

Troop 385 Troop Program Process

The following document is the process by which Troop 385 develops its next year's Scouting program. Troop 385 is a Boy Scout lead program and the Troop program is developed by the Boy Scouts. This is a very important part of Boy Scouting.

The Boy Scouts need to know that this is their program and they have input towards what is done in their troop.

Materials needed

- Poster size post-it paper
- Different colored markers
- Notebook paper – loose
- Pens
- Candy and/or cookies
- Something to drink; pop and coffee

Before the Program Planning meeting

- Make sure that all of the material from the previous planning meetings has been documented on separated sheets by below list. This will give the team something to work off of.
 - Campouts
 - Meetings
 - Day trips
- A blank template for the next year’s program has been put together for each month. The Dates for the camping events are blank; this will be decided at the meeting. The dates for the troop meetings need to be filled in.

M	Date – Camping, Day	Date - Troop meeting event
O	Events	
N	Ex; Pancake breakfast,	Date - Troop meeting event
T	bike hike, or	
H	orienteering course.	Date - Troop meeting event
		Date - Troop meeting event

- The dates for round table, Spring and Fall Camparee’s need to be plugged into the program calendar.
- Currently troop meetings are not held after the June Court of Honor and do not start up until the first Tuesday of September. So, July and August Troop meetings are XXX out.
- Blank templates for the next years topics need to be created for;
 - Meetings
 - Day trips
 - To-Do’s. This will document, What, Who, and Target Date.
- Scheduled time for the meeting in a large room to accommodate everyone. The church is a good choose.
- Tape for making sure that the post-it pages stay up.

Program Planning meeting

- Let all of the Scouts know that this is their troop program and they need to talk about and plan what they would like to do. Leaders and Parents are there to guide the Scouts through this program planning process, NOT develop it for them.
- **Start the Program Planning;**
 - Assign a Scribe for documenting the meeting onto the blank templates.
 - **Camping Events** – The troop usually does not campout during December and January, this leaves 10 camping events to plan. Pick what Camping events for each month. On a blank post-it brainstorm all campouts that the Scouts would like to do. Use the old camping events topics for ideas. Then discuss each and decide which they would like to do.
 - § There will be 3 campouts which need to be in the program each year, Spring Camparee, Fall Camparee, and Web Weekend.
 - § Keep in mind the time of year that each campout is being discussed. You may not want to go to Shades and do canoeing during February or March.
 - **Council Calendar events** – Review this calendar and added items like round table, special hikes, camparee's, OA fellowship campouts, leadership training events, and religious events.
 - **Summer Camp** - On a blank post-it brainstorm all Summer Camps that the Scouts would like to go to. Use the old Summer Camps for ideas. The Troop does not usually attend a Summer Camp more than 2 times in a row. Then discuss each and decide which they would like to do. Assign a Leader who will be in-charge of scheduling and managing the Summer Camp program.
 - **Menu Review** - Once all of the Camping events have been planned, we need to schedule the menu planning into the troop meetings. This is done 2 meetings prior to the camping event. Two meetings prior, the scouts develop the menu. The meeting prior they review the menu to make sure it is what they want to do and then they decide who will be doing the shopping.
 - **Courts of Honor** – The September, December, March, and June Courts of Honor need to be planned. September's is the Troop cookout scheduled 6pm to 8pm.
 - **Scout Leadership elections** – These are 6 month positions and need to be scheduled 1 week prior to the September and March Courts of Honor. This is so the swearing into the positions during the Court of Honor.
 - **Troop meeting preps** – Plan any troop meetings before a camping event that the Scouts need to have to prepare for that camping event. This would be like if we are having a hiking campout the Scouts will need to review hiking requirements and guidelines.
 - **Troop Meetings** – On a blank post-it brainstorm all Troop meetings that the Scouts would like to do. Use the old meeting topics for ideas. Keep in mind the New Scouts joining the troop and making sure that important meetings that will assist them will be scheduled in the April and May

months. sThen discuss each and decide which they would like to do. Assign any To-Do's to the Scouts and/or the Leaders that maybe needed to accomplish a specific meeting requirements. This would be like if 'Police' is going to be the meeting topic, someone schedules the police to attend the meeting and what will be reviewed.

- **Day Outings** - On a blank post-it brainstorm all Day Outings that the Scouts would like to do. Use the old Day Outings topics for ideas. Assign any To-Do's to the Scouts and/or the Leaders that maybe needed to accomplish a specific Day Outing requirements.
- **JLT Training** – Decide a day usually sometime in September or October to hold the JLT training. This is a one day event usually 4 to 6 hours.
- **Troop Program Planning** – Decide a day usually in September or October. This is a one day event usually 5 to 6 hours. The reason this is done during September or October is this will give the Outings Chairperson ample time to book the February and March campouts.

Program Planning Review

- Transcribe all of the information on the post-it's onto a new Troop program calendar. Send this out to the Troop to review for corrections. Give the Troop a few weeks to do this.

Program Planning Approval

- Present the new Troop Program to the troop committee for approval.
- Once approved, post on the Troop website.
- Copies of the Troop Program can be printed but this can be dangerous. If an event is changed or added, all of the copies may not get updated. The Troop website is the master document.