

Aquila Annual Planning Checklist

Do Your Homework

- ☐ **Create Draft Calendar**
 - ☐ Gather National Holidays
 - ☐ Gather school dates
 - ☐ Gather important town dates
 - ☐ Gather District and Council dates
 - ☐ Fill in troop activities in remaining dates
- ☐ **Create Draft Budget**
 - ☐ Cost estimates for major events
 - ☐ Cost estimates for non-activity items (publicity, gear, etc.)

Get Feedback

- ☐ **Survey youth and parents on previous year's activities**
- ☐ Propose activities to keep and replace based on feedback (keep ~80%)

Annual Planning Conference

- ☐ What to bring
 - ☐ Draft Calendar
 - ☐ Cost estimates for major events and operational costs
 - ☐ Previous Annual Plan and Feedback Results
 - ☐ Journey to Excellence Scorecard
 - ☐ Your unit commissioner
- ☐ **Questions to answer**
 - ☐ Which activities from last year will be replaced with new ones? (keep ~80%)
 - ☐ When will we hold our major recruitment event? What is the event?
 - ☐ Which adult leader positions need to be filled? Who are the candidates?
 - ☐ What is the estimated cost for all activities and operations?
 - ☐ Will the fundraiser cover the costs? Is the contribution for each scout acceptable?
- ☐ Outputs
 - ☐ **Program Plan with complete calendar**
 - ☐ **Membership Plan with recruitment events, crossover, and adult candidates**
 - ☐ **Finance Plan with fundraiser specifics and contribution for each scout**

Unit Committee Vote to Adopt

- ☐ Present highlights of plan (calendar, fundraiser, contribution for each scout)
- ☐ Collect feedback and revise as needed

Publicize Annual Plan

- ☐ Send to youth and families as soon as plan is adopted