

Varsity Scout Team Activity Planning Worksheet

1 Program manager plans the activity.

Activity: _____ Program Manager: _____

Date Desired: _____ Program Advisor: _____

Meetings to Complete Activity

- Single Activity Event
- Multiple Activity Event
- Ongoing (regular intervals)

When Activity Occurs

- Team Meeting/Mutual Night
- Saturday(s)
- Weekday
- Outdoor or Travel Activity
- Overnight Camp Out
- Other: _____

Needs and Resources

What Needs to Be Accomplished: _____

Location/Reservations: _____

Number of People Participating: _____

Resources: (vehicles, equipment, people, etc.): _____

Tasks to Be Done

Arrangements and Costs

Advance Preparation: _____

	Arrangements	Costs
Purchases:	_____	_____
Transportation:	_____	_____
Food:	_____	_____

Assigned To

2 Program manager obtains approval from the program advisor; the program manager makes two copies of this activity plan.

- Reviewed and approved by program advisor
- Original plan given to the program advisor
- Two copies of plan is submitted to the squad leader for approval at Team Leader's Council.

3 Team captain reviews activity plan.

Captain's Comments: _____

Facilities Available/Reserved: _____

Equipment Needed: _____

Tour Permit Turned in _____ Yes No No Travel Two Weeks in Advance:

Follow-up Items: _____

4 Team captain returns one copy of the plan for the program manager's notebook.

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 program advisor as a resource.

- Reflection session held after activity complete (service program manager only).