



Be Prepared

The Scout's motto is founded on my initials, it is:

Be Prepared,

which means, you are always to be in a state of readiness in mind and body to do your duty;

Be Prepared in Mind by having disciplined yourself to be obedient to every order, and also by having thought out beforehand any accident or situation that might occur, so that you *know* the right thing to do at the right moment, and are willing to do it.

Be Prepared in Body by making yourself strong and active and *able* to do the right thing at the right moment, and do it.

Robert Baden-Powell
Scouting for Boys
1908 edition

Program Planning

There is an old saying, "Plan your work and work your plan." Everything that happens in a program year starts with a plan. Most program planning follows the school year starting in September. Now is the time, if you have not already done so, to create your annual program. While the process is different for Packs, Troops and Crews, the end result is the same - a detailed written program including a schedule of meetings and events that is distributed to all concerned - including parents.

Cub Scout Program Planning

Involves two main steps:

- Conducting an annual program planning conference
- Conducting a monthly leaders' meeting, this is used to nail down last minute details for the upcoming pack meeting and to make specific plans for the following month. Ideally, the leaders' meeting should be scheduled at least two weeks before the pack meeting (which ends a program month) to allow den leaders adequate time to make preparations for their next month's weekly den meetings.

Planning Conference

- Who attends? Cubmaster, assistant Cubmasters, pack committee, den leaders and den chiefs
- Resources:
Program Helps
Council Calendar
Sponsoring Institution Calendar
Local school and church calendars
Requirements for Quality Unit Award, Nat'l Den Award, Nat'l Summertime Pack Award
Leader Book and other scouting reference books
- What to do:
Select monthly themes

- Select dates for Pack, Leader and Committee Mtgs
- Select and schedule special pack activities such as:
Pinewood Derby
District Activities, i.e. Cub Olympics
Service projects, i.e. Scouting for Food
Money earning projects, i.e. Popcorn Sales
Summer Activities, i.e. Day/ Family camping

Boy Scout Program Planning

Troop program planning follows a pattern, as does pack planning, but it involves the Scouts in much more of the process. (See chapter 8 of the Scoutmaster Handbook.)

Resources:

- Troop Program Features Vol. 1-3
- Troop Program Resources
- Council Calendar
- Sponsoring Institution Calendar
- Local school and church calendars
- Requirements for Quality Unit
- SM Handbook and other references

There are five recognized steps:

1. Do the homework (getting ready)
2. Find out what Scouts want (patrol leaders can do this)
3. Hold the Patrol Leaders' Annual Planning Conference, with the SPL presiding and the SM, ASMs, and PLs in attendance
4. Secure Troop Committee support
5. Pass the word. Share the plan with all Scouts, families, the chartered organization and unit commissioner

The "To Do" list is similar to the one for Packs but also includes dates for Boards of Review and Courts of Honor.

You may want to consider combining the

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PLC planning conference with your Scoutmaster’s Junior Leader Training.

Also, do not forget the monthly PLC meetings to plan for the upcoming month - and a short conference after troop meetings to check weekly assignments.

Venturing Program Planning

Our youth members are now responsible for planning while the adult advisors do just that - *advise*.

Three things should take place before the annual planning conference:

- Program Capability Inventory conducted by the crew committee and adult advisors
- Activity Interest Survey of the entire crew conducted by the crew officers
- Brainstorming session involving the entire crew to bring out ideas that are not on the survey

At the Crew Officers’ Seminar (annual planning retreat)

- Match activity interests with resources
- Fill in the gaps. Crew officers may feel an activity should be added to balance the overall program
- Schedule the activities

After the seminar

- Select an interested and capable Venturer as chairperson and an adult consultant for each activity
- Follow-up is vital. Assume nothing!

CNJC Program Launch

One stop shopping! Program Launch on Saturday, August 29, 2009, from 8:30 AM—12:00 PM at Middlesex County College, Edison, NJ is your place to pick up ideas and materials to support your unit program for the next year. Council Calendars, BSA supplies, Scout friendly vendors, and ongoing training classes are all available at **Program Launch**.

This year’s Program Launch will include camping opportunities, tools to help your unit maintain / increase membership, fundraising solutions for your unit’s budget needs, registration supplies, and program information for the upcoming year! Also, we will have outside non-Scouting vendors showcasing their supplies, products, and opportunities for you to consider!

District Commissioners

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Training Dates

NYLT

Date 8/2-8/09

Place YCSR

Commissioner Conference

Date 8/29/09

Place Middlesex County College

NYLT

Date 11/6-8 & 13-15/09

Place YCSR

Council Events

NOAC

Date 7/31- 8/6/09

Place Indiana University

Program Launch

Date 8/29/09

Place Middlesex County College

OA Ordeal

Date 9/11-13/09

Place Yards Creek

Diocese of Trenton

Catholic Committee on Scouting Annual Retreat

Date 9/25-27/09

Place Citta Scout Reservation

Beaver Day

Date 10/10/09

Place Yards Creek

Make sure to attend **Popcorn Training** in order to make the most of your popcorn sale. **Attendance = 2% bonus.**

Other training classes you can sign up for include:

Successful Fall Recruitment

Rechartering Do’s and Don’ts

Boy Scout Advancement

How to Budget your Unit’s Activities

Friends of Scouting Presenter Training

Risk Management/ Guide to Safe Scouting

Each Scout unit should send their Activities Chair, Advancement Chair, Popcorn Chair, Fall Round-up Chair, Unit Leader, and any interested volunteers so they can learn about all the new year-round Scouting Program opportunities.

Fax in your Recruitment Flyer Request Form

(available at www.cnjcsouting.org) **before Wednesday, August 19, 2009**, with your Fall Recruitment Round-up date. Your flyers, yard signs, Boy’s Life mini-magazines, youth and adult applications, and parent orientation booklets will be printed in advance and delivered to you at Program Launch!

Register on-line at www.cnjcsouting.org

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