

Annual Troop Program Planning Conference Planning Worksheet

Two to three weeks before the Annual Troop Program Planning Conference:

- Identify a possible date for the Annual Troop Program Planning Conference (This date far enough away so that members of the PLC can plan around it, so that PLs can get patrol input, and so that the SPL can do his homework.)
- Confirm that each member of the PLC, the SM and the ASMs are available.
- Find a location for the Conference
- Set the date
- Communicate the date and location to the PLC, the SM and the ASMs.
- Determine how and when you will get patrol input.
- Set the date for getting patrol input.
- Do your homework (see page 40 of the SPL Handbook)

One to two weeks before the Annual Troop Program Planning Conference:

- Get patrol input (see page 40 of the SPL Handbook)
- Send a reminder to the PLC, the SM and the ASMs.
- Create an agenda and set goals for the Conference.
- Review the Conference agenda and goals with the SM.

Three days before the Annual Troop Program Planning Conference:

- Contact each member of the PLC individually to confirm their attendance.
- Collect all materials and refreshments that will be needed.
- Confirm that the venue is still OK

On the day of the Annual Troop Program Planning Conference:

- Hold the Annual Troop Program Planning Conference
- Make assignments for PLC to review the needs and feasibility of events and outings

During the week after the Annual Troop Program Planning Conference:

- Review the feasibility of events and outings (Determine if facilities are available. Determine if reservations need to be made. Determine if activities require specific preliminary work.)
- Determine needs of events and outings (How many adults will be required? About how much will it cost? Will everyone be able to participate? In general, get prepared to ask the Troop Committee for what the Troop will need from them to make the activities successful.)
- Create a draft of the Annual Troop Program to share with the Troop Committee.
- Review the draft of the Annual Troop Program with the SM.

At the next Troop Committee Meeting:

- Present a draft of the Annual Troop Program to the Troop Committee.
- Get approval
- Ask the Troop Committee to plan for any resources that will be needed for the Annual Troop Program.

After the Troop Committee Meeting:

- Announce the Annual Troop Program