



- \_\_\_\_\_ have input; the only way to achieve the troop's objectives will be with the help of everyone.
- \_\_\_\_\_ Review the resources needed to plan the troop program.
- \_\_\_\_\_ Discuss the program features suggested for the coming year.
- \_\_\_\_\_ Discuss what major events and activities the troop might do during the coming year.
- \_\_\_\_\_ Record these recommendations onto the troop planning worksheet for presentation to the patrol leaders' council.
- \_\_\_\_\_ Discuss the presentation of this information at the patrol leaders' council meeting and the role of patrol leaders in the planning process.
- \_\_\_\_\_ Set a date for the annual troop program planning conference.
- \_\_\_\_\_ Review the agenda and preparation needed to conduct the conference.

## STEP 2: GET PATROL INPUT

This second step in the annual planning process is where the senior patrol leader takes charge. At the next patrol leaders' council meeting, the senior patrol leader introduces the suggested annual troop plan. The patrol leaders need to understand that this is only a *proposed* program. The final program will be developed and voted on at the annual troop program planning conference.

Each patrol leader is asked to review this plan with his patrol members at the next troop meeting. The patrol leader should seek ideas from his patrol on what proposed programs they like or dislike, and what additional programs they might be interested in.

The senior patrol leader then announces the date of the planning conference. He should briefly review the agenda and make assignments for physical arrangements, meals, etc.

## STEP 3: CONDUCT THE ANNUAL PROGRAM PLANNING CONFERENCE

This is the step where your troop program comes alive. The success of this conference began when you, the Scoutmaster, prepared your senior patrol leader. Be alert

throughout the conference to help out the senior patrol leader. Don't wait for him to fail, but be careful not to take over for him. Careful, nonintrusive coaching will help your senior patrol leader build confidence. Share your leadership with him.

*Who attends the conference?* The troop's annual planning conference is attended by the Scoutmaster, assistant Scoutmaster for the new-Scout patrol, assistant Scoutmaster for the Varsity team and/or Venture crew, senior patrol leader, assistant senior patrol leader, patrol leaders, crew chief, team captain, and troop guide.

*Physical arrangements.* Careful planning should ensure that this planning conference is a first-class experience for your junior leaders. Pick a location that would be special to your Scouts, possibly one offering opportunities for other activities, such as swimming, boating, etc. You can make it a weekend experience, although the conference is easily completed in a day.

Whichever you do, don't involve the junior leaders in a lot of housekeeping chores that distract them from the primary purpose of planning the troop program. Consider using other troop adults to cook and clean up, so your patrol leaders' council can concentrate on the task at hand.

Make sure the facilities are suited for a conference. Is ventilation good? Is there sufficient lighting? Electricity for a TV monitor and VCR? Are the chairs comfortable? Are there tables to work on? Is there a way to hang calendars on the wall? Use the checklist below to make sure your facilities will work.

Setting up the conference facility should have been previously assigned to members of the patrol leaders' council. A checklist by the senior patrol leader prior to the conference ensures that nothing is forgotten.

Follow the agenda. When directing a session, your senior patrol leader needs to be alert that it's easy to get sidetracked. If the group starts to drift away from the agenda, a gentle nudge from you may be in order to put them back on course.

Remember the conference ground rules:

1. The senior patrol leader presides.
2. Each event and program is voted on.
3. The majority rules.