



# **THE TERM & WEEKLY PROGRAM FOR THE SCOUT TROOP**

*A Tool for Troop Councils*

## **Part Two**

*The following templates have been developed to assist the Troop Council & Leaders to plan the weekly program.*

*Use in conjunction with the document. 'Understanding the Areas of Personal Growth & The Scout Method'.*

# MEDIUM & SHORT TERM PLANNING

## PLANNING FOR THE TERM & EACH WEEK

Before the start of each term the Troop Council must review the success of the previous terms program. Doing this will help improve the program in the future.

Next, the Troop Council helps to develop the key aspects of the term program.

The Troop Council has the following information to plan for the term –

1. Year Planner
2. Review notes on the success of last terms program including the parts of the program that haven't been finished

Usually, it is the responsibility of the leaders to finalise the details of the weekly program.

If good long-term programming has taken place then this part should be relatively quick and easy!

### STEP 1

Look at the long-term plan developed for the year.

- Adjust the program due to
  - What wasn't finished last term
  - Any new events or activities that might now be available
  - Changes to planned activities due to other circumstances
  - Any changes to patrol activities and training
  - Any changes to Pl's and leaders

### STEP 2

Don't forget your priority is to achieve your troop's major activity for the year.

- Is planning for the activity on track?
- Do any adjustments to the planning need to be made?
- How is fundraising progressing?
- What further training is required?
- Does your program need to be altered to achieve success?

### STEP 3

- Finalise any changes to the long term program for the term
- Finish the planning sheet by completing the columns on the right
  - When and where will the activities happen?
  - Who will be responsible for running the activity?
  - What equipment and other planning are required?

### STEP 4

It is now time to develop the weekly program. This is a joint responsibility of both Patrol Leaders and Troop Leaders. It is important that PLs know their responsibilities well in advance.

PLs must also add how their patrols will achieve their tasks during the term.

It is recommended that the key details be completed at the Troop Council meeting. Leaders can then fine-tune the program afterwards.

PLs must then be given copies of the weekly programs for preparation and planning.

### DON'T FORGET

- The troop does not have to meet as a troop at the scout hall every week. Meetings can occur at a variety of locations and times.
- Good planning and regular review breed's success.
- Learning and testing should always occur through practical activities.
- Ensure everyone involved knows what is expected of him or her well in advance.



**SCOUT TROOP WEEKLY PLANNER**  
 \_\_\_\_\_ TROOP

DATE:  
 SCHOOL TERM:  
 SCHOOL WEEK:

THEME/TOPIC:

DUTY PATROL:

TIME	ACTIVITY	LEADER/PL	EQUIPMENT	REFERENCE LINK
	Pre Meeting Activity:			
	Opening Parade:			
	Closing Parade:			
AREAS OF AWARD SCHEME COVERED:		BADGES/OTHER PRESENTATIONS:		PLANNING INFORMATION FOR NEXT MEETING:  NOTES TO TAKE HOME:



