

Role of Scouts:

The SPL determines a Youth Committee Chair who will in turn select other Scouts to be on the committee. A committee will have greater success with Scouts who have great interest in the topic and when there are 2-4 Scouts have greater success due to the ideas brought as well as the workload being spread over more folks. The committee's job is to develop the scope of the Campout Program Theme, and work through the process of planning and organizing the details to make the Campout live up to the Campout Program Theme and the scope you helped outline. Scouts BSA is all about youth leadership. Developing, planning and executing the Program Theme develops your leadership as a Scout.

Role of Adult Advisor:

An Adult Advisor's job is to be a coach to ensure that the scouts are on track with planning the event. Particularly be mindful of time and special needs for a campout that requires super early reservations. The Adult Advisor should only do what the committee cannot, such as when an adult is required to make a reservation or a deposit or sign a contract or waiver. Help the committee to think through the process of planning a campout by asking them focused questions to encourage the scouts to think through the upcoming event logically and thoroughly. Asking the scouts to mentally go through the event step by step (chronologically) can be a useful technique to think through the process. Try not to spoon-feed them. They will learn more about planning if they think through it by themselves. Let the scouts learn by doing as much as possible, and steer them when needed with well-placed questions, such as "what might go wrong with that approach?" or what else might you need to plan for, or anticipate?" There may be times when the committee makes a decision you know will not succeed or has faults. If their safety is not in jeopardy, they should be allowed to continue their path. There are several check point opportunities with the PLC where the shortfall may be discovered, questioned, and rectified through guidance of other youth. Youth will learn more by allowing them to fail in a safe manner and use it as an opportunity to learn.

The Campout Program Planning Process (Activity Plan Follows This Format)

Annual Planning	Scout Role	Adult Advisor Role
	<ul style="list-style-type: none">• SPL leads Troop through selecting Campout Program Themes, one for each month• SPL seeks out Committee Chairs from the Scouts in the Troop for each Program Theme	<ul style="list-style-type: none">• Provides ideas, insights, etc to help Scouts understand possibilities and potential• Scoutmaster or ASM of Programming seeks out Adult Advisors for each Program Theme

Initial Planning ----- Started Right After Annual Planning	Scout Committee Role	Adult Advisor Role
	<ul style="list-style-type: none">• Committee Chair and committee gather with Adult Advisor and work to define what the scope of the campout will be to support the Program Theme.• Potential locations are determined to accomplish the scope along with available campsites• Estimated costs will be determined for each option	<ul style="list-style-type: none">• Provide guidance on all the potential options available to complete the Program Theme so the Scout Committee can have a full picture of the options to choose from• Ask leading questions to the committee to help them hash out the details without imparting personal bias• Ensure Scope and Activities meet requirements in the Guide to Safe Scouting

PLC Plan Approval ----- Completed 1-4 Months After Annual Planning Per SPL Schedule	Scout Committee Role	Adult Advisor Role
	<ul style="list-style-type: none"> • Committee Chair presents plan and estimated costs to PLC for approval or the alternative option if needed. The designated PLC date will be determined by the SPL • Committee Chair works with Adult Advisor to ensure all reservations for approved program locations and campsite are reserved • Determine closest medical facility and directions from campsite, just in case 	<ul style="list-style-type: none"> • Secure program location and campsite • Work with Troop Treasurer to place on Troop Credit Card or place it on your own and request reimbursement from the Troop Treasurer

Program Development and Promotion ----- 4 Months Prior to Campout	Scout Committee Role	Adult Advisor Role
	<ul style="list-style-type: none"> • Committee finalizes the cost of the campout and develops the preliminary schedule for the weekend • Define a few Rank Advancement opportunities that can be integrated into campout in the Program Time and Final Details Section • Work with Adult Advisor on best method to collect Trip Fees and coordinate with Troop Treasurer if needed • Trip flyer created, including costs of trip and method of payment • Committee plans the outline for Troop Meeting programming based on schedule provided by SPL • Committee members work to educate themselves on program • Committee works to secure needed program presenters and engages Adult Advisor as needed to help secure. Scouts should be used for some or all the programming, including older Scouts with the skills or committee members who educate themselves 	<ul style="list-style-type: none"> • Ask leading questions to the committee to help them hash out the details without imparting personal bias • Assist in lining up program presenters as needed. Scouts should consider older Scouts as well as themselves as program presenters • Be a resource to help educate committee members so they can help present the program

PLC Meeting ----- 3 Months Prior to Campout	Scout Committee Role	Adult Advisor Role
	<ul style="list-style-type: none"> • Committee Chair provides an overview of the program to PLC and presents Trip Flyer to PLC for approval at the PLC determined by the SPL • Trip Flyer posted in Scout Hut, shared with Troop Committee Chair (troop214tc@gmail.com) to distribute through Troop communications and to Troop Google Calendar Administrator (t214calendar@gmail.com) • Announcement made about the Campout at the Troop Meeting by Scout on Committee 	<ul style="list-style-type: none"> • Be available for guidance

Final Planning	Scout Committee Role	Adult Advisor Role
----- 2 Months Prior to Campout	<ul style="list-style-type: none"> • Sign-up sheet or instructions on how to sign-up for campout posted in Scout Hut, shared with Troop Committee Chair (troop214tc@gmail.com) to distribute through Troop communications and to Troop Google Calendar Administrator (t214calendar@gmail.com) • Announcement made about the Sign-up at the Troop Meeting by Scout on Committee • Develop final schedule for the trip • Determine and obtain needed equipment and materials for programming. Inform SPL of any room scheduling needs based on the programming 	<ul style="list-style-type: none"> • Ask leading questions to the committee to help them hash out the details without imparting personal bias

PLC, Program Time & Final Details	Scout Committee Role	Adult Advisor Role
----- 1 Months Prior to Campout	<ul style="list-style-type: none"> • Committee Chair presents final schedule for trip to PLC for approval and shares with Troop Leadership • Weekly programming starts at Troop Meetings based on pre-determined schedule 	<ul style="list-style-type: none"> • Be available for guidance

Sign-up Deadline & Grub Masters	Scout Committee Role	Adult Advisor Role
----- 3 Weeks Prior to Campout	<ul style="list-style-type: none"> • Sign-up deadline, attendees list shared with SPL, PL, Scoutmaster, Adult Advisor, and Troop Treasurer • Grub Masters determined with guidance from PL. Assignment of Grub Master should be deferred to those that need the rank sign-off. Grub Master determines any dietary restrictions from attendees • SPL emails attendees and Parents about final details with reminder about how and when to pay trip costs • If SPL/ASPL not attending the trip, SPL recommends to Scoutmaster who will be acting SPL for approval • SPL notifies that individual and ensures that individual is fully up to speed on the details on the trip and the final schedule they will be responsible for executing 	<ul style="list-style-type: none"> • Be available for guidance

Final Payment & Grub Master Sign-off ----- 2 Weeks Prior to Campout	Scout Committee Role	Adult Advisor Role
	<ul style="list-style-type: none"> • Grub Master presents Meal Plan and Duty Roster to PL and Patrol Advisor for final sign-off • Grub Master submits cooking equipment needs to Quartermaster • Final Payment for Campout Fees due to Adult Advisor or designee 	<ul style="list-style-type: none"> • Be available for guidance • Collect Campout Fees

Last Week ----- 1 Week Prior to Campout	Scout Committee Role	Adult Advisor Role
	<ul style="list-style-type: none"> • Attendees provide \$15 to Grub Master for the purchase of food for the trip • SPL sends out email communication on final details 	<ul style="list-style-type: none"> • Be available for guidance • Determine which Adult will be the Medical Advisor for the trip and share with Youth and Adult Leadership • Turnover any needed details and funds on the trip to adult designated by Scoutmaster if you are not attending the trip.

Campout Weekend	Scout Role	Adult Leadership Role
	<ul style="list-style-type: none"> • Scouts gather at Church as determined by final schedule • SPL, ASPL, acting SPL, PL, and Quartermaster lead Scouts in packing all needed supplies into designated vehicles/trailer • Grub Master returns unused money to attendees • Turn in medicine to designated Adult • SPL leads and ensures the schedule for the weekend moves forward, makes alterations as needed with consultation of youth leadership • SPL ensures Adult Leadership is informed of any changes or challenges and engages Adult guidance when needed 	<ul style="list-style-type: none"> • Be available for guidance • Sit back and watch youth succeed or at times fail safely • Step in with SPL when youth, adult, or environmental safety becomes a concern and Youth Leadership is not recognizing and acting upon • Participate in activities as available, ensuring youth are leading and educating other Scouts

Post Campout and PLC Report	Scout Role	Adult Leadership Role
	<ul style="list-style-type: none"> • Submit attendance to Troop Advancement Coordinator to record in Troop Webhost. This record is critical for Advancement purposes. • Note down Roses and Thorns • Wrap-up campout at next PLC 	<ul style="list-style-type: none"> • Ensure final attendance is submitted to Troop Advancement Coordinator. This record is critical for Advancement purposes. • Ensure all camp fees are fully accounted for and submit details to Troop Treasurer • Be available for guidance

1. **Activity Plan:** Use of this plan leads to great success. The SPL should help set-up a committee with access to the activity plan.
2. **Guide to Safe Scouting:** The applicable safety rules per the Guide to Safe Scouting should be reviewed. For example, events that involve swimming, boating, rock climbing, caving, and shooting all have specific rules and requirements in the Guide to Safe Scouting that must be complied with. Further, such events may require certain numbers of adults, and some of these may be required to have certain certifications (which must be current), such as Safety Afloat, Safe Swim Defense, Climb On Safely, Climbing Instructor, CPR, First Aid, Wilderness First Aid, etc. The Guide contains useful advice for most other types of events. The Guide to Safe Scouting is available at <https://www.scouting.org/health-and-safety/gss/>. Please ask the Scoutmaster or an experienced Assistant Scoutmaster if you have any questions.
3. **Planning of the Event:** Use these focused questions to help develop the plan, depending on the nature of the event:
 - a. What are the planned activities?
 - b. Where are the best places for doing them?
 - c. What equipment will be needed? Do we have all or some of it?
 - d. Can this equipment be borrowed or rented for the event?
 - e. If troop equipment is needed, ask if they have reminded the troop and patrol quartermasters to see that they have all necessary equipment in working order and ready for loading before departing for the activity (leaving necessary equipment behind can be a real problem, so checking behind them as we pack to leave is a good idea). If the activity involves rented or borrowed equipment, ask the scouts to consider how they will keep track of who has the equipment and how we will ensure all of it is returned in good working order.
 - f. What individual equipment, if any, will each participant need to bring? (Examples: rain gear, bathing suits, personal floatation devices, snow ski clothing, sunscreen, backpacks, water bottles, compasses, etc.)
 - g. What training might be needed?
 - h. Can this training be done during the preceding troop meetings, or are special meetings required? (For example, shakedown hikes may be required before an extended or a difficult backpacking event, and a shakedown to review all their backpacking gear is always a good idea.)
 - i. What planning is needed for food? Special considerations may be needed depending on the nature of the event. Do we need to accommodate younger scouts who may need cooking requirements for advancement? Backpacking requires backpacking food – high energy, light, and easy to prepare with a minimum of equipment and waste. Food will be the focus of a cooking theme campout. Breakfast may need to be quick if you need to meet at a certain place early. Making lunches in advance and packing them may be required for all day activities away from the campsite, such as caving, rafting, canoeing, day hikes, etc.
 - j. What are the potential safety concerns, and what should be done about them? Is safety training needed? Are adults with special skills or certifications required? (See paragraph 0 below on the Guide to Safe Scouting for more information).
 - k. Is special clothing or gear needed? (For example, winter camping involves both safety and clothing concerns.)
 - l. Do not forget the secondary activities during the event. For example, what is being planned for the evenings? On a weekend event, a PLC is usually needed on Friday night (and may be needed later) to ensure that the patrol leaders understand the schedule and are reasonably prepared and coordinated. Are you going to have a campfire on Saturday night? If so, who is planning and organizing it? (This usually should be the job of the troop campfire coordinator, spirit or cheermaster, depending on the current leadership positions in the troop. Use of BSA Form 33696A, The Campfire Program Planner, is recommended; it is available on the internet). Do not forget Sunday morning, where a continuation of the prior events and some sort of conclusion or wrap-up may be appropriate, and a Scout's Own Church Service is recommended.

- m. Contingency plans should be developed in the event of bad weather, low water, or other conditions that could force cancellation of the events. For example, thunderstorms can force the end of most aquatics' activities, but 30 scouts with nothing to do can lead to trouble – they will find something to do, but it may not be constructive. Having a contingency plan can be invaluable. Look for other activities that could be done, such as advancement activities (e.g., identify 10 plants or wildlife), a nature hike, perhaps with a park ranger, visit to a local museum or scenic site, etc.

4. Suggestions for Effective Meeting & Event Programs

- a. Each program should have several parts: an introduction, learning objectives, a hook, teaching learning, evaluation, conclusion, and reflection. It is impossible to appeal to everyone's learning style, but by varying the presentation format and leadership style used, more scouts find the program enjoyable and useful. Well proven presentation formats include lectures, large group discussions, small or "buzz" group discussions/activities, panel discussions, and hands on instruction. In addition to the presentation format the technology used for the presentation can be varied to appeal to group preferences and resource restrictions. Commonly used technologies include slides, flip charts, chalk or dry-erase board, felt boards, magnetic boards, and "tabletop" slides using a 3 ring binder (similar to a rolladex).

5. Presentation Tips

a. Power Point Presentations

- i. Keep the words on each slide to a minimum; a good guide is the rule of 5: 5 lines per slide and five words to a line (or less)
- ii. Use contrasting colors for background and text colors
- iii. Always test your color scheme on the projector being used because colors on the computer screen and projected colors are not always the same
- iv. Do not use red and green as contrasting colors (red green color blindness)
- v. Try to avoid vibrant red as a background color as it can suggest danger and may be an offensive color to some observers
- vi. Be wary of animations: they can easily get carried away and be a distraction
- vii. Use a remote clicker or ask someone else to advance the slides for you
- viii. For a static slide keep speaking content to under a minute; otherwise cut down on content or use more slides
- ix. KISS (keep it simple silly) and PRACTICE

b. Flip Charts

- i. Have flip chart already filled out to avoid standing in front of the flipchart while writing
- ii. Use consistent lettering (font and case)
- iii. Use colors to organize ideas
- iv. Prewrite important ideas in pencil and write over them in marker during the presentation
- v. Use sticky notes to mark pages
- vi. Use a cover sheet to reveal information as the presentation progresses
- vii. When writing on the flipchart keep a scrap sheet of paper behind the page being written on to prevent bleed through
- viii. Write big

c. Chalk/ Dry Erase Boards

- i. Erase in the horizontal direction working top to bottom to prevent smearing
- ii. Use colors to organize ideas
- iii. Pictures are worth a thousand words
- iv. Bring extra chalk or markers
- v. Practice beforehand
- vi. Clean the board before writing on it

1. Felt/ Magnetic Boards

- 2. Prepare text and pictures with velcro or magnets beforehand.
- 3. Print text rather than hand write it
- 4. Use 1 color for board background and place text on a different color background

5. Felt board is made by draping felt over a rigid surface (or just felt) and uses the hook side of velcro to add text/ pictures to the board
6. Magnetic board can be cheaply made by wrapping a magnetic cookie dish with a thin lightweight fabric and using magnets to add text/ pictures to the board
7. Both boards are very portable and can be used for teaching where extensive facilities are not available

d. *Table Top Slides*

- i. Print Power Point slides with a white background or use colored paper if you want a colored background
- ii. Put printed slides into page protectors
- iii. In the page protector behind a specific slide put in a page of what you want to say about the presentation slide
- iv. On the other side of page protector will be the next slide in sequence
- v. Portable and easy to make

6. Resources

- a. [The Guide to Safe Scouting](#)
- b. [The Boy Scout Handbook](#)
- c. [The Scoutmaster's Handbook](#)
- d. [Troop Program Features, A Guide to Troop Program Planning](#), Volumes I, II, and III. These contain guidance and sample plans for planning programs for troop meetings and outdoor activities, including resource information, checklists, activities, and games for almost every type of scouting event. ***If the scouts use it, their planning effort can be greatly minimized.*** These can be obtained at the Occoneechee Council Scout Shop, and the troop has an older edition.
- e. Troop 214's Resource Guide for Scouts and Parents
- f. [The BSA Fieldbook - The BSA's manual of advanced skills for outdoor travel, adventure, and caring for the land](#). This is an excellent guide for planning outdoor activities. It has guidance on everything you would want to know, from planning and organization considerations, leadership in the outdoors, fitness, first aid, cooking and menu planning, risk management, Leave No Trace, camping and backpacking (including cold and hot weather concerns; equipment and clothing,), aquatic activities, biking, skiing, caving, fishing, search and rescue, and appreciating our environment. The 2004 revision can be obtained at the Occoneechee Council Scout Shop; the troop has an older edition, but the 2004 edition is much better.
- g. [The Scoutmaster's Other Handbook](#) by Mark Ray – see the chapters on Outings, High Adventure, Patrols, Safety, Equipment and Resources.
- h. [The Campfire Program Planner](#) – a two-page planning tool available on the internet.
- i. [Stories for Around the Campfire](#) - a short book available at the Occoneechee Council Scout Shop; good for planning campfire ceremonies.
- j. [Group Meeting Sparklers – Ideas to Brighten any Meeting](#) – a collection of cheers, icebreakers and gimmicks to add energy and excitement to any gathering. It is a short BSA book, available at the Occoneechee Council Scout Shop, and is also good for planning campfire ceremonies.
- k. [Eagles Soaring High – Trail Worship for Christians, Muslims, and Jews](#) - another short book available at the Occoneechee Council Scout Shop; it is designed for backpacking and is small.
- l. The internet – there are more websites than we could mention. Instead, just use your favorite search engine.