



BOY SCOUTS OF AMERICA®
NORTH FLORIDA COUNCIL

GUIDE TO PLANNING YOUR UNIT'S

“IDEAL YEAR OF SCOUTING” 2018-2019



Dear Scouting and Exploring Volunteers,

What keeps youth in the programs of Scouting and Exploring? Studies show, these are the key ingredients to keeping youth engaged:

- Fun and interactive regular meetings with advancement
- Informed parents who understand the calendar and the budget
- High communication

Your unit may already be checking each of these boxes. If so, keep it up! This is a tool to help keep that momentum going or get it started. The goal is to have each unit use this tool to help your youth have an **Ideal Year of Scouting!**

This summer, your unit committee (youth leaders should be involved for Troops, Crews and Posts) should plan out its program for the next year. Going through this process will help you excite your families, retain your Scouts and Explorers and it will help you recruit more leaders.

While this is a simple process, it will probably take 2-or-3 meetings to complete.

Here are the basic steps:

- **Membership** - How many of your Scouts/Explorers will be returning in the fall and how many more do you expect to pick up at a Sign Up Night, Open House or through other efforts?
- **Volunteers** - Who is confirmed and where do you have holes to fill?
- **Program** - Brainstorm a big wish list of all the activities you'd like to do over the next 12-18 months.
- **Calendar** - Create a calendar and fill in the items you know will be happening (Camporee, Cub Family Campout, Pinewood Derby, Courts of Honor, Blue & Gold, trips, etc.) Then take your top ideas from the Brainstorming session and fill those items in to finish up your calendar.
- **Budget** - Families want to know how the money for your unit is brought in and spent. Keep them in the loop. Look at the cost of all your activities for the year and other Unit expenses (such as awards, camperships, equipment and registration) and plot them out. Know what it will cost for a youth to have a full year of program in your Unit.
- **Income** - How are you going to pay for all of this fun? Most should come from unit fundraisers. Figure out what your fundraisers for the year will be and start creating excitement for them. Popcorn and Camp Card sales are easy options because they are branded to support Scouting. If your unit wants to do more, just make sure you are following the BSA policies for Unit Fundraising. Those fundraisers will deliver the program that you have planned out!
- **Educate** - Let your parents know the plans for the next year. Show them the calendar and the budget. Show them how money raised can help their youth earn their Ideal Year of Scouting. For Cub Scouts, have a "Back to the Pack" kickoff event in early August. Troops/Crews/Posts should plan a fun event, such as, a picnic to bring everyone together and review the plan. These events are a great time to engage new volunteers, plan fall fundraisers and prepare for Sign Up Night.

In this packet are the tools you need to have an Ideal Year of Scouting. If you have questions or need help, contact your Unit Commissioner or District Executive. They can help walk you through this process. Also, the national office provides some great online resources for program planning, which can be found here: <http://www.scouting.org/Home/BoyScouts/ProgramPlanningTools.aspx>

Thank you for making Scouting/Exploring happen for the youth in your unit.

Have a GREAT year!



Patrick Linfors
Director of Field Service
North Florida Council

Ideal Year of Scouting Seminar

1. Membership Planning

First, look at your recruiting goals for new members.

Ideal Size of Your Unit: _____

Current # of Members: _____

Using these two numbers you can calculate the number of members you will need to start the program year with to end the year at your ideal size. You can use your unit's specific retention rate in the next calculation if desired (Ask your DE for that number).

$$\begin{array}{rcccl}
 \underline{\hspace{2cm}} & \times & \underline{0.65} & = & \underline{\hspace{2cm}} \\
 \text{Ideal Unit Size} & & \text{Average Retention} & & \text{Unit Size Needed} \\
 & & \text{Adjustment} & & \text{Beginning of Program} \\
 & & & & \text{Year} \\
 \\
 \underline{\hspace{2cm}} & - & \underline{\hspace{2cm}} & = & \underline{\hspace{2cm}} \\
 \text{Unit Size Needed} & & \text{Current \# Members} & & \text{New Member Recruitment Goal}
 \end{array}$$

2. Leadership Planning

Briefly review the positions required below and your current status.

POSITION	CURRENT VOLUNTEER(S)
Chartered Organization Representative (Assigned by chartering organization)	_____
Committee Chair:	_____
Cub Master/Scoutmaster/Advisor:	_____
Asst. CM/ Asst. SM/ Assoc. Advisor:	_____
New Member Coordinator:	_____
Treasurer:	_____
Trainer:	_____
Popcorn Kernel (MC):	_____
Camp Card Chair (MC):	_____
Blue & Gold/Court of Honor Chair (MC):	_____
Friends of Scouting Chair (MC):	_____

3. Brainstorming

Brainstorm activity and event ideas for the next 18 months. Do not consider cost during this brainstorm session. List the programs that you think will make your unit the best in the district.

4. Activity Calendar

Now, plan your year by incorporating some of your ideas from step 3. Remember to include the items from the district and council calendar. Suggestions to include below:

- Cub Scouting
 Back-to-the-Pack (August)
 Frog Jog at Shands
 Cub Family Campouts
 Blue & Gold Banquet (Feb)
 Pinewood Derby (Spring)
Cub Day Camp

- Boy Scouting
 Court of Honor (July)
 Court of Honor (Oct)
 Court of Honor (Jan)
 Court of Honor (April)
 District Camporees
Boy Scout Summer Camp

Month	Activity	# Youth	Cost/Youth	Total Cost
Aug.				
Sept.				
Oct.				
Nov.				
Dec.				
Jan.				
Feb.				
Mar.				
Apr.				
May				
Jun.				
Jul.				
	Total Program Cost			A=\$

5. Budget Planner

Now add other unit expenses to the activities you've included from step 4.

Item	Cost Per Person	# People	Total Cost
Total Activity Cost from Step 4			A=\$
Youth Registration (includes liability insurance & adult background checks)	\$33.00		
Accident Insurance	Covered by Council		
Boys' Life magazine	\$12.00		
Uniforms purchased by unit			
Advancements			
Religious Emblems			
Adult Leader Registration (includes liability insurance & background checks)	\$33.00		
Adult Training paid by unit			
Adult Recognition			
Equipment Needs in Next 12 Months			
Equipment Needs in 2-3 Years			
Unit Fundraising Prizes			
Mailing & Postage			
Miscellaneous Items			
Total Expenses			B=\$

Now it's time to calculate your sales goal and projected income for Camp Cards.

$$\underline{\hspace{2cm}} \times \underline{1.1} = \mathbf{E}=\$ \underline{\hspace{2cm}}$$

Last year's sales total Average Yearly Increase Camp Cards Goal

$$\mathbf{E}=\$ \underline{\hspace{2cm}} \times \underline{.50} = \mathbf{F}=\$ \underline{\hspace{2cm}}$$

Camp Card Goal Commission Projected Camp Card Income

Add up your unit's income, not including the popcorn sale. **Remember, unit dues typically don't exceed \$5 a month and should not be collected at once for the year. (See attached)** Please note that per BSA policy, Scouting units may not receive direct donations. (Don't include registration or Boys Life as income if it's the unit's goal to pay for it.)

Item	Collected Per Youth	# Youth	Total Income
Registration Fees	\$33		
Boys' Life Subscription	\$12		
Dues			
Camp Cards Fundraising Income (F)			F=\$
Other Income			
Total Income			C=\$

Subtract your projected income (c) from your projected expenses (b). This will give you your projected popcorn sales goal.

Total Projected Expenses (B) \$ _____
 Total Projected Income (C) -\$ _____(minus)
 Popcorn Sale Need = \$ _____(D)

6. Income Planner

Next, calculate the amount of Popcorn and Camp Cards your unit and each youth needs to sell to meet your budget.

Popcorn

$$\frac{\text{\$ } \underline{\hspace{2cm}}}{\text{(D) Popcorn Need}} \div \frac{.30}{\text{Popcorn Commission}} = \frac{\text{\$ } \underline{\hspace{2cm}}}{\text{Popcorn Sales Goal}}$$

$$\frac{\text{\$ } \underline{\hspace{2cm}}}{\text{Popcorn Sale Goal}} \div \frac{\hspace{1cm}}{\text{\# of Youth}} = \frac{\text{\$ } \underline{\hspace{2cm}}}{\text{Per Youth Popcorn Goal}}$$

Camp Cards

$$\text{E } \frac{\text{\$ } \underline{\hspace{2cm}}}{\text{Camp Cards Sales Goal}}$$

$$\frac{\text{\$ } \underline{\hspace{2cm}}}{\hspace{1cm}} \div \frac{\hspace{1cm}}{\hspace{1cm}} = \frac{\text{\$ } \underline{\hspace{2cm}}}{\hspace{1cm}}$$

Cards Sales # of Youth Per Youth Camp Cards Goal

Goal

$$\frac{\text{\$ } \underline{\hspace{2cm}}}{\text{Per Youth Camp Card Goal}} \div \underline{\text{\$5}} = \frac{\hspace{1cm}}{\text{\# of cards per youth}}$$

Sample Operating Budget Worksheets

For Packs: http://www.scouting.org/filestore/pdf/510-278_WB.pdf

For Troops: http://www.scouting.org/filestore/boyscouts/pdf/510-277_WB.pdf

For Crews: http://www.scouting.org/filestore/venturing/pdf/510-279_WB.pdf

For Posts: See Budget Planning Worksheet at www.exploring.org

For General Policies, Procedures and Guidelines – Programs, Products and Services:

<https://www.scouting.org/council-support/council-services/council/policies-procedures-and-guidelines/>