


Webelos to Scout Transition Outdoor Fair Planning Meeting

Thursday, July 17, 2003
 6:30PM to 8:30PM
 Cockrell Service Center
 2225 N Loop W
 Houston, Texas 77008-1311

**Mustang District
 Sam Houston Area Council
 Boy Scouts of America**

Self Sufficiency and Leadership Skills for Life
 A Guided Program for Youth and Adults



Task Cycle [Version 1 7-15-2003]

Purpose:	<ul style="list-style-type: none"> • Begin Detailed Plans for Outdoor Troop Fair, October 4, 2003 																																																																																										
Participants:	<ul style="list-style-type: none"> • Scouters interested in improving Webelos to Scout Transition 																																																																																										
Outcomes:	<ul style="list-style-type: none"> • Capture additional Issues shared via email • Begin "long lead-time" tasks • Learn some basic tools for working effectively as teams – Talking Points • Understand current plans for fair • Agree next meeting topics • Accept invitation to facilitate/coordinate specific tasks 																																																																																										
Steps:	<table border="1"> <tr> <td>1. Meet, Greet, & Eat</td> <td style="text-align: right;">6:30</td> <td style="text-align: right;">15</td> </tr> <tr> <td>2. Welcome & Review Task Cycle</td> <td style="text-align: right;">6:45</td> <td style="text-align: right;">5</td> </tr> <tr> <td>3. Introductions & Expectations</td> <td style="text-align: right;">6:50</td> <td style="text-align: right;">5</td> </tr> <tr> <td> – Name, Unit, and One Thing You'd Like To Get From This Meeting</td> <td></td> <td></td> </tr> <tr> <td>4. Follow-up Items from 7/3/03</td> <td style="text-align: right;">6:55</td> <td style="text-align: right;">5</td> </tr> <tr> <td> – Check possible conflict with Commissioners' Conference</td> <td></td> <td></td> </tr> <tr> <td> – Send Unit Locator Map to Howard (everyone) - DONE</td> <td></td> <td></td> </tr> <tr> <td> – Get Date Out - Progressing</td> <td></td> <td></td> </tr> <tr> <td> – Confirm Location – Farm & Ranch Club - NOT DONE</td> <td></td> <td></td> </tr> <tr> <td> – Specify Format for Troop Data Handout – NOT DONE</td> <td></td> <td></td> </tr> <tr> <td> – Patch Design – NOT DONE</td> <td></td> <td></td> </tr> <tr> <td> – Line up Celebrities/Entertainment – NOT DONE</td> <td></td> <td></td> </tr> <tr> <td> – Timeline: Search. database, Invite Public, Webelos Woods, Day Camp Ad, Annual event</td> <td></td> <td></td> </tr> <tr> <td>5. Training Highlight – Talking Points</td> <td style="text-align: right;">7:00</td> <td style="text-align: right;">10</td> </tr> <tr> <td>6. Location: Contact for Farm & Ranch Club?</td> <td style="text-align: right;">7:10</td> <td style="text-align: right;">5</td> </tr> <tr> <td>7. Celebrities: List/Contacts</td> <td style="text-align: right;">7:15</td> <td style="text-align: right;">10</td> </tr> <tr> <td>BREAK</td> <td style="text-align: right;">7:25</td> <td style="text-align: right;">10</td> </tr> <tr> <td>8. Publicity:</td> <td style="text-align: right;">7:35</td> <td style="text-align: right;">10</td> </tr> <tr> <td> – List specific publication sources (newspapers, radio, websites, etc.) (5 min.)</td> <td></td> <td></td> </tr> <tr> <td> – Design one page flyer for distribution to Units (What's in it for them!) (5 min.)</td> <td></td> <td></td> </tr> <tr> <td>9. Participation Items:</td> <td style="text-align: right;">7:45</td> <td style="text-align: right;">20</td> </tr> <tr> <td> – Specify Format for Troop data sheets (5 min.)</td> <td></td> <td></td> </tr> <tr> <td> – Patch design (10 min.) (Troops qualify with booth, Webelos qualify with "bingo")</td> <td></td> <td></td> </tr> <tr> <td> – Troops (stickers, bookmarks, etc., for Webelos to take home) (5 min.)</td> <td></td> <td></td> </tr> <tr> <td>6. Next Meeting</td> <td style="text-align: right;">8:05</td> <td style="text-align: right;">5</td> </tr> <tr> <td>7. Process Check</td> <td style="text-align: right;">8:10</td> <td style="text-align: right;">5</td> </tr> <tr> <td> – Likes & Wishes</td> <td></td> <td></td> </tr> <tr> <td> – Expected & Surprised</td> <td></td> <td></td> </tr> <tr> <td>Contingency</td> <td style="text-align: right;">8:15</td> <td style="text-align: right;">15</td> </tr> <tr> <td>End</td> <td style="text-align: right;">8:30</td> <td></td> </tr> </table>	1. Meet, Greet, & Eat	6:30	15	2. Welcome & Review Task Cycle	6:45	5	3. Introductions & Expectations	6:50	5	– Name, Unit, and One Thing You'd Like To Get From This Meeting			4. Follow-up Items from 7/3/03	6:55	5	– Check possible conflict with Commissioners' Conference			– Send Unit Locator Map to Howard (everyone) - DONE			– Get Date Out - Progressing			– Confirm Location – Farm & Ranch Club - NOT DONE			– Specify Format for Troop Data Handout – NOT DONE			– Patch Design – NOT DONE			– Line up Celebrities/Entertainment – NOT DONE			– Timeline: Search. database, Invite Public, Webelos Woods, Day Camp Ad, Annual event			5. Training Highlight – Talking Points	7:00	10	6. Location: Contact for Farm & Ranch Club?	7:10	5	7. Celebrities: List/Contacts	7:15	10	BREAK	7:25	10	8. Publicity:	7:35	10	– List specific publication sources (newspapers, radio, websites, etc.) (5 min.)			– Design one page flyer for distribution to Units (What's in it for them!) (5 min.)			9. Participation Items:	7:45	20	– Specify Format for Troop data sheets (5 min.)			– Patch design (10 min.) (Troops qualify with booth, Webelos qualify with "bingo")			– Troops (stickers, bookmarks, etc., for Webelos to take home) (5 min.)			6. Next Meeting	8:05	5	7. Process Check	8:10	5	– Likes & Wishes			– Expected & Surprised			Contingency	8:15	15	End	8:30	
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Capabilities:	<ul style="list-style-type: none"> • Snacks • Tokens of Appreciation • Flip Charts • Room Set Up • Directional Signs to Room • Live Capture • Hand-outs • Sign-in sheet 																																																																																										

