

# SCOUT PLANNING WORKSHEET

## “Plan on a Page”

*If needed, use attachments for additional information.*

### GOAL

Describe what you intend to accomplish, the objectives.

### WHY?

Describe the purpose or need for this activity – why it is important.

### WHO?

Team leader \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Team members \_\_\_\_\_

Name \_\_\_\_\_ Telephone \_\_\_\_\_ Email \_\_\_\_\_

Name \_\_\_\_\_ Telephone \_\_\_\_\_ Email \_\_\_\_\_

Name \_\_\_\_\_ Telephone \_\_\_\_\_ Email \_\_\_\_\_

Name \_\_\_\_\_ Telephone \_\_\_\_\_ Email \_\_\_\_\_

### WHEN?

Consider creating a work-back schedule based on the completion date.

Anticipated start date \_\_\_\_\_ Projected completion date \_\_\_\_\_

### WHERE?

Location \_\_\_\_\_

Permissions/permits required  
\_\_\_\_\_

Transportation/parking needs  
\_\_\_\_\_

Weather contingencies  
\_\_\_\_\_

Liability and possible site hazards  
\_\_\_\_\_



## WHAT?

What resources do you need to complete the goal?

Equipment, materials, volunteers, shelter, food/water, and other resources needed and the sources

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Estimated expenses and the sources

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Safety issues

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Health, sanitation, and cleanup

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## HOW?

Outline the anticipated phases of your activity, specific actions to be taken in each phase, and target dates for completion.

For example: choosing a location, setting an agenda, securing equipment, implementation.

Planning Phases	Steps to Completion	Target Date	Person Responsible

## ASSESSMENT

If you could start over, consider what you would

Start \_\_\_\_\_

Stop \_\_\_\_\_

Continue \_\_\_\_\_

