Holding the Annual Planning Conference—Checklist

Part 1: Preparation

☐ Where should you hold the annual conference?

☐ Who should play an active role in it?

☐ What role should most adults play?

☐ What supplies will you need in the way of planners and calendars?

☐ Do you have a copy of the Troop Program Planning Chart?

☐ What do you record month by month on your calendar?

☐ What should the outcome of your conference be?

☐ What program features do you want to include?

☐ What timetable have you established for your troop goals?

☐ How many traditional outings have you included on your calendar?

☐ Do you have a mix of familiar and unfamiliar activities?

☐ What are your conference ground rules?

Part 2: The Conference, Step by Step

☐ Step 1: Lead a discussion on troop goals and arrive at an agreed list.

☐ Step 2: Share the draft calendar, review dates, and solicit additional input.

☐ Step 3: Discuss and then vote to approve dates and events.

☐ Step 4: Invite the senior patrol leader to share updates from patrol leaders about programs and themes.

☐ Write the monthly feature and program themes on flipchart or board.

☐ Vote on these items, and take good notes.

☐ Step 5: Add other important dates:

☐ Troop and patrol leaders’ council meetings
☐ Boards of review
☐ Courts of honor
☐ Troop and patrol elections
☐ Troop open house
☐ Service projects
☐ Webelos Scouts joint outings and transition ceremonies
☐ Any other activities that can be scheduled in advance

☐ Step 6: Hold final discussion and vote on plan, calendar, and goals.

☐ Go to the troop committee for final approval.

☐ Work with your chartered organization to make reservations.

☐ Begin making campsite reservations for selected dates and sites.

☐ Step 7: Share the plan with each troop family to make it a living, breathing document.