

ANNUAL PLANNING

A common element of strong units is they all have a good annual program planned a year in advance, that is then shared with all families in the form of a calendar, trained leaders and the right leaders. Planning ahead allows the unit to generate new ideas, find resources, and allow more Scouts to have a quality program that is exciting and will create memories!



The district key 3, district committee chairs (e.g., activities, program, training, membership, advancement, finance) and the Order of the Arrow chapter adviser should be invited to the calendar planning meeting typically held during the January district committee meeting. The various committee chairs should bring proposed dates to the district calendar planning meeting. The district calendar should be finalized no later than the February district committee meeting. The district calendar will be posted on the district website.

District dates to include:

- District meetings
- Recharter training
- Fall and spring recruiting training
- District activities
- OA chapter meetings and activities
- District nomination awards deadline
- Training (e.g., IOLS, BALOO)

- District are to have a new Cub Scout event (theme TBD) in the fall. These events should have a variety of activities (e.g., BB, archery, Scout Fair type booths run by packs, games, Bobcat activities). This event can be for new Scouts only, but ideally includes all Cub Scouts (e.g., cuboree, Scout Day). Lions cannot participate in BB guns or earn the Bobcat badge so plan additional activities that the Lions will enjoy. The Lion's Honor badge has similar requirements to the Bobcat badge.
- District should have competitive skills events to meet the aims and purposes of Scouting for various age levels (e.g., camporee, Webelos Woods, first aid meet, pushmobile, derbies).
- Combine events to get the biggest bang for the buck (e.g., a cuboree with Bobcat activities for new Scouts with shooting sports, derby races and/or fishing).
- Remember that activities can be used as both a public relations event and recruiting.
- A balanced plan is to have ~6 events that supplement, but do not take the place of the unit programs: camporee, Cub Scout event in the fall to include recruiting (e.g., cuboree, fishing tournament, Scout Day), first aid meet (could combine with a neighboring district), Webelos Woods (for 4th and 5th graders), day camp and district dinner. Source: scouting.org/filestore/mission/pdf/33082.pdf
- Every event must have a budget. Submit budgets to the district executive by August for the next calendar year. All registration is completed through Doubleknot.
- Reserve council camps between Dec to Feb for the following year. Requests are processed on a first-come, first-serve basis based on availability and program areas requested. Final reservations (e.g., specific number of campsites) are adjusted two months out based on RSVPs to the event and registration history in Doubleknot. (see resources page attached)
- Multi-unit events: Chartering organizations are not authorized to plan, promote, or deliver programs for units outside of their charter. Units that wish to host events involving other units must have approval. This includes events for packs, troops, crews, and ships from the same council ([source, page 20](#)).

Instructions

1. Visit shac.org/events for a printable version of the district draft calendar.
2. Review the draft calendar at the January district committee meeting.
Resources for meeting:
 - Printable draft calendar (available at shac.org/events). The online draft calendar can be edited before the meeting by the district webmaster or submit updates to shac.org/draft-calendars.
 - Edit the monthly calendar below.
3. Finalize the district calendar at the February district committee meeting.
4. A district committee member submit corrections to shac.org/draft-calendars by February 15th.



Prepared. For Life.™

District Activities and Training Resources

Sam Houston Area Council

District Activities Committee Resources

Events that involve more than one unit are considered a district event and must have approval.

- Program / Activities chair resources: shac.org/district-operations/#activities
- Event Chairs Guide to Running District Events: shac.org/district-operations/#activities
Send to every event chair (covers budgets, reimbursement, registration, planning, promotions, tips, Rocket Day, check request form, PO requisition form, ect.)
- BSA Activities and Civic Service Committee Guide: scouting.org/filestore/mission/pdf/33082.pdf
- Work Plan (pp 7-11) – what the program chair should be covering in district committee meetings: shac.org/Data/Sites/1/media/resources/district-operations/workplan2012-allpages.pdf
- Job Descriptions: (pp 23-32) shac.org/Data/Sites/1/media/resources/district-operations/district_job_descriptions_v6.pdf

District Training Committee Resources

All trainings must be approved and should be open at least two months prior to the training.

- Training chair resources: shac.org/district-operations/#training
- Training schedule: www.shac.org/training-schedule
- Submit a training course for approval: shac.org/submit-training-course

Registration/Doubleknot Activity and training registrations should be open at least 3-months prior to the event.

- Council registration policies: shac.org/district-operations/#registration
- Draft event registration links: shac.org/events
- Event registration support: shac.org/dk
- Doubleknot support: shac.org/dk
- Doubleknot: How to pull reports: shac.org/report-instructions (obtain password from the DE)

Reserve Council Camps Council camps should be reserved in January for the next program year (Aug. to Aug.)

- samhoustonbsa.doubleknot.com/event/request-camp-reservation/2833526

Equipment

- Request quartermaster equipment: shac.org/qm
- Request shooting sports supplies: shac.org/request-shooting-sports-equipment

Day Camp Resources: day-camp.shac.org

Website Support: samhoustonbsa.doubleknot.com/survey/website-feedback/83602

Short-term Camp Administrator Training (SCAT) To request SCAT training, contact Program Services.

- SCAT: scouting.org/outdoor-programs/camping/short-term-camp/

Event Close Out Meeting (ECOM).

Completed by the event chair no later than 2 weeks after an event and reviewed with DE.

- ECOM form: shac.org/Data/Sites/1/media/resources/district-operations/ecom.doc

Social Media & Communication Guidelines

- Communication Guidelines: communications.shac.org/communication-guidelines

Important Program Planning Dates

Jan.	District committee reviews draft calendar available at shac.org.org/draft-calendars . DE submits council camp reservations.
Feb.	District committee finalizes the district calendar for the next year (Aug-Aug) including dates of all district events and submits corrections council at shac.org.org/draft-calendars
May	Promote district calendar and events for the next program year at the district Program Preview during May roundtable.
Aug.	District activities chair, in cooperation with the district executive, submits event budget for all district events (Jan-Jan) to council

