

Activity Planning Checklist

Sponsoring group: _____ Person in charge: _____

Activity: _____ Phone:(day) _____ (eve) _____

Site: _____ Address: _____

Date(s): _____ City: _____ Zip: _____

Planning - The key to success

Planning is doing - a process

- it doesn't happen all at once
 - it is anticipating and decision-making
 - it is assigning responsibility for tasks

The following checklist will guide the group preparing an activity to benefit girls and support the program emphasis. The scope of the detail needed will vary as the process is applied to the activity being considered. A large-scale encampment would require more in depth fact-finding, more delegation of tasks, and longer planning time than a one-day badge workshop for the girls from one school. Some items on the checklist are specific for community camping or day events.

Girl involvement in planning, carrying out and evaluating is as important an element in any activity as it is in the troop program.

	Individual or Group Responsible	Target Date	Completed
Phase I - Initial decision-making			
The special activity task group has been formed to select the site, determine the purpose and guidelines for participation. This group has identified the key personnel necessary for the activity.			
The purpose of the activity has been determined, and eligibility requirements are clearly defined (age, grade, skill etc.)			
An assessment has been made to determine there are a sufficient number of qualified adults to accompany the girls. If adults are not qualified, is there a reasonable plan for further training/skill development? (community camping)			
Date(s) has been set and cleared with the service unit/cluster/council as appropriate.			
Arrangements have been confirmed to use a council owned or approved site.			
If meals are to be prepared centrally, arrangements are made for a cook and use of a kitchen.			
Time line of due dates and meetings has been set and made known to others.			
Rough draft of a budget has been developed including cost per girl.			

Phase II - Girl involvement and tasks to be delegated	Individual or Group Responsible	Target Date	Completed
The expectations for girl readiness and skill level has been determined and communicated to attending adults.			
If non-troop affiliated girls are invited, guidelines for them have been reviewed and followed.			
The task group has obtained appropriate girl input and incorporated girls in the planning process. (day events)			
The camper council has met to determine the program. (community camping)			
Badges, Try-Its, council patches have been ordered through council store.			
Souvenir items (such as patches or T-shirts) have been ordered.			
The activity's budget has been established and approved at least 3 months in advance.			
A written plan of action to balance the budget should expenses exceed income has been developed. A refund policy and procedure has been written.			
The need for additional insurance has been evaluated and the proper form(s) has been requested and received.			
Arrangements have been made for any site considerations needed (porta-potties, dumpsters, special program areas, site owned equipment).			
Transportation plans have been made.			
Flyer including who, what, when, where, cost and a written procedure of refunds and/or cancellations, has been prepared.			
Written emergency procedures have been established according to Girl Scout resources.			
The nearest emergency treatment facility has been located and notified.			
A plan (with deadlines) is in place to complete final reports, financial reports, evaluations, make suggestions for next year, share site evaluations, and file any accident reports.			

Phase III - Training and final details	Individual or Group Responsible	Target Date	Completed
The troops/groups qualified to attend the activity have been informed and are aware of activity prerequisites (such as the training needed by the adults, permissions, and medical history requirements).			
Pre-camp training for leaders has been planned and scheduled and includes site orientation, behavior expectations for girls and adults, safety management plans, review of schedules and other operational guidelines and procedures. (community camping)			
Pre-event training for all helpers has been planned and scheduled and includes all special event procedures. (day events)			
Schedule for the event and delegated responsibilities for the event have been developed. (day events)			
Camp schedules, sleeping arrangements and all-camp kaper charts have been developed.(community camping)			
Deposits and/or the full amount have been collected from the troops/groups attending, and/or a plan is in place for collecting the balance due prior to the event.			
Program materials have been purchased.			
Payments have been made for use of the site and any requested site facilities.			
A plan for early and late participant arrivals and departures has been made.			
Clean up plan has been developed.			
An alternative plan has been developed in case of rain, no-shows, etc.			
A plan for disposal of leftover food, materials, supplies, souvenirs, etc. has been written.			
First-aid kit and first-aider have been arranged for. Accident report forms and insurance forms are available and the first aider is familiar with procedures.			
Added insurance (if necessary) has been purchased through council at least 3 weeks ahead.			
Evaluation forms have been created, and plan for distribution and collection has been developed.			
A site has been selected for an information center.			
A site has been selected for the first aid station.			

Phase IV - Conducting the event	Individual or Group Responsible	Target Date	Completed
People in charge arrive early.			
Assure that areas are clearly marked; signs in place, etc.			
Someone with authority to make decisions must be readily available to others during the entire activity.			
Establish and clearly identify an information center.			
Establish and clearly identify the first aid station.			
Have participants complete evaluation forms.			
Clean up - leave the site better than you found it!			

Phase V - Follow up	Individual or Group Responsible	Target Date	Completed
Conduct a planning group evaluation meeting.			
Prepare written information to be used in planning next year's program (including names of people who have expressed an interest in helping).			
Complete and turn in financial report to sponsoring group's treasurer.			
Turn in Facility Usage Worksheet Report to council if Girl Scout property is used.			
Return any equipment and program supplies.			
Send thank you's.			
File health log and any accident reports.			
Follow through with plan designed for disposal of leftover food, materials, supplies, etc.			