

# 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.