



Checklist for Unit Program Plan

This resource is for to help you determine your annual program plan.

1. List the activities and meetings the unit did last year (or the last two years).
2. Populate the unit calendar (in order) with holiday, local school and charter organization activity dates that would preclude a majority of your families from participating in unit activities. See checklist on next page for assistance.
3. How much does your unit include the Scouts in on the program plan? Packs should include them to some extent, while troops and crews should have Scouts do the majority of the planning.
4. Analyze how many new activities and meetings are needed. Decide what activities and meetings the unit is going to repeat. For most units, summer camp is always a fixed week and place. The other monthly campouts are not so ridged but the dates may be fixed (e.g. second weekend of the month).
5. Populate your calendar with council and district activities that your unit will be participating in this year, if any.
 - a) Look for new places to go or activities! How can the unit improve the program?
 - b) Assign responsibility to both Scouts and Scouters. Who is going to do what?
 - c) Allow for Scouts to make mistakes, but do not allow the unit to fail.
6. Include succession planning. When are new leaders chosen?



These events are to be considered for inclusion in the Unit Calendar. Add your Unit's traditional activities to the program plan!

PACKS	TROOPS	TEAMS	CREWS/SHIPS
HOLIDAYS			
Rosh Hashanah	Rosh Hashanah	Rosh Hashanah	Rosh Hashanah
Yom Kippur	Yom Kippur	Yom Kippur	Yom Kippur
Christmas	Christmas	Christmas	Christmas
Easter	Easter	Easter	Easter
SCHOOL DISTRICT DATES			
Fall Open House	Fall Open House	Fall Open House	Fall Open House
First Day of School	First Day of School	First Day of School	First Day of School
Holidays	Holidays	Holidays	Holidays
Winter Break	Winter Break	Winter Break	Winter Break
In Service Days	In Service Days	In Service Days	In Service Days
Spring Break	Spring Break	Spring Break	Spring Break
Last day of School	Last day of School	Last day of School	Last day of School
COUNCIL EVENTS			
Fall Wood Badge	Fall Wood Badge	Fall Wood Badge	Fall Wood Badge
Spring Wood Badge	Spring Wood Badge	Spring Wood Badge	Spring Wood Badge
Fall Univ of Scouting	Fall Univ of Scouting	Fall Univ of Scouting	Fall Univ of Scouting
Spring Univ of Scouting	Spring Univ of Scouting	Spring Univ of Scouting	Spring Univ of Scouting
School Night For Scouting	School Night For Scouting	School Night For Scouting	School Night For Scouting
Popcorn sales	Popcorn sales	Popcorn sales	Popcorn sales
Camp Card sales	Camp Card sales	Camp Card sales	Camp Card sales
Council Pinewood Derby	CYCLE	CYCLE	CYCLE
	OA Vigil Weekend	Grey Wolf	Venturing Camporee
	OA Section Conclave		Grey Wolf
	Grey Wolf		Venturing Week at Summer Camp
DISTRICT EVENTS			
Fall District Camporee	Fall District Camporee	Fall District Camporee	Fall District Camporee
Spring District Camporee	Spring District Camporee	Spring District Camporee	Spring District Camporee
Scouting for Food	Scouting for Food	Scouting for Food	Scouting for Food
Re-charter turn-in	Re-charter turn-in	Re-charter turn-in	Re-charter turn-in
Roundtable	Roundtable	Roundtable	Roundtable
Pinewood Derby	Klondike Derby	Klondike Derby	Klondike Derby
UNIT EVENTS			
Community Service	Community Service	Community Service	Community Service
FOS Presentation	FOS Presentation	FOS Presentation	FOS Presentation
Annual Planning Meeting	Annual Planning Meeting	Annual Planning Meeting	Annual Planning Meeting
New Leader Training	New Leader Training	New Leader Training	New Leader Training
Fundraising	Fundraising	Fundraising	Fundraising
Blue & Gold Banquet	Short Term Campout	Short Term Campout	Short Term Campout
Pinewood Derby	OA Election	OA Election	Youth Leadership Election
Summer Resident Camp	Youth Leadership Election	Youth Leadership Election	High Adventure
Summer Activity	High Adventure	High Adventure	Crew Meeting
Pack Meeting	Troop Meeting	Team Meeting	Joint Crew/Troop Activity
Awards Presentation	PLC	Joint Team/Troop Activity	Youth Leadership Training
Webelos to Scout Crossover	Court of Honor	Youth Leadership Training	Banquet
Arrow of Light Ceremony	Webelos to Scout Crossover	Banquet	Summer Camp
Joint Pack/Troop Activity	Joint Pack/Troop Activity	Summer Camp	
Outdoor Activities	Youth Leadership Training		
Den Meetings (locations)	Banquet		
Committee Meetings	Summer Camp		
Boy Talks/Open House			
Polar Camp			