ANNUAL UNIT
PROGRAM PLANNING
2019 – 2020
UNIT PROGRAM PLANNING
The Key to Successful Scouting

WHY AN ANNUAL PLAN?
Planning is the first step to a successful unit program. “Planning” means that a group of people from your unit “thinks” about general flow, themes and activities before the start of the program year. The two key factors are: 1) involving the right individuals in the planning process (those who will be carrying out the activities) and holding your annual unit-planning meeting between March 1st and July 31st.

HOW TO PLAN
At your Annual Planning Meeting, your key leaders will want to follow the following format:

1st – Consider the specific needs of your unit.
2nd – Review your resources.
3rd – Plan your own calendar.

CONSIDER THE SPECIFIC NEEDS OF YOUR UNIT
Your unit committee (in cub scout packs) and youth leaders (in troops, crews, ships and posts) need to brainstorm and reach consensus on the following questions:

1) What were the activities we did last year that we want to repeat? Why?
2) What were some of the mistakes and problems last year that we do not want to repeat?
3) What new themes or activities do we want to incorporate into next year’s program?
4) What are the special needs of our pack or troop? Tenure? Advancement? Fundraising? Membership? Parental Help?
5) How can we meet these needs?

REVIEW YOUR RESOURCES
Resources come in many forms. Listed below are resources available to every unit in our council. They are to serve the purpose of helping your unit accomplish the objectives you’ve established based on your needs. Many needs can be met with these resources and more are available at https://www.scouting.org/programs/scouts-bsa/resources/

- Fall and Spring Roundup: Your unit’s membership chairman, with the assistance of your district executive and district volunteer leaders, recruit youth and adult membership out of the schools, churches and other youth centers in your area

- Training Courses: A variety of high-quality training courses are available to your adult leadership during the year. Basic training is a must for all unit leadership. Additional courses will help enhance your skills and improve your unit’s program. Training opportunities can be found at https://www.sdicbsa.org/Training/.

- District Roundtable: Held once a month, the leaders in your district gather to discuss the following month’s program, share helpful ideas and plan their unit level activities. More information is available at https://www.scouting.org/commissioners/roundtable-support/.

- Council and District Activities: Note the variety of activities your council and district organize in support of your unit program: District Camporees, Memorial Day Flags, Scout Fair, etc. The Council calendar is available at https://www.sdicbsa.org/Calendar/.
• **Charter Renewal:** All units must reregister their youth and adult membership at the end of the year. Charter renewal workshops are held in each district to assist you with this important annual event.

• **Journey to Excellence:** Scouting’s *Journey to Excellence* is the BSA’s planning, performance, and recognition program designed to encourage and reward the success of our units, districts and councils. It is meant to encourage excellence in providing a quality program at all levels of the BSA. All information is available at [https://www.scouting.org/awards/journey-to-excellence/](https://www.scouting.org/awards/journey-to-excellence/)

• **Budget:** Creating a budget for your unit is an essential part of every well-managed, well-financed unit. Budgeting information can be found at [https://filestore.scouting.org/filestore/boyscouts/pdf/510-277_WB.pdf](https://filestore.scouting.org/filestore/boyscouts/pdf/510-277_WB.pdf)

• **Friends of Scouting (FOS):** Kicking off in early December, Friends of Scouting provides the Council with the financial resources to provide Scouting to more than 14,000 youth. The objective of the Family FOS campaign is to give every family in Scouting the opportunity to make a financial contribution at the level of their interest, commitment and ability.

• **Camping:** Day Camps, Family Camps, Summer Camps, etc. provide a yearly highlight for many units and give the youth the outdoor experience of a lifetime. Camping information is available at [https://camping.sdicbsa.org/](https://camping.sdicbsa.org/) as well as the Council calendar [https://www.sdicbsa.org/Calendar/](https://www.sdicbsa.org/Calendar/).

• **Council and District Dinners:** Recognize key leaders in units, districts and the council. These events help to say thank you to the many supporters of Scouting.

• **Boys Life Magazine:** This monthly resource is the best reading you and your Scouts could ask for at an unbeatable price. It supports unit programs in countless ways. Additional information and activities are available at [https://boyslife.org/](https://boyslife.org/).

• **Scouting Magazine:** This publication is filled with resources to develop a successful unit program. Additional information is available at [https://scoutingmagazine.org/](https://scoutingmagazine.org/).

• **PEOPLE: Your Most Valuable Asset:** Parents, neighbors, commissioners, district committee and community leadership.

**PLAN YOUR OWN UNIT’S SEPTEMBER TO AUGUST CALENDAR**

You’ve identified needs and reviewed resources to serve as a means to fill those needs. Now, what do you want to do and when? Before completing this last step in the planning process, your group needs to feel comfortable with STEP ONE (the needs of your unit) and STEP TWO (resources available). Planning your calendar will be a natural result of going through these previous steps.

More detailed information on program planning for **packs** is available at [http://www.cubmaster.org/Leaders/Program.Planning/Annual_Pack_Program_Planning_Conference.pdf](http://www.cubmaster.org/Leaders/Program.Planning/Annual_Pack_Program_Planning_Conference.pdf)

More detailed information on program planning for **troops** is available at [https://troopleader.org/annual-planning-conference/](https://troopleader.org/annual-planning-conference/)

**Materials You Will Need**

1. Planning reference materials (Council and District calendars)
2. Calendar of local activities (personal, community and school calendars)
3. The enthusiasm of key leaders, committee members and parents.
Camping Facilities

Mataguay Scout Ranch

Mataguay Scout Ranch is a great destination for year-round camping. Lodges, cabins, and administration buildings are available for unit training, center of operations, or just as a getaway spot. All campsites at Mataguay have KYBO's (latrines), running water and campfire rings. There are also numerous hiking trails and other areas to be explored. Besides camping, hiking, and general outdoor fun, there are countless things to do at Mataguay during the year. Programs which are available include archery, swimming at the pool, boating at the lake, .22 rifle, black powder (muzzle loading) rifle, shot gun, and BB gun shooting. For older Scouts, COPE and Climbing/Rappelling are available. These programs can be tailored to meet your unit's goals from pleasure use to merit badge, advancement, and other special camp programs. Units can provide their own lifeguards and range masters, or these can be arranged through the Council Camping Department.

Camp Balboa

Camp Balboa lies nestled in the northwest corner of beautiful Balboa Park encompassing approximately 15 acres and it is just a short walk from the San Diego Zoo. Located behind the Council Service Center, the camp has nine campsites, and enough room for 300 campers. Each campsite has its own campfire ring and picnic table. There is also a recreational size swimming pool, a patio and a picnic area with brick barbeques. The camp has an amphitheater for campfires and sing-alongs as well as numerous program areas ranging from handicrafts, shooting ranges, short-wave radio hut, athletic field, horseshoe pits and lots of area for just plain, good old-fashioned fun. For the first-time camper or the seasoned veteran, Camp Balboa offers exciting, outdoor adventures in a convenient central location.

San Diego Youth Aquatic Center

The San Diego Youth Aquatic Center (YAC) is on Fiesta Island in the heart of Mission Bay Park. The facility is surrounded by beaches with access to the Pacific Ocean.

At the San Diego Youth Aquatic Center, you'll be able to take advantage of instructional and recreational opportunities in sailing, canoeing, rowing, kayaking, swimming, windsurfing and paddle boards. The Center’s facilities include a boat ramp, overnight dormitories, meeting and program rooms, a kitchen and open-air courtyard.

The City of San Diego operates the adjacent Fiesta Island Campground. The campsites hold up to 250 campers in 25 campsites. Each site includes a barbeque, fire pit and picnic table. A centrally located restroom has a water supply and rinsing showers. An amphitheater and bonfire ring are great for large group campfires. For campsite reservations, contact the City of San Diego Park and Recreation Department at 619.235.1169.

Year-Round Camping Reservation Tips

For availability at Mataguay Scout Ranch, Camp Balboa or equipment at the San Diego Youth Aquatic Center, contact the Camping Office at (619) 298-6121 or by email at sdiccamp@scouting.org. A reservation form and deposit need to be submitted to “lock-in” your reservation. Keep in mind that the warmer dates go first and fast. Also, be sure to check your council and district calendar prior to planning a unit-wide event. Forms and other information are available at http://camping.sdicbsa.org/Common/Forms.php. Ranges, pools, kitchens and amphitheaters can be requested when making your reservations.