


Webelos to Scout Transition Outdoor Fair Planning Meeting

Thursday, August 21, 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 8-21-2003]

Purpose:	<ul style="list-style-type: none"> Continue 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"> Agree next meeting topics Accept invitation to facilitate/coordinate specific tasks 																																																															
Steps:	<table border="1"> <tr> <td>1. Meet, Greet, & Eat</td> <td>7:00</td> <td>15</td> </tr> <tr> <td>2. Welcome & Review (Derek)</td> <td>7:10</td> <td>5</td> </tr> <tr> <td>3. Introductions & 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 8/10/03 (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> - Line up Celebrities/Entertainment – PROGRESS UPDATE</td> <td></td> <td></td> </tr> <tr> <td> - Event Timeline – PROGRESS UPDATE</td> <td></td> <td></td> </tr> <tr> <td> - Patch Design – PROGRESS UPDATE</td> <td></td> <td></td> </tr> <tr> <td>5. Call-a-thon (James)</td> <td>7:30</td> <td>10</td> </tr> <tr> <td>6. Unit Locator Map: Examples (Jayne)</td> <td>7:40</td> <td>5</td> </tr> <tr> <td>7. Publicity Flyer - Distribution (Rob)</td> <td>7:45</td> <td>5</td> </tr> <tr> <td>8. Food Arrangements (Kim/Johnny)</td> <td>7:50</td> <td>5</td> </tr> <tr> <td>9. Activity Center Progress Check – Vendors/Celebrities (Jon/Kim)</td> <td>7:55</td> <td>10</td> </tr> <tr> <td>BREAK</td> <td>8:05</td> <td>5</td> </tr> <tr> <td>13. Patch Design – (Rob)</td> <td>8:25</td> <td>5</td> </tr> <tr> <td>13. Next Meeting (Derek)</td> <td>8:30</td> <td>5</td> </tr> <tr> <td>14. Process Check (Jon)</td> <td>8:35</td> <td>10</td> </tr> <tr> <td> - Likes, then Wishes (Expected & 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 (Derek)	7:10	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 8/10/03 (Jon Walters)	7:25	5	- Food Team – PROGRESS UPDATE			- Line up Celebrities/Entertainment – PROGRESS UPDATE			- Event Timeline – PROGRESS UPDATE			- Patch Design – PROGRESS UPDATE			5. Call-a-thon (James)	7:30	10	6. Unit Locator Map: Examples (Jayne)	7:40	5	7. Publicity Flyer - Distribution (Rob)	7:45	5	8. Food Arrangements (Kim/Johnny)	7:50	5	9. Activity Center Progress Check – Vendors/Celebrities (Jon/Kim)	7:55	10	BREAK	8:05	5	13. Patch Design – (Rob)	8:25	5	13. Next Meeting (Derek)	8:30	5	14. Process Check (Jon)	8:35	10	- Likes, then Wishes (Expected & Surprised)			Contingency	8:45	15	End	9:00	
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Capabilities:	<ul style="list-style-type: none"> Snacks (Kim) Flip Charts/Markers (Jon) Room Set Up (Victor/Jon/Derek/Kim) Live Capture (Victor, et al) Hand-outs (Victor) Sign-in sheet (Jon) 																																																															