



**Scouts Canada
Manitoba Council**

Group Planning Guide

November 4, 2002

Introduction to the Group Planning Guide

On the following pages is a Planning Guide for Group Committees. The guide provides a month-by-month checklist for Group activities throughout the scouting year.

The document can be used by the novice or experienced Group Committee member as a guideline for what should be done or to ensure things are on track with the Group.

There are number of important milestones that are mandatory for Group Chairs and Group Commissioners and a number of suggested activities designed to help out your group.

The document also includes a number planning activities leaders, including elements of the Program Standards.

An electronic copy of this guide will be available and can be adapted to your particular needs.

Please use this tool to make your Scouting experience a great one.

July/August

Group Committee:

Pick up your registration kit in August
Plan registration night

Leadership Team:

Finalize the leadership in each section

Program Planning:

Sections meet to develop a 1 year major activity plan and draft budget
Plan a late August activity to bring youth back together

Parent Participation:

Prepare a plan to get more parent involvement

Recruitment Planning:

Leaders phone youth to tell them about registration
Get registration posters up in the neighborhood

September

Group Committee:

Finalize year end (Aug 31st) financial information and prepare statements
Draft budget for the new year
Start screening for new leaders signed up at Registration night.

Leadership Team:

Have all leaders complete a Physical Fitness Form
Start new leader orientation

Program Planning:

Sections develop a detailed one month plan
Have all sections submit a 3-month program plan for September, October and November.

Area Events:

Distribute copy of the Area Calender to all leaders

Parent Participation:

Hold a parents meeting to increase parental involvement
Do a parents skill survey

Recruitment Planning:

Registration Night

October

Group Committee:

Finalize registration
Leader interviews and reference checks are completed.
Focus on filling open committee positions

Community Involvement:

Line up a Remembrance day event

Leadership Team:

Leaders attend first Area Leaders meeting
Get leaders registered for Woodbadge I
Review Council Speciality training list and get leaders registered

Program Planning:

Sections develop a detailed one month plan
All youth should be invested by month end .
Hold outdoor meetings for all sections.
Hold an outdoor investiture .
Plan Halloween event
Select a Kim and a Keo .

Parent Participation:

Use the results from the Parent skill survey to develop a group resource list.
Start getting parent helpers to complete police record check

Recruitment Planning:

Review the list of youth that did not return and determine why.

November

Group Committee:

Popcorn campaign
Submit late registrations

Community Involvement:

Participate in community Remembrance day event

Program Planning:

Sections develop a detailed one month plan
Plan a linking activity involving all sections
Have all sections submit a 3 month program plan for December, January and February
Plan a weekend outing for all sections

Recruitment Planning:

Get involved in the Bring a Friend promotion

December

Group Committee:

Prepare 1st quarter financial statements
Review Group inventory
Wrap up Popcorn campaign
Complete new leader evaluations
Review Group budget and make adjustments

Community Involvement:

Organize a group Christmas hamper for Christmas Cheer Board

Leadership Team:

Get new leaders invested

Program Planning:

Sections develop a detailed one month plan
Sections plan Christmas activities
Start preparations for participating in the Klondike Derby
Review section planning against Program Standards

Parent Participation:

Plan Group Christmas event involving parents

<p><u>January</u></p> <p>Group Committee: Plan a group activity for Scout week Group Treasurer should review the financial records for each section. Start plans to complete Group Check-up</p> <p>Leadership Team: Register leaders for Woodbadge II</p> <p>Program Planning: Sections develop a detailed one month plan Plan a linking activity involving all sections Plan a outdoor weekend outing for all sections</p> <p>Parent Participation: Recruit parents to help out with Beaver Buggies, Kub Kars or Scout Trucks</p>	<p><u>February</u></p> <p>Group Committee: Hold a Scout Week activity</p> <p>Program Planning: Sections develop a detailed one month plan Have all sections submit a 3 month program plan for March, April and May Ensure all youth and parents are aware of the Council summer programs being offered.</p> <p>Area Events: Participate in Area Scout Week activities</p> <p>Recruitment Planning: Start inviting parents that you have targeted as potential leaders to help out at meetings</p>	<p><u>March</u></p> <p>Group Committee: Start planning early registration Review Group budget and make adjustments Review group camping equipment and arrange replacement or repair</p> <p>Parent Participation: Inform parents of May pre-registration</p> <p>Program Planning: Sections develop a detailed one month plan Start planning for Spring camps Plan a linking activity involving all sections Plan Community Service Activity for all sections Plan a weekend outing for all sections Review section planning against Program Standards</p> <p>Recruitment Planning: Interview existing leaders to determine who plans to return in Sept.</p>
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April

Group Committee:

Prepare mid year financial statements
Scoutrees Month
Plan parent info nights at local schools as part of early registration
Ensure Group Check-up is completed
Review leader service and complete application for 5 or 10 year awards.

Program Planning:

Sections develop a detailed one month plan
Plan Scoutree planting outing
Have third year Beavers, Cubs and Scouts join senior section for the month.
Plan a weekend outing for all sections
Plan a group or section Environmental Awareness project

Recruitment Planning:

Advertise Early registration in local schools
Assemble a recruiting team to identify which sections will require additional leaders and develop a list of potential leaders from existing parents

May

Group Committee:

Conduct early Registration
Complete evaluation of all leaders
Start the screening process on new leaders recruited at the Early Registration

Program Planning:

Sections develop a detailed one month plan
Scoutree planting
Prepare youth for camp
Review section planning against Program Standards.

Area Events:

Area Camps

Recruitment Planning:

Recruit new leaders at the Early Registration

June

Group Committee:

Determine registration dates and locations for September
Identify potential Group Committee vacancies

Community Involvement:

Give thanks to all in the community that helped your group

Leadership Team:

Wrap up meeting to review the year

Program Planning:

Year end review with youth

Parent Participation:

Thank parents that helped out the group during the year

Recruitment Planning:

Submit registration dates, locations and contact names to Council office.