



Activity Planning Packet

Sea Scout Ship 468, Bay Area Council, BSA
St. Andrew's Episcopal Church, Pearland, TX



Checklist

Activity _____

Date _____

Item

Date Completed

1. Activity Checklist*
2. Activity Timeline
3. Activity Planner*
4. Activity Budget *
5. Sign-Up Sheet*
6. Permission Slips

Other Forms (as needed):

7. Float Plan (for boating activities)*
8. Cruise Plan (for boating activities)*
9. Tour plan (for camping and land-based activities)*
10. Local Tour permit (for travel)*
11. National Tour permit (for travel over 500 miles)*
12. Flight Permit
13. Driver Information Sheet
14. Campsite Information*
15. Menu Plan
16. Cruise Log
17. Harbor Log
18. Station Bill

* To be included with Final Report

Additional Information Related to Activities

From the Sea Scout Manual:

2-3 “For each activity, an activity chairman is appointed. He or she may be invited to Quarterdeck meetings by the Boatswain whenever advisable to present detailed plans”

2-4 “The activities of a ship are carried out through activity committees. For each activity scheduled, a committee is made up of a Sea Scout chair and just enough Sea Scouts to do the job. The activity chairman provides leadership in successfully planning and conducting the activity.” (see also p. 4-28 for “How to be a Successful Committee Chairman”)

3-5 “Ideals for Able: #4. Serve effectively either as an elected officer of your ship or as the chairman of a major activity.”

4-3 (Checklist of items for Ship meeting agenda) “Promotion of activities by activity chair- asked to promote participation- This is done through progress reports on superactivity as well as regular activities.”

Adult Leadership:	It is a Ship and BSA rule that a female adult <i>must</i> be present when female Sea Scouts are on an overnight activity. Two adults are required for every activity.
Announcements:	An article gets information out to everyone. Information to be included: information from permission slip, when the permission slip is due, any moneys due, requests for drivers/leaders, etc. Graphics and pictures are great. Ask for help if needed.
Designated areas:	There are to be separate male and female sleeping quarters. If you are not familiar with the site or boat, ask another Sea Scout or an adult who knows the area for any suggestions.
Transportation:	Talk with the Skipper or Committee Chair about the activity, dates, land or sea cruise, destination (is there a map on file? If not, you must provide), approximate number of participants. At that time, ask that the drivers indicate whether they will return Sea Scouts to their home or to the Church parking lot.
Health Forms:	The form used by Ship 468 is the BSA Class III form for long cruises and other high adventure trips. Health forms will be filed for each new Sea Scout. These will be updated every three (3) years or before an extensive long cruise or high adventure activity. A reproduction of the official BSA health form on the back of the Venturing registration form can be used in the interim and for guests.
Return Time:	Due to the lack of control over winds, weather, etc., pick-up time can vary as much as 1 to 2 hours. Add 1 hour for boat cleanup. Take this into consideration when deciding on pick-up time.

Menu Planning

The following are some ideas to make the job of menu planning a little easier. At first it may seem awkward but if you work with it you should find it very efficient and, in the end, that it will save a lot of time and aggravation. You will work out your own shortcuts after you learn the planning concept.

The first step is to plan your menu. For example:

Friday	Saturday	Sunday
Breakfast None	Breakfast Cereal, toast, OJ	Breakfast Eggs/bacon, Donut, OJ
Lunch None	Lunch Tuna sandwiches, chips, drink	Lunch Cold cut hoagies, fruit, drinks
Dinner None	Dinner Spaghetti, salad, Italian bread, drinks	Dinner None
Snack Chips, fruit drink	Snack Cheese, crackers, soda	Snack None

Using this menu you can make up your grocery and equipment lists. Try to picture yourself preparing a meal and all the things that go into it. For example, a tuna sandwich requires mayonnaise, pickles, lettuce (depending on your recipe), seasoning, etc., not just a can of tuna. You also need a can opener!

You will want to include different kinds of food. For example, try to have fruit and vegetables along with the meat and potatoes. It makes a more interesting and healthful menu. Even if you love potato chips, you will get tired of them after 6 meals. Don't forget to plan the amounts needed when you know the number of people attending.

Other things you should think about:

- Special diets. Is someone a vegetarian, diabetic, allergic, etc.?
- The cooking skills of the people doing the cooking. Is he/she a gourmet chef or a beginner water-warmer?
- The kind of equipment you will be using, a camp fire, boat stove, camp stove (1 or 2 burner?), no stove, etc.?

If you are backpacking food, weight is a serious consideration. You will want to minimize things that are heavy. There is a separate sheet for that kind of menu planning.

Grocery list (5 people)	Grocery list (5 people)	Grocery list (5 People)
Chips 1 large bag	Cereal 5 small boxes	Eggs 10
Apples 10	Milk ½ gallon	Donuts 10
Sodas 10 cans	Sugar small bottle	OJ 1 quart
	OJ 1 quart	Salt, pepper small shaker
	Tuna 3 small cans	Bacon 1 ½ lb
	Mayo small bottle	Slices meats 20 slices
	Relish small bottle	Cheese 20 slices
	Salt, pepper small shaker	Mayo small bottle
	Lettuce 1 head	Mustard small bottle
	Bread 1 loaf (15 slices)	Hoagie rolls 10
	Chips 1 large bag	Grapes 1 lb
	Kool-aid 1 packet	Fruit cocktail 5 cups
	Spaghetti sauce bottle	
	Meat 1 ½ lb	
	Italian bread 1 loaf	
	Butter 1 stick	
	Lettuce 1 head	
	Salad dressing 1 bottle	
	Cookies 1 bag	
	Sodas 10 cans	
	Cheese 1 lb	
	Crackers 1 box	
Equipment Napkins	Equipment can opener, dish detergent, towels, big salad bowl, plates, silverware, glasses, 2 pots, colander	Equipment frying pan, spatula

As you can see, the above menu, which is pretty simple, requires a lot of planning to assemble all the things you need. The more complicated the menu, the more difficult it is!. If you can, keep it simple.

Use a blank form from the website, which you can use to put your ideas into place. If you need help, please don't hesitate to ask

Suggested Activity Planning Timeline

Here are suggested timelines to use as a guideline for activities. Make notes about ideas for: location (site), reservations for camping, activity agenda, people for the committee and what they can do, need to reserve boats, etc.

Due date	Date done	What is to be accomplished	
4 weeks prior	_____	Familiarize yourself with activity and plan an agenda	
	_____	Read the entire packet and made notes	
	_____	Plan what committee needs to do	
	_____	Talk about activity plans to Ship	
	_____	Ask Sea Scouts to serve on committee	
	_____	Ask Skipper/Mates for adults activity leadership	
	_____	Meet with Advisor and committee	
	_____	Finalize Activity Planner & Budget	
	_____	Make reservations (camp site and/or boats)	
	_____	Have map/directions for activity	
	3 weeks prior	_____	Meet with Advisor and Committee about progress
		_____	Finalize tour permit & give to Advisor
_____		Give budget to Purser	
_____		Plan menus (Skipper/Mate to approve.)	
_____		Finalize permission slip & copies made	
_____		Call Storekeeper to check boat status	
_____		Tour permit has been mailed/faxed by Advisor	
2 weeks prior	_____	Ascertain who will be Designated Safety Office	
	_____	Call Advisor and Committee about progress	
	_____	Skipper/Mate approved menu/budget	
	_____	Sign-Up Sheet; Permission slips handed out	
	_____	Call Storekeeper to check about boat status	
1 week prior	_____	File Float/Tour Plan with Designated Safety Office	
	_____	Call Advisor and Committee about progress	
	_____	Set date and time for shopping for food	
	_____	Collect signed permission slips and money	
½ week prior	_____	Call people whose permission slips are not in	
	_____	Have the medical form notebook	
After activity	_____	Shopping trip for food	
	_____	Check to see if all paperwork is in order	
1 weeks	_____	Evaluate and review activity	
	_____	Put all paperwork in order	
	_____	Return the medical form book	
	_____	Activity planner is to be turned	

Activity Planner

(To Be Filled in by Ship Officers)

Activity: _____

Activity Chair: _____

Activity Advisor: _____

Address: _____

Phone: _____

Place: _____

Date: _____

Ship Officers' comments: _____

Check Experience Areas

- Citizenship
- Outdoor
- Fitness
- Service
- Social
- Leadership

(To Be Filled in by Activity Committee)

Committee members: _____

DETERMINE THE ACTIVITY (Call a committee meeting, discuss the event, make the plan)

What is to be accomplished? _____

IDENTIFY THE RESOURCES

Equipment and facilities needed _____

Cost and how the activity is paid for _____

Personnel required _____

CONSIDER ALTERNATIVES

How can the activity be accomplished? _____

What are alternate plans? _____

REACH A DECISION – MAKE THE PLAN – DELEGATE RESPONSIBILITIES

Job to be done	Assigned to
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Follow up – at additional meeting and through personal contacts, follow up on all assignments until you are sure you are all set. If the going gets rough, call on your Advisor for help.

CARRY OUT THE PLAN – CONDUCT THE ACTIVITY

Just before the activity, double-check all arrangements and conduct the activity to the best of your ability, using your committee and Advisor.

Notes _____

After the activity be sure and thank everyone involved and leave things clean and in good order.

EVALUATE THE ACTIVITY

Did the members like it? _____

Number participating _____ Sea Scouts _____ Friends _____ Adults _____

Should we repeat this activity? yes no why? _____

How well did the plan work? _____

How can we improve the activity? _____

What were the costs? To the Ship _____ Per Person _____

Attach all receipts or bills for the activity

Signed _____ Date _____

Activity Committee Chair

Fill out and return this report as you plan, execute, and evaluate your activity. Turn the completed report in to the Boatswain’s Mate (Program) for inclusion in the Ship’s activity file.

Activity Budget

Sea Scout Ship 468, Bay Area Council, BSA
Chartered by St. Andrew's Episcopal Church, Pearland, TX

Make 2 copies; 1 copy to Purser for 21 day advance approval

Name of Event: _____ Date of Event: _____
 Activity Chair: _____ Activity Advisor: _____
 Prepared by: _____ Date Prepared: _____

Income – Estimated		Income - Actual		Money Turned In
Source	Amount	Source	Amount	
Total		Total		
\$		\$		

Expenses – Estimated		Expenses - Actual		Receipt Turned In
Source	Amount	Source	Amount	
Total		Total		
\$		\$		

Anticipated Profit/(Deficit): \$ _____ **Actual Profit/(Deficit):** \$ _____

Approval:

Boatswain: _____

Purser: _____

Skipper: _____

Sign-Up Sheet

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Activity: _____ Dates: _____ to _____

	Name & Phone	Youth or Adult	Perm. Slip ✓	Cash ✓	Fee Paid By			Comments
					Check ✓	Acct ✓		
1								
2								
3								
4								
5								
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