

Activities Committee

District _____	Date _____
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1. Committee Members and Attendance record. List Committee members and (✓) check those in attendance

Committee Member	Name	Phone	Email
<input type="checkbox"/> Program Chair	_____	_____	_____
<input type="checkbox"/> Activities Chair	_____	_____	_____
<input type="checkbox"/> Communications and Media Chair	_____	_____	_____
<input type="checkbox"/> Day Camp Director	_____	_____	_____
<input type="checkbox"/> Day Camp Program Chair	_____	_____	_____
<input type="checkbox"/> Quartermaster	_____	_____	_____
<input type="checkbox"/> Health and Safety Chair	_____	_____	_____
<input type="checkbox"/> Scouting For Food Chair	_____	_____	_____
<input type="checkbox"/> _____	_____	_____	_____
<input type="checkbox"/> _____	_____	_____	_____
<input type="checkbox"/> _____	_____	_____	_____
<input type="checkbox"/> _____	_____	_____	_____
<input type="checkbox"/> _____	_____	_____	_____

Activities Plan: November: Unit Leader's opinion poll completed May: Program Preview
January: Proposed calendar (Aug – Aug) of District Activities presented to District Committee August: All event Budgets due to Council (Jan – Jan)
March: Final approved calendar (Aug – Aug) distributed to Units

2. Progress towards goals.

District Activities Goals:	District Goal	Actual as of
% of Cub Scouts/Webelos Scouts registered in day/twilight camp (JTE-D7)	_____	_____
% of community service provided by Scouts, leaders, others (JTE-D9)	_____	_____

3. Review work plan for assignments not completed since last meeting. Jobs not completed are carried forward.

4. Review of District events (held since last meeting).

Event _____	Date Held _____	Location _____
# Pre-registered _____	# On-site registration _____	# Units that participated _____
List units that participated _____		
<input type="checkbox"/> Evaluation forms reviewed <input type="checkbox"/> Notes/suggestions for next year documented <input type="checkbox"/> Event Close Out Meeting with DE (required)		
Summary:		

5. Upcoming District events. See attached worksheet.

6. District Communications. Includes website, social media, newsletters.

7. Community Service Projects. Includes documenting LVG"service" qwtu at www.goodturnforamerica.com.

8. Other business.

Announce the next meeting: Date _____ Time _____ Place _____

9. Adjournment.

Upcoming District events.

Event _____	Date _____	Location _____
# Pre-registered _____	Units Participating _____	
✓ if complete		Notes
<input type="checkbox"/> Event Chair recruited	- 9 months	_____
<input type="checkbox"/> Facility reserved	- 9 months	_____
<input type="checkbox"/> Key Staff recruited	- 8 months	_____
<input type="checkbox"/> Staff meetings scheduled	- 5 months	_____
<input type="checkbox"/> Event Promoted, monthly	- 4 months	_____
<input type="checkbox"/> Theme selected	- 4 months	_____
<input type="checkbox"/> Program planned	- 4 months	_____
<input type="checkbox"/> Volunteers/units recruited	- 4 months	_____
<input type="checkbox"/> Health/Safety officer requested	- 4 months	_____
<input type="checkbox"/> Registration form completed	- 4 months	_____
<input type="checkbox"/> Quartermaster list submitted	- 3 months	_____
<input type="checkbox"/> Art work designed for t-shirts/patches	- 3 months	_____
<input type="checkbox"/> Bids requested (patches, t-shirts, awards, supplies)	- 3 months	_____
<input type="checkbox"/> Materials/patches ordered	- 3 months	_____
<input type="checkbox"/> Facility arranged (water, sanitation, permits)	- 2 months	_____
<input type="checkbox"/> T-shirts/awards ordered	- 1 month	_____
<input type="checkbox"/> Volunteer meeting held	- 1 month	_____
<input type="checkbox"/> All receipts and PO's submitted to DE	+ 2 weeks	_____
<input type="checkbox"/> Budget closeout meeting with DE (required)	+ 2 weeks	_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
Notes/Action Items		

Upcoming District events.

Event _____	Date _____	Location _____
# Pre-registered _____	Units Participating _____	
✓ if complete	Notes	
<input type="checkbox"/> Event Chair recruited	- 9 months	_____
<input type="checkbox"/> Facility reserved	- 9 months	_____
<input type="checkbox"/> Key Staff recruited	- 8 months	_____
<input type="checkbox"/> Staff meetings scheduled	- 5 months	_____
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<input type="checkbox"/> Theme selected	- 4 months	_____
<input type="checkbox"/> Program planned	- 4 months	_____
<input type="checkbox"/> Volunteers/units recruited	- 4 months	_____
<input type="checkbox"/> Health/Safety officer requested	- 4 months	_____
<input type="checkbox"/> Registration form completed	- 4 months	_____
<input type="checkbox"/> Quartermaster list submitted	- 3 months	_____
<input type="checkbox"/> Art work designed for t-shirts/patches	- 3 months	_____
<input type="checkbox"/> Bids requested (patches, t-shirts, awards, supplies)	- 3 months	_____
<input type="checkbox"/> Materials/patches ordered	- 3 months	_____
<input type="checkbox"/> Facility arranged (water, sanitation, permits)	- 2 months	_____
<input type="checkbox"/> T-shirts/awards ordered	- 1 month	_____
<input type="checkbox"/> Volunteer meeting held	- 1 month	_____
<input type="checkbox"/> All receipts and PO's submitted to DE	+ 2 weeks	_____
<input type="checkbox"/> Event Close Out Meeting with DE (required)	+ 2 weeks	_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
Notes/Action Items		

Upcoming District events.

Event _____	Date _____	Location _____
# Pre-registered _____ Units Participating _____		
✓ if complete	Notes	
<input type="checkbox"/> Event Chair recruited	- 9 months	_____
<input type="checkbox"/> Facility reserved	- 9 months	_____
<input type="checkbox"/> Key Staff recruited	- 8 months	_____
<input type="checkbox"/> Staff meetings scheduled	- 5 months	_____
<input type="checkbox"/> Event Promoted, monthly	- 4 months	_____
<input type="checkbox"/> Theme selected	- 4 months	_____
<input type="checkbox"/> Program planned	- 4 months	_____
<input type="checkbox"/> Volunteers/units recruited	- 4 months	_____
<input type="checkbox"/> Health/Safety officer requested	- 4 months	_____
<input type="checkbox"/> Registration form completed	- 4 months	_____
<input type="checkbox"/> Quartermaster list submitted	- 3 months	_____
<input type="checkbox"/> Art work designed for t-shirts/patches	- 3 months	_____
<input type="checkbox"/> Bids requested (patches, t-shirts, awards, supplies)	- 3 months	_____
<input type="checkbox"/> Materials/patches ordered	- 3 months	_____
<input type="checkbox"/> Facility arranged (water, sanitation, permits)	- 2 months	_____
<input type="checkbox"/> T-shirts/awards ordered	- 1 month	_____
<input type="checkbox"/> Volunteer meeting held	- 1 month	_____
<input type="checkbox"/> All receipts and PO's submitted to DE	+ 2 weeks	_____
<input type="checkbox"/> Event Close Out Meeting with DE (required)	+ 2 weeks	_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
Notes/Action Items		

Upcoming District event – Day Camp

Event _____	Dates _____	Location _____
Theme _____		
# Pre-registered _____ Packs Participating _____		
<input type="checkbox"/> Yes <input type="checkbox"/> No Camp is promoted monthly from Aug through May (i.e., Roundtable, Website, District events/training)		
<input type="checkbox"/> Yes <input type="checkbox"/> No Camp Director/Program Director and/or DE is attending Council Day Camp meetings		
✓ if complete	Notes	
<input type="checkbox"/> Recruit Camp Director & Program Director(s)	July	_____
<input type="checkbox"/> Select and reserve facility	Aug	_____
<input type="checkbox"/> Finalize Budget	Aug	_____
<input type="checkbox"/> Recruit Key Staff	Nov	_____
<input type="checkbox"/> Review detailed budget with Key Staff	Nov	_____
<input type="checkbox"/> Director/Program Director attend camp school	Nov	_____
<input type="checkbox"/> Schedule all Key Staff meetings	Dec	_____
<input type="checkbox"/> Complete registration form /place on website	Dec	_____
<input type="checkbox"/> Submit Quartermaster request list	Jan	_____
<input type="checkbox"/> Plan program details	Feb	_____
<input type="checkbox"/> Request bids (supplies / gifts / port-a-potties)	Feb	_____
<input type="checkbox"/> Submit initial t-shirt/patch order	Mar	_____
<input type="checkbox"/> Request Day Camp license	Mar	_____
<input type="checkbox"/> Order supplies (crafts / gifts / port-a-potties)	Mar	_____
<input type="checkbox"/> Begin registration	Mar	_____
<input type="checkbox"/> Arrange facilities (water, sanitation, permits)	Apr	_____
<input type="checkbox"/> Request letters (hospital-ambulance, police, fire)	Apr	_____
<input type="checkbox"/> Recruit volunteers	Apr	_____
<input type="checkbox"/> Finalize schedule / map of events	Apr	_____
<input type="checkbox"/> Finalize volunteer training manual	Apr	_____
<input type="checkbox"/> Conduct pre-camp site visit	Apr	_____
<input type="checkbox"/> Order Trading Post items, if applicable	May	_____
<input type="checkbox"/> Conduct volunteer meeting	May	_____
<input type="checkbox"/> Conduct sex offender database checks	May	_____
<input type="checkbox"/> Place final t-shirt/patch order	May	_____
<input type="checkbox"/> Finalize Day Camp standard book	May	_____
<input type="checkbox"/> Pick up patches and t-shirts	June	_____
<input type="checkbox"/> Meet with Key staff to review evals/critique	+ 1 week	_____
<input type="checkbox"/> Submit all receipts/PO's/final budget to DE	+ 2 weeks	_____
<input type="checkbox"/> Hold Event Close Out Meeting w/DE (required)	+ 2 weeks	_____
Notes/Action Items		