

# Preparing for the Annual Planning Conference

## Participants

- Committee Chair
- Scoutmaster
- Senior patrol leader

## Step 1: Gather key information.

- School dates (holidays, exams, etc.)
- Community event dates
- Chartered organization dates
- Personal dates
- District and council dates
- Troop Resource Survey data
- Last year's troop annual plan
- Troop priorities and goals
- Scouts' advancement records
- General outline of next year's program
- Dates already committed to (scheduled Philmont trek, national Scout jamboree, etc.)

## Step 2: Involve the senior patrol leader.

- Explain importance of process and his role.
- Discuss program and activity options.
- Discuss troop goals.
- Share outline of next year's program.
- Ask for his input and thoughts.
- Be flexible.

## Step 3: Gather input from Scouts.

- Senior patrol leader shares draft plan with patrol leaders.
- Patrol leaders share plan with Scouts.
- Patrol leaders schedule a meeting to get Scouts' feedback.
- Compare the current plan with the draft plan.
- What should we start doing that we are not doing?
- What should we stop doing that is not working?
- What should we continue doing that is working well?

## Step 4: Invite people to attend the conference.

- Troop youth leaders
- Troop committee members
- Other adult leaders
- Chartered organization representative
- Your unit commissioner (optional)
- Anyone who might be helpful (e.g., parents)