



Notes from the G.A.D.  
2007-8 Program Preview

# Agenda

- Brief Announcements
- Planning Review
  - Annual Planning Process
  - Centennial Quality Award Role in Planning
  - A Word about Deadlines
- Visit Activity and Service Fair

# Brief Announcements

- District Chair Charles Williams introduced our newest professional, District Executive Mike McGraw. Mike joins our existing team of Jeff, Shannon, and Robert.
- GAD has surpassed its 2007 Family Friends of Scouting. The campaign, ably led by Claudia Hackbarth, recognized a dozen units for their “near 100%” participation of all families as well as two units for their total contributions.

# Annual Planning Process

- Every Unit – Pack, Troop, Team, or Crew – should plan its activities annually and inform its members of the plan
- The general method of planning is the same for all units
- The persons involved with the planning process is different depending on unit type

***NOW IS THE TIME FOR ANNUAL  
PLANNING***

# 5 Steps to Annual Planning

1. Do Your Homework
2. Get Unit Input
3. Conduct The Planning Conference
4. Get Unit Committee Support
5. Distribute The Plan

# 1. Do Your Homework

- Gather District, Community/School, Chartered Organization dates that affect the unit
- Review BSA resources available for planning
- Review advancement status of each Scout
- List goals for the unit
- Build a “straw man”?
- Build committee support?
- Meet with planning team to organize process

## 2. Get Unit Input

- Find out what the unit wants to do
- Done differently for each type of program
  - Cub Scout packs may focus on the registered leaders
  - Boy Scout troops work through the Patrol Leader Council to get input from patrols
  - Venturing crew members typically use brainstorming or other group idea generators

# 3. Conduct The Planning Conference

- Using the data and unit input, the planning team develops a calendar showing:
  - Major theme or emphasis for each month
  - Dates for units activities and meetings
    - Unit meetings, both regular and special
    - Monthly outings
    - Summer activities
    - Deadlines for major events
- Calendar should cover period of one year

# 4. Get Unit Committee Support

- After the annual plan proposal is developed, review it with the unit committee and request its support in conducting the plan
- If the unit committee does NOT support the plan, determine the problem areas and return to step 3
- Typically, the top youth leader presents the plan except for Cub Scouts

# 5. Distribute The Plan

- Once the unit committee approves, distribute the plan to the unit's members as soon as possible so that *your* events can get on the members' calendars before they fill up
- Make extra copies of the plan to use in recruiting new members who will want to know what you are doing
- Remember: the best program in the world can't help youth who don't participate

# Timeline

- Start the process now:
  - District / Council event information available here
  - Most community calendars now available for 2007-8 school year
- Finish planning and obtain unit committee approval by August 1
- Have your approved plan in your members' hands by August 15
- Turn in your calendar to professionals by September Roundtable to meet Honor Unit req't

# Centennial Quality Award Role in Annual Planning

- Include Centennial Quality Award goals in the unit's goals in Step 1
  - Adult leader training
  - Retention / recruiting of youth members
  - Recruiting of additional adult leaders
  - Youth advancement
  - Youth participation
  - Planned, funded program
- Decades of BSA organizational study indicate that these are key factors for every unit's success!

# A Word About Deadlines

- In an effort to assure that every Scout has an opportunity to participate, the District has been lenient in enforcing deadlines
- Chaos has resulted
  - Often 40%-60% register *after* the deadline
  - Event/activity quality is adversely affected, particularly for those who observe the deadline
  - Bulk of the burden falls on other volunteers who are just trying to help out
- The time has come for a change!

# Deadlines Are Not “Soft”

- Activities will be finalized based on the registration as of the deadline
- Late registrations may be wait-listed or returned depending on circumstances
- Individual activities may assess late fees
- Units failing to meet deadlines can have no expectation of being able to participate

Enjoy  
The  
Activity and Service  
Fair!