Planning Pack Activities/Events/The Blue and Gold Banquet

A. Yearly Planning to me this is the easiest:

1. Start with identifying a time that you and you committee can come together and work out a yearly plan.

2. Ask your scouts for ideas of places they would like to go and things they would like to do.

3. Collect information: a. Your Pack Calendar from last year (if you have one) b. Your Council Calendar even if it's from the previous year they try to keep dates close to the same year after year. c. School Calendars d. Local Event dates e. Make notes of when Scouts or children are free or discounted.

4. Information you may want noted on your calendar a. Den Meetings b. Pack Meetings c. Committee Meetings d. District Round Tables e. Pack special events (Pinewood Derby, Blue and Gold, Camping) f. District Events (Conservation Derby, Klondike Derby, training) g. Council Events (University of Scouting, Mall Show) h. You can even plan when your fundraisers will be. (Popcorn Sales)

5. Yearly planning completed with a printing of dates and locations if possible

    a. See sample calendar

B. Event Planning: Requires more in depth planning

1. Let's identify what an Event might be.
    Conservation Derby Fishing Derby
    Klondike Derby
    Popcorn Sales
    District Pinewood Derby
    Pancake Breakfast
    Pack Meeting
    Community Service Projects
    Day at the Park
    Camping

    Suggestions?

2. Each of these follows a Pattern of Planning:

    a. Know what you have to do?

    b. When you have to do it?

    c. Where you have to be?

    d. Who needs to be involved to make it work?

    e. How much does it cost?

3. Council and District events have a plus to them - all the major planning is done and you just need to plan to participate.

a. As a Cubmaster, my Pack plans on attending District and Council events such as Conservation Derby, Klondike Derby, Pinewood Derbies and Summer Camps.

b. This means I've cut my planning down for four events. If I only plan one event every month or every two months for my Pack I'm almost done.

c. Keep in mind that planning an event doesn't mean that your scouts will attend an event. That concept may be hard to accept but it leaves goals to work toward.

d. An example might be that you have planned to attend one of the summer day camps, lets say the first year you plan this only 5 scouts attend, but they have a great time and next year you can look forward to having those scouts plus the scouts they talked to coming.

e. Some District event encourage you to plan an event to share with other scouts, like the Conservation Derby and Klondike Derby have events that Packs compete at, your pack may be asked to host an event at the Derby

4. Pack and Den Event Planning:

Scouters have been planning Pack and Den events for many years and they have some helpful guides set up for us to follow.

In your Leaders books, chapter 24 is dedicated to Program Planning. This is set up for a Pack Meeting and it has some helpful planning steps and important things to remember when dealing with boys and their families. (See copies of Program planning- page 24-9) Also, when you are meeting anywhere there are some things you should be looking for, please see Meeting Place Inspection Checklist from you leaders Appendix (See Copy), if you have taken BALOO training you would have a Camping Inspection Checklist also(see copy).

We also have available to us Program Helps. These can be purchased in a book for the year with all dens and pack information or if you get the Scout Magazine you will get copies quarterly. These help you plan every stage of the event from Opening to awards to closing each month.

C. Blue and Gold Banquet

Let's think about our Pattern of Planning again and apply it to Pack Events

1. Know what you have to Plan

a. We will plan a Blue and Gold Banquet
   1) Before the Meeting -Set up
   2) Gathering
   3) Opening
   4) Program
   5) Recognition
   6) Closing
   7) After the Meeting -Clean Up

2. When you have to do it?

a. Select a date

b. Ours will be today

3. Where you have to be?

a. Select a location

1) Check availability
2) Use your check list
3) Reserve the meeting room
4) Make any extra arrangements, tables, chairs, kitchen
5) We will be in the college cafeteria

b. Select a time

c. Select a theme

4. Who needs to be involved to make it work?

a. Advertise! Advertise! Advertise!

1) Make sure your parents know everything about your event, times, locations, theme, what it is about don't assume your parents know what your event is.

2) Let them know it is run by them unless you have made other arrangements, such as catering or had a Scout Troop come in to work for community service hours.

b. We are the workers.

5. How much does it cost?

This can change according to what your plan of events is and your budget. You may chose to have a pot luck dinner, or to have your Pack cook a dinner, or you can have it catered or even to go to a restaurant. Things to remember when figuring cost.

a. Cost of Food

1) If you plan enough in advance you can write letters and ask stores to donate food, paper products, and drinks.

2) Leave time to get a response, some need phone calls to follow up, and don't be surprised by "no".

3) It is a time intensive type of collection, and you, are always at the whim of those making donations.

b. Cost of Paper Products

c. Cost of drinks

d. Cost of decorations

1) Ways to cut costs have your dens make decorations and have a completion and awards for the best decorations.

e. Cost of props

1) Ask your parents, check your parent talent sheets ask for volunteers to make things

2) An old log with holes drilled for candles makes a great prop

3) Pallets make an easy crossover bridge.

f. Cost of awards

1) Although, scout award can be costly you can hand make a number of our own and they are just as nice to receive.

2) Your Cub Scout How to book has some great ideas (see copies)

3) Thank you gifts can also be hand made or very inexpensive

g. Cost of Thank You gifts

h. Cost of room rental if there is one (or camp site etc.)

1) Places to look for meeting rooms, churches, schools, club houses, (Masonic lodge, Legion Posts, Fireman Halls)

2) Most of these have no charge or will waive the fees for nonprofit groups

i. Other event costs to keep in mind

1) Patches for event

2) Crafts

3) Travel costs

4) Advertisement costs

j. Cost at this time was decided prior to today on a catered basis.

D. After Action Reports

1 . This can be a very valuable tool in many ways.

2. If you have never had a budget in your pack this is a way of recording how much an event costs and planning for the next year.

3. You can even go as far as to figure how much you spend on awards and how much it cost your program per scout to run for a year.

4. You can plan your fundraising accordingly.

5. It is a written record of:

a. What was done

b. How it was run

c. Where things were purchased

d. How decisions were made

e. How much time before hand to start planning

f. Point of contacts for donations and facilities

g. Even directions for a game you ran

h. Also include what you liked and what you didn't like

i. Don't forget to put why. It may not seem important at the time, but you may not look at this information for another year. When someone questions why we are making changes you can just look at your notes.

E. Closing

1. In closing in order to "pack in" more events you need to plan the events. If you are just starting to add things take it easy add just one event every other month.

2. Remember and event doesn't have to cost anything or even be hard to plan. Having a waffle ball game at your Local Park or school costs nothing, do it on a Saturday morning and have everyone bring a picnic lunch or just a light snack.

3. For parties have cake baking contests, instead of worrying what to have.

4. Don't forget to add community service projects. Scouting for Food, Keep you town Clean, Make a Difference Day.

5. You can end a community service event with a stop at a local restaurant for hot chocolate and donuts. (make arrangements before hand, they most likely will give you a discount)

6. Remember to take advantage of your District and Council events.

7. You can also organize and plan your own district event.