



VENTURING · BSA

SAMPLE - Crew Program Planning Conference Agenda



Before the Meeting

- Encourage every Crew member to attend and help plan a fun and exciting year for themselves and their friends.
- Have each Crew member complete a Venturing Activity Interest Survey.
- Have any adult associated with the crew conduct a Program Capability Inventory.
- Select a meeting location large enough for all to attend.
- Fill in the basic information into the planning document in advance:
 - Dates of Crew meetings, Leadership needs, current youth and leader roster, school & holiday dates.

Who Attends

- All Crew youth members, Advisor, Associate Advisors & Committee Chair
- It's nice to also have the Crew Treasurer
- Any interested parents and committee members
- Unit Commissioner would also be appropriate

Materials Needed

- Venturing Leader Handbook
- Council/District calendar
- Flip chart or chalk board for brainstorming
- If you have access to a computer with a projector, it could help facilitate the process

Sample Agenda

Depending on time and personnel, more topics and specific details can be included in the planning session.

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| 7:00 - 7:10 | Welcome and Introductions <ul style="list-style-type: none">• Purpose, goal and objectives of the meeting |
| 7:10 - 7:55 | Step #1 - Planning <ul style="list-style-type: none">• 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 (youth and adult advisor)• Brainstorm any trips other than weekend events |
| 7:55 - 8:10 | Step #2 - Budget <ul style="list-style-type: none">• Insert estimated cost of each activity into a budget worksheet• Discuss individual accounts not currently being used• Break down individual goals for funding a complete program year |
| 8:10 - 8:20 | Step #3 - Leadership Inventory <ul style="list-style-type: none">• Discuss leadership needs of the crew and develop a plan to recruit new members |
| 8:20 - 8:30 | Step #4 - Communicating to Families <ul style="list-style-type: none">• Discuss a plan to communicate calendar, activities and budget to all Scout families |
| 8:30 | Adjourn (anyone that would like to stay can continue discussion) |