features notebook
- Troop Meeting Planner

Planning overview: BSA stands for Boy Scouts of America - Scouts should plan all events. Adults should step back and support Scouts.

Always remember the

7P's - "Proper Pre Planning Prevents Pretty Poor Program"

General Planning Questions that must be asked first when planning:

What - what do you want to do

Why - why are we doing this (skill building , services etc)

When - when is the date, time and duration of the event

Where - where is the event located

Who - who is the lead planner, who are the participants and who are the supervisors (adults)

How - how will the event happen (supplies, equipment, transportation, communication)

Answers to General Questions Lead to Specific Planning

Questions requiring Specific Answers:

- Event Theme Activities that will occur
- Purpose of event
- Lead Planner
- Location
- Time/Date
- Participants
- Adult Supervision
- Cost
- Permission for event and from participants/parents
- Transportation and Tour Permit
- Supplies needed for entire event

Answers must be **COMMUNICATED**. If no one knows the plan, it won't happen!

WRITE IT DOWN-we all forget sometimes.

- Planner is responsible for getting answers but shouldn't work alone.
- All participants can and should help planner.
- Practice makes the process easier each time.

Planning Troop Meetings

Junior Leaders are in charge -

- Senior Patrol Leader
- Asst Senior Patrol Leader
- Patrol Leader

Adults should just guide.

Remember **BSA = BOY Scouts of America**

Troop Meeting Parts:

- Opening
- Skill
- Game
- Patrol Meeting Announcements
- Scoutmaster Minute
- Closing
- Patrol Leader's Council planning

Troop Meeting Planner:

This form is available, courtesy of the BSA, you can download it and use it to plan troop meetings:

<http://www.scouting.org/forms/34425.pdf>



