Calendar Planning
Your Ideal Year of Scouting

CHART THE COURSE
2019 ADULT LEADERSHIP DEVELOPMENT CONFERENCE
LAKE ERIE COUNCIL, BOY SCOUTS OF AMERICA
Objectives

• Define calendar planning
• Understand why to plan a calendar
• Understand how to prepare an calendar
• Understand importance of calendar planning
What is Calendar Planning

• Extended form of annual calendar planning
• Shows what is planned for a unit for the next year and more
• Not full detail
• Framework for a good program
Why Create an 18-month Calendar?

- 18 months allows program to continue while next annual planning session in progress
- An organized unit is a successful unit
- New and existing families need to know what is happening and when
- Units that appear to be “making it up as they go” will have low retention rates and disappointing recruitments
- Be consistent
  - Regular meetings that are not cancelled
  - Committee meetings (at least 6 a year)
Annual Planning Conference

• For long-term overall planning
• Typically held in late spring or early summer
• Outcome should include:
  • Annual calendar with
  • List of monthly program features
    • (e.g., hiking, engineering, wilderness survival)
  • Meeting unit goals
Annual Planning Conference Continued

- Unit’s elected youth leaders should have active role (if applicable)
- Other attendees may include:
  - Committee Members
  - Other Adult Leaders
  - Chartered Organization Representative
  - Unit commissioner
  - Other key people needed to meet unit goals
Planning an Annual Planning Conference

• Led by top Unit Leader and Senior Youth Leader (if applicable)
• Before conference
  • Determine what you need to have at the conference
  • Determine who you need to attend
  • Determine how to fund your activities
Planning Steps

• Step 1: Gather necessary information

• Step 2: Set unit goals

• Step 3: Senior Youth Leader shares with other youth leaders

• Step 4: Invite unit members who will maximize the efficiency of planning
Step 1: Gather Necessary Information

- Key dates
- Key leadership conflicts
- Council activities
- Data collected from the Resource Survey or Activity Interest Survey
- Previous year annual plan
- Unit priorities and goals
- Advancement records for each member
Step 2: Unit Goals

• Evaluate previous events
  • What should we start doing that we are not currently doing?
  • What should we stop doing that is not working?
  • What should we continue doing that is working well and helping us succeed?

• Discuss options for programs and activities
• Determine what the youth want to do
Sample Unit Goals

- Attend summer camp
- Go to Alaska for high adventure trip
- Have an outdoor adventure at least once a month
- Strengthen relations with the chartered organization
- Have events all members can afford
  - Include fundraising in annual planning
Step 3: Share with youth leaders

- To get ideas of what youth want to do
- Get input/ideas from other unit members
Step 4: Invite Attendees

- Maximize efficiency of planning
- Useful attendees
  - Active Adult leaders
  - Youth leaders
  - Chartered Organization Representative
  - Unit Commissioner
  - Mentors
Program Planning Chart

• Records program features, activities, courts of honor, service projects, leader meetings, etc. by month

• Can help ensure leader meetings are scheduled every month and that courts of honor and service projects are evenly spaced throughout the year

• Example
<table>
<thead>
<tr>
<th>Month</th>
<th>Meeting Plan</th>
<th>Special Events/Holidays</th>
<th>Local/Chartered Organization Calendars</th>
<th>Council/District</th>
<th>PLC/VOA</th>
<th>Unit Committee Meeting</th>
<th>Roundtable</th>
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Backdating

- Backdating is also known as reverse planning or scheduling from the end date.
- Look at every activity to see what needs to be done beforehand.
- Backdating allows you to be prepared.
- Allows identification of:
  - Which adults/youth are taking the lead on events.
  - What events cost.
  - What supplies and equipment are needed.
- Example backdater
Objectives – Can you now...

• Define calendar planning
• Understand why to plan a calendar
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In a nutshell

• Annual planning drives program
• Program drives membership and sustainability
Resources

• Annual planning conference details
• Boys’ Life planning resources
• Council calendar