

All-in-One Program Planning Meeting



This meeting is led by the Exploring Executive and/or Committee member and is scheduled for 1 of 2 reasons: 1) to get a NEW Post up and running, or 2) to re-start a lagging Post. (Refer to the Getting Started Checklist) Allow 2-3 hours for this meeting and be sure ALL Post Committee members (past and potential) are present.

Agenda Item	Form / Resource	Time	Notes
Welcome & Introductions	Allow everyone to introduce themselves.	5 min	Ask for volunteer to act as secretary & take minutes.
Complete forms with signatures AND position codes	MOU App for Participation (New Posts) Adult Applications Form 28-573 (background exemption) Training log for registrar	10 min	Pre-fill forms as much as you can to save time!
TRAINING: Review MyParticipation.org YPT for Exploring Basic Adult Leader Training	internet access, computer, projector, screen, training DVD (or online)	45 min	Ask for questions after each training session.
Review JTE Post Scorecard & Career Achievement Award	Form available from MyBSA> Resources> LFL> Exploring> Program> Awards	10 min	Make enough copies for everyone!
Brainstorm interactive, hands-on activities that can be done with middle schoolers/teens	Marker board or easle pad of paper, markers, Career Opportunity Worksheet, Career Achievement Award	15-20 min	Write ALL ideas down! List at least 20 activities.
From the list of activities select the best 4-5 to be facilitated at the Open House	Refer to the Open House Planning Guide	5 min	Conduct short versions of these activities in Round Robin style at the Open House!
Calendarize the best activities from the brainstorm list.	Blank sample calendars	15 min	Select activities from Career Opp w/s, brainstorm, and achievement award.
Delegate action items to all attendees and assign Committee positions	Refer to the Open House Planning Guide	15 min	FOR OH: Snacks, mail invitation letters, materials for activities, make invitation phone calls, clean copies of calendar to hand out...
Closing	<i>Remind the group that they've created a solid plan that will make a positive impact and prepare youth for their future as well as ours. The hard part is over, just follow the plan! Offer your support and contact info (or that of the Service Team) to the Committee Members.</i>		