

## 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 calendar in advance; known dates like pack meetings and pack activities.

### Who Attends

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

### Materials Needed

- Den and Pack Resource Guide
- Program planning worksheet
- District calendar
- Flip chart or chalk board for brainstorming

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### Agenda

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| 10 min | <b>Welcome and Introductions</b> <ul style="list-style-type: none"><li>• Purpose of the meeting.</li></ul>  |
| 45 min | <b>Step #1 Planning (JTE #4, 6, 7, 9)</b> <ul style="list-style-type: none"><li>• Brainstorm list of lots on different activities.</li><li>• Choose 14 – 16 top activities.</li><li>• Insert the top 12 activities into the calendar for each month.</li><li>• Choose an activity coordinator for each activity (not Cubmaster or Committee Chair).</li></ul> |
| 15 min | <b>Step #2 Budget (JTE #10)</b> <ul style="list-style-type: none"><li>• Estimated cost of each activity.</li><li>• Discuss Scout accounts if not currently using them.</li></ul>  |
| 10 min | <b>Step #3 Leadership Inventory (JTE #8)</b> <ul style="list-style-type: none"><li>• Discuss leadership needs of the pack and develop a plan to recruit the right volunteers.</li></ul>   |
| 10 min | <b>Step #4 Communicating to Families</b> <ul style="list-style-type: none"><li>• Discuss plan to communicate calendar, activities and budget to all Scouting families.</li></ul>  |
|        | <b>Adjourn</b> (families that would like to stay can continue discussion)   |