


# Webelos to Scout Transition Outdoor Fair Planning Meeting

Thursday, August 7, 2003  
 7:00PM to 9:00PM  
 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 8-06-2003]

<b>Purpose:</b>	<ul style="list-style-type: none"> <li>Continue Detailed Plans for Outdoor Troop Fair, October 4, 2003</li> </ul>																																																																																										
<b>Participants:</b>	<ul style="list-style-type: none"> <li>Scouters interested in improving Webelos to Scout Transition</li> </ul>																																																																																										
<b>Outcomes:</b>	<ul style="list-style-type: none"> <li>New Special Teams: Activity Center, Troop/Webelos flyers, "Elevator Speeches", Appreciation Celebration</li> <li>Special Teams Progress Check</li> <li>Begin "next-stage lead-time" tasks</li> <li>Utilize basic team tools – Clueless Clyde's Cast of Characters (Talking Points)</li> <li>Agree next meeting topics</li> <li>Accept invitation to facilitate/coordinate specific tasks</li> </ul>																																																																																										
<b>Steps:</b>	<table border="1"> <tr> <td>1. Meet, Greet, &amp; Eat</td> <td>7:00</td> <td>15</td> </tr> <tr> <td>2. Welcome &amp; Review Task Cycle</td> <td>7:15</td> <td>5</td> </tr> <tr> <td>3. Introductions &amp; Expectations</td> <td>7:20</td> <td>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 7/24/03 (Jon Walters)</td> <td>7:25</td> <td>5</td> </tr> <tr> <td>– Food Team – PROGRESS UPDATE</td> <td></td> <td></td> </tr> <tr> <td>– Logistics – SITE VISIT DATE</td> <td></td> <td></td> </tr> <tr> <td>– Time - ANNOUNCE</td> <td></td> <td></td> </tr> <tr> <td>– Specify Format for Troop Data Handout – PROGRESS UPDATE</td> <td></td> <td></td> </tr> <tr> <td>– Line up Celebrities/Entertainment – PROGRESS UPDATE</td> <td></td> <td></td> </tr> <tr> <td>– Design one-page Flyer (modify event name?) – PROGRESS UPDATE</td> <td></td> <td></td> </tr> <tr> <td>– Event Timeline - EVOLVING</td> <td></td> <td></td> </tr> <tr> <td>– Patch Design – PROGRESS UPDATE</td> <td></td> <td></td> </tr> <tr> <td>–</td> <td></td> <td></td> </tr> <tr> <td>5. Fair Open/Close (Jon)</td> <td>7:30</td> <td>5</td> </tr> <tr> <td>6. Site Visit Date (Derek)</td> <td>7:35</td> <td>5</td> </tr> <tr> <td>7. Food Arrangements (Kim/Johnny) Patch Update (Nan)</td> <td>7:40</td> <td>5</td> </tr> <tr> <td>8. Troop Data Sheet: Examples (Jayne)</td> <td>7:45</td> <td>5</td> </tr> <tr> <td><b>BREAK</b></td> <td>7:50</td> <td>10</td> </tr> <tr> <td>9. Publicity Flyer (Rob)</td> <td>8:00</td> <td>5</td> </tr> <tr> <td>10. Celebrity/Entertainer Progress Check – Giveaways?!? (Kim)</td> <td>8:05</td> <td>5</td> </tr> <tr> <td>10. Activity Center – Who, What, "Score Card" (Ideas) (Jon)</td> <td>8:10</td> <td>10</td> </tr> <tr> <td>11. Troop Promotion – Ideas for "Elevator Speech" (Anne)</td> <td>8:20</td> <td>5</td> </tr> <tr> <td>12. Webelos Promotion – Ideas for "Elevator Speech" (Derek)</td> <td>8:25</td> <td>5</td> </tr> <tr> <td>13. Event Timeline – Special Teams Calendar fill-in (Victor)</td> <td>8:30</td> <td>5</td> </tr> <tr> <td>14. Next Meeting (Derek)</td> <td>8:35</td> <td>5</td> </tr> <tr> <td>15. Process Check (Rob)</td> <td>8:40</td> <td>5</td> </tr> <tr> <td>– Likes, then Wishes (Expected &amp; Surprised)</td> <td></td> <td></td> </tr> <tr> <td>Contingency</td> <td>8:45</td> <td>15</td> </tr> <tr> <td>End</td> <td>9:00</td> <td></td> </tr> </table>	1. Meet, Greet, & Eat	7:00	15	2. Welcome & Review Task Cycle	7:15	5	3. Introductions & Expectations	7:20	5	– Name, Unit, and One Thing You'd Like To Get From This Meeting			4. Follow-up Items from 7/24/03 (Jon Walters)	7:25	5	– Food Team – PROGRESS UPDATE			– Logistics – SITE VISIT DATE			– Time - ANNOUNCE			– Specify Format for Troop Data Handout – PROGRESS UPDATE			– Line up Celebrities/Entertainment – PROGRESS UPDATE			– Design one-page Flyer (modify event name?) – PROGRESS UPDATE			– Event Timeline - EVOLVING			– Patch Design – PROGRESS UPDATE			–			5. Fair Open/Close (Jon)	7:30	5	6. Site Visit Date (Derek)	7:35	5	7. Food Arrangements (Kim/Johnny) Patch Update (Nan)	7:40	5	8. Troop Data Sheet: Examples (Jayne)	7:45	5	<b>BREAK</b>	7:50	10	9. Publicity Flyer (Rob)	8:00	5	10. Celebrity/Entertainer Progress Check – Giveaways?!? (Kim)	8:05	5	10. Activity Center – Who, What, "Score Card" (Ideas) (Jon)	8:10	10	11. Troop Promotion – Ideas for "Elevator Speech" (Anne)	8:20	5	12. Webelos Promotion – Ideas for "Elevator Speech" (Derek)	8:25	5	13. Event Timeline – Special Teams Calendar fill-in (Victor)	8:30	5	14. Next Meeting (Derek)	8:35	5	15. Process Check (Rob)	8:40	5	– Likes, then Wishes (Expected & Surprised)			Contingency	8:45	15	End	9:00	
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<b>Capabilities:</b>	<ul style="list-style-type: none"> <li>Snacks (Rob)</li> <li>Tokens of Appreciation</li> <li>Flip Charts/Markers (Jon)</li> <li>Room Set Up (Victor/Jon/Derek/Kim)</li> <li>Directional Signs to Room</li> <li>Live Capture (Victor, et al)</li> <li>Hand-outs (Jon)</li> <li>Sign-in sheet (Jon)</li> </ul>																																																																																										

