

## Pack Program Planning Conference Agenda

### Before the Meeting

- Encourage everyone in the pack to attend and help plan a fun and exciting year for themselves and their kids.
- If any families cannot attend ask them what they would like to do next year.
- Select a meeting location large enough for all to attend
- If you have access to a computer with a projector, it could help facilitate the process.
- Fill in the basic information into the planning document in advance; known dates like pack meetings, leadership inventory, number of youth, leaders and dens.

### Who Attends

- Cubmaster
- Committee Chair
- Treasurer
- Any interested leaders or parents
- Unit Commissioner

### Materials Needed

- Program Helps (great planning and program tool available at any Scout shop)
- Council calendar
- District calendar
- Flip chart or chalk board for brainstorming

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### Agenda

#### 7:00 – 7:10 **Welcome and Introductions**

- Purpose of the meeting.

#### 7:10 – 7:55 **Step #1 Planning**

- Brainstorm list of lots on different activities.
- Choose 14 – 16 top activities.
- Insert activities into the calendar until you have your top activity for each month.
- Choose an activity coordinator for each activity (not Cubmaster or Committee Chair).

#### 7:55 – 8:10 **Step #2 Budget**

- Insert estimated cost of each activity into budget worksheet.
- Discuss Scout accounts in not currently using them.
- Break down individual Scout goals for funding their complete Scouting year.

#### 8:10 – 8:20 **Step #3 Leadership Inventory**

- Discuss leadership needs of the pack and develop a plan to recruit the right volunteers.

#### 8:20 – 8:30 **Step #4 Communicating to Families**

- Discuss plan to communicate calendar, activities and budget to all Scouting families.

8:30 **Adjourn** (families that would like to stay can continue discussion)