

ANNUAL PLANNING

A common element of strong units is they all have a good annual program planned a year in advance, that is then shared with all families in the form of a calendar, trained leaders and the right leaders. Planning ahead allows the unit to generate new ideas, find resources, and allow more Scouts to have a quality program that is exciting and will create memories!



The district key 3, district committee chairs (e.g., activities, program, training, membership, advancement, finance) and the Order of the Arrow chapter adviser should be invited to the calendar planning meeting typically held during the January district committee meeting. The various committee chairs should bring proposed dates to the district calendar planning meeting. The district calendar should be finalized no later than the February district committee meeting.

The district calendar will be posted on the district website after being submitted.

District dates to include:

- **District meetings** (e.g., district committee, roundtable, commissioner meeting)
 - **Recharter training** (typically held at October roundtable)
 - **Fall and spring recruiting training** (typically held at August and March roundtables)
 - **OA chapter meetings and activities**
 - **District nomination awards deadline**
 - **Training** (e.g., IOLS, BALOO). Consider combing events with neighboring districts.
 - **District activities**
 - District are to have a new Cub Scout event (theme TBD) in the fall. These events should have a variety of activities (e.g., BB, archery, Scout Fair type booths run by packs, games, Bobcat activities). This event can be for new Scouts only, but ideally includes all Cub Scouts (e.g., cuboree, Scout Day). Lions cannot participate in BB guns or earn the Bobcat badge so plan additional activities that the Lions will enjoy. The Lion's Honor badge has similar requirements to the Bobcat badge.
 - District should have competitive skills events to meet the aims and purposes of Scouting for various age levels (e.g., camporee, Webelos Woods, first aid meet, pushmobile, derbies).
 - Combine events to get the biggest bang for the buck (e.g., a cuboree with Bobcat activities for new Scouts with shooting sports, derby races and/or fishing).
 - Remember that activities can be used as both a public relations event and recruiting.
 - A balanced plan is to have 6-7 events that supplement but do not take the place of the unit programs: camporee, Cub Scout event in the fall to include recruiting (e.g., cuboree, fishing tournament, Scout Day), first aid meet (could combine with a neighboring district), Webelos Woods (for 4th and 5th graders), day camp and district dinner.
- Source: scouting.org/filestore/mission/pdf/33082.pdf
- Every event must have a budget. Submit to the district executive by August for the next calendar year. All registration is completed through Doubleknot.

District Committee Resources:

- District committee resources: shac.org/district-operations
- Event chairs guide: shac.org/district-operations/#activities
- Activities and Civic Service Committee Guide: scouting.org/filestore/mission/pdf/33082.pdf
- Registration for district activities and training should be open at least three-months prior to the event: shac.org/district-operations/#registration
 - Draft event registration links: shac.org/events
 - Event registration (Doubleknot) support: shac.org/dk
 - Training registration support: shac.org/submit-training-course

District Calendar Instructions

June 2021 – June 2022

1. Visit shac.org/events for a printable version of the district draft calendar (available Jan 1st).
2. Review the draft calendar at the January district committee meeting.
Resources for meeting:
 - Printable draft calendar (available at shac.org/events). The online draft calendar can be edited before the meeting by the district webmaster or submit updates to shac.org/draft-calendars.
 - Editable monthly calendar below.
3. Finalize the district calendar at the February district committee meeting.
4. A district committee member submit corrections to shac.org/draft-calendars by February 15th.

Schedule district events around the following dates:

2020

Sept 4-6	Labor Day Weekend	Council camps closed
Nov 5-7	OA Fall PowWow	No Scouts BSA events
Nov 13	University of Scouting – Fall	No district events
Dec 4	College of Commissioner Science	No district events

2021

Jan 8	Key Leader’s Conference	No district events
Jan 15	OA LLD & Banquet	No Scouts BSA events
Jan 14-17	MLK Weekend	Council camps closed
Jan 29	Scouting for Food hanger drop off	No morning district events
Feb 5	Scouting for Food food collection	No morning district events
March 19	University of Scouting – Spring	No district events
April 17	Easter	Council camps closed
April 22-24	OA Spring Fellowship	No Scouts BSA events
May 28-30	Memorial Day Weekend	Council camps closed

Optional Calendar Resources:

June 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 • Venturing Leadership Award (VLA) Nominations Due	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20 • Father's Day	21	22	23	24	25	26
27	28	29	30			

July 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 • Independence Day observed (office closed)	6	7	8	9	10
11	12	13	14	15 • Popcorn show-n-sell training (for unit leaders)	16	17
18	19	20	21	22	23	24 • Popcorn show-n-sell orders due
25	26	27	28 • Fall Recruiting Train-the-Trainer (for district volunteers)	29	30	31

August 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 • Popcorn online sales begin	2	3	4	5	6 • SHAC Corps	7
8	9	10	11	12	13	14 • Venturing Banquet
15 • Order of the Arrow (OA) Lodge Executive Committee (LEC)	16	17 • Popcorn Unit Kernel Kickoff (for unit popcorn kernel)	18	19 • Council Coordinated Meeting	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 • Labor Day (office closed)	7	8	9	10	11
12	13	14	15	16	17 • SHAC Corps • Ordeal	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 • Popcorn show-n-sell payments processed	2
3	4	5	6	7	8	9 • Shooting Merit Badge Fulfillment Day Fun with Family
10	11 • Columbus Day	12 • Venturing Forum	13	14	15	16 • Jamboree on the Internet (JOTI) • SHAC Corps • OA Ordeal
17	18	19	20	21 • Council Coordinated Meeting	22	23
24	25	26	27	28	29	30
31						

November 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 • Popcorn orders due (by 4pm)	3	4	5	6 • OA Fall PowWow
7 • Daylight Savings Time ends	8	9	10	11 • Veterans Day	12	13 • University of Scouting
14	15	16 • Council Recognition Reception	17 • Day Camp Meeting	18	19	20 • Popcorn Distribution (unit pick-up)
21	22	23	24	25 • Thanksgiving Day (office closed)	26 • Thanksgiving Holiday (office closed)	27
28	29	30				

December 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 • Unit recharter turn-in #1	3	4 • College of Commissioner Science
5 • NYLT Participant Orientation	6	7	8	9 • Unit recharter turn-in #2	10	11 • Winter Camp & NYLT Service Day • OA Ordeal
12	13	14	15	16	17 • All council employees meeting	18
19	20	21	22	23	24 • Christmas Holiday (office closed)	25
26 • Winter Camp & NYLT (26-31)	27 • Christmas Holiday (office closed)	28	29	30	31	

January 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 • New Year's Day observed (office closed)	4	5	6	7	8 • Key Leader's Conference
9	10	11	12	13	14	15 • OA Lodge Leadership Development / Banquet (Order of the Arrow)
16	17 • Martin Luther King Jr. Day (office closed)	18 • Venturing Forum • Adams Eagle Scout Project of the Year Award nominations due	19	20 • Scout Fair Kickoff (for district Scout Fair chair)	21	22
23	24	25	26	27 • Scout Fair Kickoff (for unit leaders)	28	29 • Scouting For Food: Hanger Distribution
30	31					

February 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5 • Scouting for Food: Collection
6 • Scout Sunday	7	8	9	10	11	12 • Scout Sabbath • Council First Aid Meet • OA Ordeal
13	14	15	16	17	18	19 Venturing Challenge
20	21 • Presidents' Day (office closed)	22	23	24	25 • Baden Powell Fellowship Dinner	26
27	28					

March 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 • Ash Wednesday	3 • Scout Fair 5% bonus deadline	4	5
6	7	8	9	10	11	12
13 • Daylight Savings Begins	14	15	16	17	18	19 • University of Scouting
20	21	22	23	24	25 • Scout Fair unit participation deadline	26
27 • Order of the Arrow (OA) Lodge Executive Committee (LEC)	28	29	30	31		

April 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
					• OA Ordeal	
3	4	5	6	7	8	9 • Scout Fair
10	11	12 • Venturing Forum	13	14	15 • Good Friday (office closed)	16
17 • Easter	18	19	20	21 • Council Coordinated Meeting	22	23
24	25	26	27	28	29	30

May 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 • Silver Beaver Award nominations due	2	3	4	5	6	7
8 • Mother's Day	9	10	11	12	13 • OA Ordeal	14
15	16	17	18	19 • Popcorn Chair Orientation (for district popcorn chair)	20 • Webelos Coyote Extreme	21
22	23	24	25	26	27	28
29	30 • Memorial Day (office closed)	31				

June 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 • Venturing Leadership Award (VLA) Nominations Due	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19 • Father's Day	20	21	22	23	24	25
26	27	28	29	30		