

How To Conduct A Planning Meeting

Before The Meeting



Gather The People

Invite all pack committee members, den leaders, and parents to a meeting to plan your pack's program. The result of this meeting will be a calendar and plan that all parties agree upon. Ideally, meetings should take place in May, June, or July.



Gather The Information

Collect dates for the upcoming year (holidays, school events, district activities, leader trainings, and community activities) and put into a master calendar to be reviewed and discussed at the meeting.

During The Meeting



Evaluate Last Year

Review what the pack did last year, month-by-month. Do you want to do those activities again? Ask questions like, what events went well? Did we go to camp? Did we sell popcorn? Use this research to help guide what you might want to keep, replace, or improve.



Create An Activity Wish List

Brainstorm activities your pack might want to do this year. Think of new and exciting things to do. Remember the brainstorming rule, which is anybody can suggest anything without criticism. Analysis will come later, after all the ideas have been captured.



Prioritize & Calendar Activities

Is a particular activity something for an individual den or the pack as a whole? Could the activity be incorporated into a meeting? And so on. Take a vote on which activities to include on the meeting schedule, and then add the activities to your calendar.



Make Assignments

Ask for volunteers and record who will be responsible for each event. This would include names, like "Bob Smith" will be in charge of the Blue & Gold Banquet. This is also a good chance to assign responsibilities at pack meetings to dens.



Fund Your Program

Set a budget based on the activities planned, number of boys who are likely to advance, and the number of youth and adult members in the pack. Determine your approximate yearly expenses and plan enough fund-raising activities to cover these expenses.

After The Meeting



Communicate The Plan

Provide your annual plan to every family. Parents will feel much more a part of the pack and be able to plan for Scouting with the pack's calendar in hand. Sharing the annual plan with families could be the most important step in retaining Scouts and building tenure.



Continue

Annual program planning is an ongoing process. Review the plan each month at your parent's meeting to make sure you are still on track, to recruit chairs and other help, or to make assignments or changes as needed.