



BOY SCOUTS
OF AMERICA®

CORNHUSKER COUNCIL

Ideal Year of Scouting

Planning Your Unit's Annual Program Budget

What is the “*Ideal Year of Scouting*” plan? It’s developing an annual program plan, creating a budget to go along with that plan, and then forming a fund-raising plan through one fund-raiser to reach your program goals. The result is a well-managed, well-financed unit that you spend your time doing Scouting, not raising money.

Those leaders who want a meaningful, exciting, and comprehensive youth program that achieves the objectives of the Scouting program will find this format the *ideal way to go*. This method of planning eliminates raising money every month, planning your program as you go, eliminates limiting your activities based on unit’s income, and engages youth members in the planning process! It’s simpler and more fun!

Steps in planning your *Ideal Year of Scouting* include:

1. Plan your complete annual program.
2. Develop a budget which includes enough income to achieve the program.
3. Identify fundraising goal needed per youth member to reach your income goal.
4. Get commitments from parents and youth.

In planning your annual program plan, it is important not to get stuck on what you have “always” done, but what you would “like to

do”. Steps in annual program planning include:

1. Brainstorming – Brainstorm ideas of things you would like to do as a unit. Be sure to coach a wide range of activities: field trips, activities, service projects, places to go and see, etc. At this point, every idea goes on the board. No evaluation happens at this point. If someone throws out going to Alaska, put it on the board.
2. Evaluation – Unit committee evaluates each suggestion and goes back to unit with “approved” list. Have youth vote for 1st, 2nd, and 3rd choice of ideas on the list. The activities that got the most votes or the most positive reception; look at putting into your annual program plan.
3. Put together a draft annual program calendar. Assign potential activities for further research (cost, times, availability, etc.)
4. Finalize annual program plan, put together a budget to fund that program plan.
5. Recruit new youth and adult members, we have fun with more friends.
6. Hold a program kickoff to:
 - a) Communicate annual program plan to new and existing parents and youth.
 - b) Welcome new members into your unit.
 - c) Communicate your unit’s budget.

- d) Assign non-leader parents to help with 2 or 3 activities throughout the year.
 - e) Kickoff your annual fundraising event including per youth goals.
7. Conduct annual fundraising event.
 8. Implement annual program plan.

Basic Expenses

1. Registration fees – registration fees are paid to the National Council. These fees are only transmitted through our council and do not support the council at all! They pay for program research and development to improve the Scouting program. Units pay an annual charter fee of \$40. Registration fees are \$33 per year for each youth and adult member. This fee is pro-rated each month from when the youth joins until the month the unit re-charters (\$2.75 per month).
2. Boys' Life Magazine – *Boys' Life* magazine is the official publication of the BSA and is available to all members for \$12 per year (\$1 per month). Every youth should subscribe to *Boys' Life* because the quality reading and the articles related to your unit's monthly program. Research shows youth will stay in Scouting longer and advance further if they reads *Boys' Life*.
3. Advancement and Recognition – Every youth member should advance in rank each year.
4. Training expenses – “*Every Scout deserves a trained leader*”. Trained leaders are key to a quality and safe program. Each unit should consider paying for each leader to attend leader specific training. Some units pay a portion of their unit leaders Wood Badge fees or other special training needed.
5. Program materials – Each unit needs to provide a certain amount of program materials. Depending on the type of unit

program, these could include craft tools and supplies, camping equipment, video's or books, ceremonial props, rope, etc. Each den/patrol may also have a budget for their program.

6. Camping experience – The council offers many great camping programs at both Camp Cornhusker and the Outdoor Education Center. Every youth should participate in at least one of these rich Scouting experiences annually.
7. Activities – Unit activity and field trips are all a valuable part of the Scouting program. Some examples include: Pinewood derby, space derby, visit to a park, family camping outings, fishing, etc.
8. Leader recognition – as leaders move up, move on, or do an outstanding job it is always good to say “Thank-you”.
9. Arrow of Light and Crossover – Many units give a parting gift or joining gift to a youth crossing over into Scouts or special recognition for achieving Cub Scouting's highest award, the Arrow of Light. Some ideas include a special decorated arrow or a Scout handbook. It is best to coordinate between units to determine needs and plans.
10. Contingency/reserve fund – Just in case. What if the pinewood derby track breaks or you need another tent?
11. Other expenses – Refreshments, etc.

Sources of income

“One fund-raiser per year” is the theme of the *Ideal Year of Scouting*”. Rather than “nickel and dime” families every week, we suggest that the total cost for the complete year be figured up front. Ideally, all income would come from one fund-raiser (popcorn) conducted in the fall and not be collected from families.

Some important points

Paying your own way – This is a fundamental principal of the Boy Scouts of America. It is one of the reasons no solicitations (request for contributions) are permitted by units. Young people in Scouting are taught early on that if they want something in life they need to earn it. *The unit's entire budget must be provided for by the families through either fund-raising or other means such as dues or fees.*

Money Earning Application – Except for the council-sponsored popcorn sale, all other fund-raising projects require the submission of the *Unit money earning application # 34427B*. This is to ensure conformity with all Scouting standards on earning money. Leaders should be familiar with the 8 guides listed on the back of the application and the financial record books.

Registration Fees vs. Participation Fees

It is important to note that it cost **\$33 per year** to join Scouting. Participation costs are determined by your pack's budget. While, parents should be told about both registration cost and participation cost. They should pay registration fees and told that participation in unit fundraiser (popcorn sale) will help offset or completely take care of participation fees.

Other helps

Additional information concerning unit budget plans, the treasurer's job, camp savings, forms, and records can be found in the in the Cornhusker Council Shop or

online. Your unit can also use Scoutbook.com. This tool is great for keeping track of individual youth accounts, advancement and communication.

There are also budget and program planners available at <http://www.cornhuskercouncil.org/IYOS>, along with sample materials for creating calendar and budget materials to share with families.

Budget Worksheet

To develop your unit budget, complete the attached worksheet (available also at <http://cornhuskercouncil.org/IYOS>). Share it with the Scouts' parents. Be sure to keep parents involved and informed. Program calendar and budget information needs to be communicated regularly to families; especially at the start of the program year.

Additional Resources are available on-line at: <http://www.cornhuskercouncil.org/IYOS>

For Packs: www.scouting.org/programs/cub-scouts/leaders/pack-committee-resources/unit-program-planning-tools/

For Troops: www.scouting.org/programs/boy-scouts/planning/

For Crews: www.venturing.org/annual-program-planning.html

These sites includes calendar templates, newsletter templates, and power point training on how to conduct an annual program planning and budgeting conference within your unit.

Units need to “Be Prepared” for new Scouts

Units with an excellent track record of recruiting and retaining members have one thing in common – they are prepared to receive youth into their program. What does this mean? A unit is prepared to receive new youth when the leaders have:

- ✓ Created a program **calendar** for the next year with input from youth and families.
- ✓ Created a reasonable **unit budget** and are good at explaining how much Scouting costs and how the parents can help pay for the program.
- ✓ Prepare **well-planned Sign-Up meetings**.
- ✓ Evaluate succession plan to determine the leadership positions that need to be filled and have a **game plan for recruiting parents** to fill those vacancies.
- ✓ Identify current leadership that will serve as immediate **new-leader mentor(s)**. Mentoring helps provide support to new leaders to include, but is not limited to: unit organization, meeting location and time arrangements, training, resources, information regarding district and council events, as well as encouragement and advice.
- ✓ Developed a plan to contact each of the families after the Sign-Up meeting to remind them about the **Parent Orientation** meeting. When the new parents attend the orientation meeting, the units program can be explained in more detail in terminology that is easily understood by the parents.
- ✓ **Schedule and hold regular meetings and activities**. Consistent schedules and reliability of program gives parents confidence in the program and keeps youth excited. Youth that do not attend the a few meetings in a row are contacted to make sure they knew when and where the meetings are held and to gage their interest in what the unit is doing.
- ✓ Invited families to **participate in a fun outdoor activity**.
- ✓ Identified any problems that may make members leave and find solutions as quickly as possible.

Program Expenses For Cub Scout Pack		Annual Cost per Scout/Unit	Number of Scouts / Adults	Total Unit Cost
Registration Fees	# youth + # Adults	\$ 33.00		
Charter Fee	Yearly flat fee	\$ 40.00		\$40.00
<i>Boys' Life</i> Subscription	1/household	\$ 12.00		
Advancement	Ideally 100% of youth to earn belt loops, pins, activity badges, etc.	\$ 18.00		
Recognition	1 or each youth (Thank you's, Veteran Awards, etc.)	\$ 10.00		
Special Events	Blue and Gold			
	Pinewood Derby			
	Webelos Graduation			
	Other			
Special Activities	<u>Location</u>			
	Field Trip A			
	Field Trip B			
	Field Trip C			
	Field Trip D			
Camp				
Cub Scout Day Camp	Per youth			
Cub Camp	Per youth			
Webelos Camp	Per youth			
Leader's fees				
Program Materials	Ceremony supplies, den projects, camping items, etc.			
Leader Basic Training				
Reserve Fund	Registration Scholarships			
Other Expenses	Contingency Funds			
Total Budgeted Program Expenses				
Income				
Annual Dues	(Monthly x's 9 to 12)			
Surplus from prior year	(Beginning fund balance)			
Other Income	(Parent payments, etc)			
Income subtotal				
Fund-raising needed				

Program Expenses For Scout Troop		Annual Cost per Scout/Unit	Number of Scouts / Adults	Total Unit Cost
Registration Fees	# youth + # adults	\$33.00		
Charter Fee	Yearly flat fee	\$40.00		\$40.00
<i>Boys' Life</i> Subscriptions	1/household	\$12.00		
Advancement	100% of youth included in badges and ranks	\$12.00		
Camping Trips	<u>Location</u>			
Camping Trip # 1				
Camping Trip # 2				
Camping Trip # 3				
Camping Trip # 4				
Camping Trip # 5				
Camping Trip # 6				
District Event(s)				
Fall Camporee				
Spring Camporee				
Winter Klondike				
Summer Camp				
Leader Camp Fees				
Special Activities				
Field Trips				
Leader Recognition	Thank-yous, Veteran Awards, etc.			
Adult Leader Training	(LST, OLS)			
Youth Leader Training	SPL, PL			
Troop equipment purchases	(Tents, stoves, etc.)			
Troop equipment maintenance	(Tents, stove lanterns, etc.)			
Webelos Transition Recognition Items	Handbook, Troop Neckerchief, etc			
Total Budgeted Program Expenses				
Income				
Annual Dues				
Surplus from prior year				
Other Income	Parent payment, etc.			
Income Sub Total				
Fundraising needed				
<u>Optional High Adventure Opportunities</u>				
Philmont, Sea Base, Jamboree, etc.				