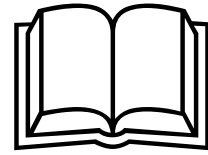


4.3 Putting plans into action



Identifying your target audience

It is important to consider how a Section operates before planning an activity. Not only will the Section you are supporting dictate the type of activity being provided, (you wouldn't take the Cub Scouts on a tour of the local brewery!) it will also influence the delivery of the activity. See *Scouting Essentials* for an overview of the five training Sections.

How to plan programmes

If you are a Fellowship with a particular focus, such as SCUBA Diving, then that will form the majority of your programme. If you are a Fellowship without a specific focus, then your programme is likely to be more varied. Before you start planning dates for activities you should start to collect ideas:

- A. Ask different Groups and Sections what support they need
- B. Brainstorm new ideas
- C. Consider projects that can benefit the community
- D. Decide on some social and fundraising events.

Once you have collected some ideas, you need to ensure they fulfil your Fellowship's remit of providing Active Support. Remember, even a social quiz night for the District Leaders is providing Active Support!

Some questions you need to ask about your potential programme are:

- How will the Training Sections/Award Schemes benefit?
- Who will get involved? - Do they have the necessary authorisations?
- When is the best time to run the activity?
- Where will the activity be held?
- What further planning is needed?
- Who else can help you? – Delegate!

Delegating tasks and making them happen

The only way to ensure an activity happens is to appoint an organiser. This should be the case whether you are teaching pioneering to the Cub Scouts or challenging the Scout Network to a Ten-Pin Bowling competition.

If the activity is going to involve cost, then budget for it. Make sure you include the cost of absolutely everything, for example, if you are going away for the weekend, your food budget should include the cost of washing up liquid and toilet roll!

Communicate the information to everyone involved. Inform them of start times, venues, costs and what is expected of them.

- **Why delegate?**

- F Free to plan for the future
- I Improve team morale
- R Responsibility of others is encouraged
- E Expertise is not wasted

- **What to delegate**

- A Any tasks needing specialist skills
- N Normal, routine matters
- D Developmental tasks.

- **How to delegate. Tell them:**

- W Who to report to
- A Actual limitations - budget, time, etc.
- T Team members - who they are working with
- E Exactly what the task is
- R Reasons for selecting them - ability, to gain experience, spare time.

Remember: Delegate don't abdicate! Always follow up and make sure your team feels supported in the work they have been asked to do.

Organising a programme activity - Areas you should consider:

Event/activity

- What is the purpose and aim of the activity?
- Is any additional training/experience required to run the activity?

Date

- The date may depend on the type of activity.
- Does it clash with any other Group/District, County/Area/National events?
- Is the venue available for the date in mind?
- Will staff/participants be available?

Venue

- How much advance notice is required to make a booking?
- Is a deposit required?
- Is written confirmation required?
- What is the most appropriate venue for the event/activity? i.e. HQ, other indoors, Activity Centre or Campsite?
- Does someone need to make a 'recce' of the venue?
- Are the necessary facilities available?

Cost

- Will there be costs to consider for:
 - Activity/ies?
 - Venue?
 - Equipment?
 - Transport?
 - Instructors, etc?
 - Catering?
- Who will cover these costs - participants, Scout Fellowship, subsidised, fund-raising, etc?

Equipment

- What equipment is required for the activity?
- Who will provide/book the equipment?
- Is specialist training required to use it?
- Has it been checked for safety purposes (if appropriate)?
- Is safety equipment required e.g. Fire Extinguishers, etc?
- Who will be responsible for the equipment at the activity/event?
- Is transport required to collect/return the equipment?

Personnel

- How many participants will take part in the activity intended for?
- How many staff are needed?
- Are any specific qualifications required for staff to run the activity?
- Do any specialist jobs need to be delegated?
- Are speakers required for the event?
- Are extra instructors/demonstrators required?
- Do any of the staff/personnel require transport?
- Are staff required to help with catering?
- Are First Aid personnel required?

Catering

- What type of catering is required for this activity? i.e. packed lunch, cooked meal?
- How many meals are needed?
- Over what period is catering required? I.e. whole day, afternoon, etc.
- What equipment is needed? Is it provided at the venue?
- Is a catering team provided?

- Are there any special dietary requirements?
- Who will be responsible for purchasing the food, and when will they do it?

Notification/liaison

- Have you informed the appropriate people that the event is taking place e.g District Commissioner, Public Relations Officer, etc?
- Have you sent joining instructions e.g. participants, activity staff/personnel, speakers, instructors, demonstrators?

Timing

Consider when you need to complete the various stages of your planning - e.g. booking the venue 12 months in advance, catering six weeks in advance, joining instructions three weeks in advance, etc. These timings will depend on the type of activity/event you are intending to hold. When you have worked out 'what needs to be done, when, and by whom' then create a checklist – see the factsheet 'Event Guides'.

Reviewing your programmes

Whenever you run an activity or event, it is important to review how it went so that you can learn from the experience. Try to make sure you take into account comments from everyone – the organising team, any people you got help from, and most importantly, the participants. You may also find it helpful to keep a log during the event.

The basic review technique that is suggested by The Scout Association is the 'WWW' and 'WDO' approach. This technique asks 'What Went Well?' and 'What Difficulties Occurred?'

From there you create an action plan for what you will do next time.

OBSERVATION	INTERPRETATION	FUTURE PLAN
What went well?	Why?	What will you do next time?
What difficulties occurred?	Why?	What will you do next time?