

Varsity Scout Team Activity Planning Worksheet

Activity: _____ Program manager _____

Team committee member/consultant _____

Place: _____ Date: _____

Team captain's comments: _____

Follow-up: _____

(Filled in by program manager)

Plan the activity. (Meet with your team committee member/consultant; make the plan.)

What needs to be accomplished? _____

Identify needs and resources.

Equipment and facilities needed _____

Determine payment plan for team members. _____

Number of people required _____

Task to Be Done	Assigned To
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Follow-up. At additional meetings and through personal contacts, follow up on all assignments until you are sure that everything is ready. If the going gets rough, call on your Coach for help.

Carry out the plan. Just before the activity, double-check all arrangements. Conduct the activity to the best of your ability, using your supervisor as a resource.

Inform others. Give a copy of the plan to the team captain, program manager, team committee member, and Coach.