

Program Operating Checklist

This is a basic checklist for programs. A more detailed list may be necessary.

Program overview planning and approval

- Program concept, date, and location approved by district or council committee.
- Participation guidelines established (such as age limitations or rank requirements.)
- Program budget submitted and approved.
- Goals: State how this program will help Scouting in units.
- Objectives: List the most important steps to make the program successful.
- Measure of Success: determine criteria to measure goals and objectives.
- Approach or Method: Specify what standards, syllabus, or guidelines need to govern the program.
- Assumptions, Risks and Resources: List the needs of the program and contingency plans.

Leadership

- Course Director, Camp Director, or Activity Chairman approved and recruited.
- Training staff, camp staff, or activity committee members approved and recruited.
- Program planning meeting dates set, including an after-action meeting.
- Create and distribute a work breakdown structure showing responsibilities of volunteers or staff.

Promotion

- Promotion contact lists obtained. Lists may include prospective attendees, unit leaders, or other individuals.
- Assigned volunteers contact people on the promotion list.
- Flyers, brochures, and/or Leader Guides published and distributed by e-mail, web site, roundtable & unit visits.
- Prepare and distribute media alerts and press releases.
- Organize photography and videography of the program.

Administration, Facilities & Support

- Date is posted on the council calendar.
- Submit Activity Summary Form and Tentaroo Registration Setup (if needed) to service center.
- Reserve location and equipment needed.
- Recruit Health Officer (for all outdoor programs.)
- If operating a Trading Post, recruit a Trading Post manager and develop a business plan.
- Prepare for check-in and check-out and obtain a check-in list from the registration database.
- Plan for purchasing and transportation of equipment & food.
- Distribute and collect feedback surveys from participants.

Program

- State what training, advancement requirements, or service hours participants will complete.
- Enlist the assistance of community organizations or volunteers outside of Scouting.
- Establish the role that older youth will play as staff, committee members, or assistants.
- Establish the program schedule.
- Order supplies, patches and recognition items.

After Action

- Return feedback surveys to council service center for tabulation.
- Close out petty cash, check requests, and accounting.
- Submit First Aid Log Books and incident reports.
- Hold an after action meeting of key program leaders.
- Provide copies of all materials and files, including a closing report, to the staff advisor.