

# District TLT – Planning Checklist

Revision Date: February 17, 2011

<u>Key Decision Topics</u>	<u>Adult Leader Positions</u>
<input type="checkbox"/> Location: <u>Grace United Methodist</u>	<input type="checkbox"/> Scoutmaster/Emcee: Chris Jackson
<input type="checkbox"/> TLT date: <u>February 25 &amp; 26, 2011</u>	<input type="checkbox"/> SPL <u>Clif Vaughan</u>
<input type="checkbox"/> Remaining meeting dates/times: <ol style="list-style-type: none"> <li><b>Jan. 13 &amp; Feb. 10 @ 8:30 PM</b></li> <li><b>Feb. 17 @ 7:00 PM @ Grace UM</b></li> <li><b>Feb. 24 @ 7:00 PM (only if needed)</b></li> </ol>	<input type="checkbox"/> ASPL 1 <u>Bob Quick</u>
<input type="checkbox"/> Invitee Criteria: <u>FC min. rank – any lower rank must be a current leader</u>	<input type="checkbox"/> ASPL 2 <u>Joe Lemble</u>
<input type="checkbox"/> #Scouts allowed per unit: <u>(10) max.</u>	<input type="checkbox"/> ASM 1 <u>Bob Neubert</u>
<input type="checkbox"/> Lock-in? (Y/N) <u>Yes</u>	<input type="checkbox"/> ASM 2 <u>Dale Warnke</u>
<input type="checkbox"/> If done as a lock-in, try to finish around lunch? (Y/N) <u>Yes</u>	<input type="checkbox"/> ASM 3 <u>Jim Hunt</u>
<input type="checkbox"/> Cost per Scout: <u>\$10 each</u>	<input type="checkbox"/> ASM 4 <u>Alan Raven</u>
<input type="checkbox"/> Troops share cost? <u>Up to each Troop</u>	<input type="checkbox"/> ASM 5 <u>Mark Knapp</u>
<input type="checkbox"/> Should volunteers be required to help from each Troop? (Y/N) <u>Yes</u>	<input type="checkbox"/> ASM 6 <u>John Cunnings</u>
<input type="checkbox"/> Should videos be screened? <u>Yes</u>	<input type="checkbox"/> ASM 7 <u>Tom Stewart</u>
<input type="checkbox"/> Planning meeting topics: <u>Jan. 13 @ Providence Lutheran:</u> <ol style="list-style-type: none"> <li>Go thru the TLT agenda</li> <li>Explain/assign duties &amp; positions</li> <li>Should we ask skills trainers to provide their own materials?</li> <li>Get volunteers for all items</li> </ol> <u>Feb. 10 @ Providence Lutheran:</u> <ol style="list-style-type: none"> <li>Finalize headcount &amp; no. of Patrols</li> <li>Review assignments/materials list.</li> <li>Finalize activities.</li> </ol> <u>Feb. 17 @ Grace United Methodist:</u> <ol style="list-style-type: none"> <li>Familiarize team with venue</li> <li>Determine best program set up.</li> <li>Practice activities.</li> </ol>	<input type="checkbox"/> ASM 8 <u>Keith Griffith</u>
	<input type="checkbox"/> ASM 9 <u>Mike Pierson</u>
	<input type="checkbox"/> Registration Team: <ol style="list-style-type: none"> <li>Troop 110 MC's</li> <li>Sign in/collect fees: <u>Bob Quick</u></li> <li>Name tags/Patrol: <u>Lee Schultz</u></li> <li>Issue hand outs: <u>Mike Pierson</u></li> <li>Collect videos &amp; snacks: <u>Brenda Corr</u></li> </ol>
	<input type="checkbox"/> Activity leaders: <u>ASM's</u>
	<input type="checkbox"/> Skills stations trainers <ol style="list-style-type: none"> <li>Map &amp; compass: <u>ASM 1, 4, 7</u></li> <li>Knots &amp; lashings: <u>ASM 2, 5, 8</u></li> <li>First aid: <u>ASM 3, 6, 9</u></li> </ol>
	<input type="checkbox"/> Saturday breakfast cooks & cleaners: <ol style="list-style-type: none"> <li><u>Troop 110 adults</u></li> <li>Others: _____</li> <li>_____</li> <li>_____</li> </ol>
	<h2><u>TLT RULES</u></h2>
	<input type="checkbox"/> Uniforms to be worn (properly)
	<input type="checkbox"/> Follow Scout Oath & Law
	<input type="checkbox"/> No electronics/cellphones
	<input type="checkbox"/> Bring snacks, board games, cards, etc.

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<u><b>Needed Program Materials</b></u>	<u><b>Skills &amp; Games Materials</b></u>
<ul style="list-style-type: none"> <li>❑ Projector/DVD player; PA system; microphone: <u>Chris, Clif, &amp; church</u></li> <li>❑ TLT/DVD's/materials: <u>Chris Jackson</u></li> <li>❑ Opening/closing music &amp; player: <u>team decided this was not required</u></li> <li>❑ Handouts: <u>Chris Jackson</u> <ul style="list-style-type: none"> <li>1. Folders to put handouts in</li> <li>2. EDGE; EAR; Team Development; PLC &amp; Troop meeting agendas; SPL/ASPL/PL/APL position duties; blank duty roster.</li> </ul> </li> <li>❑ Manuals &amp; Guidelines: <ul style="list-style-type: none"> <li>1. ASM breakout session manuals - (6)</li> <li>2. SPL Guideline</li> <li>3. Registration Team Manual</li> <li>4. Presenter Manual</li> </ul> </li> <li>❑ Registration Items: <ul style="list-style-type: none"> <li>1. Sign in sheets <u>Chris Jackson</u></li> <li>2. Patrol assignment sheets <u>Chris Jackson</u></li> <li>3. Instructions <u>Chris Jackson</u></li> <li>4. Name tags <u>Bob Quick</u></li> <li>5. Money box <u>Chris Jackson</u></li> </ul> </li> <li>❑ Flags &amp; stand: <u>Troop 110</u></li> <li>❑ PLC sample agenda: <u>Chris Jackson</u></li> <li>❑ Flip chart &amp; markers: <u>Troop 110</u></li> <li>❑ Large wall agendas: <u>Chris Jackson</u></li> <li>❑ Skills instructor outlines: <ul style="list-style-type: none"> <li>1. First aid: <u>Jim, Mike, John</u></li> <li>2. Map &amp; compass: <u>Bob, Alan, Tom</u></li> <li>3. Knots &amp; lashings: <u>Mark, Dale, Keith</u></li> </ul> </li> <li>❑ Trained patches: (60) (received)</li> <li>❑ TLT certificates: (60) (received)</li> <li>❑ PL, APL, SPL, ASPL patches: <u>Clif</u></li> <li>❑ Patrol flag material, markers, poles, decorations - (6) sets: <u>Chris Jackson</u></li> <li>❑ Scout invitations &amp; flyers: <u>Mike Pierson &amp; Lee Schultz</u></li> </ul>	<ul style="list-style-type: none"> <li>❑ Games &amp; Activities (for a maximum of (6) Patrols or (60) Scouts). <ul style="list-style-type: none"> <li>1. (6) bouncy balls: <u>Grace UMC</u></li> <li>2. (1) potato per Scout: (60 max.) <u>Bob Neubert</u></li> <li>3. (4) dozen tennis balls (8 per Patrol): <u>Matt Reineck (Camp Miakonda)</u></li> <li>4. (6) XXL T-Shirts: <u>Mark Knapp</u></li> <li>5. Other: _____</li> </ul> </li> <li>❑ Skills stations materials <ul style="list-style-type: none"> <li>1. First aid: <u>Jim, Mike, John</u></li> <li>2. Map &amp; Compass: <u>Bob, Alan, Tom</u></li> <li>3. Ropes, staves, etc.: <u>Mark, Dale, Keith</u></li> </ul> <p>Note: bring enough station materials to train up to (20) Scouts.</p> </li> <li>❑ Videos for lock-in portion: <u>Scouts</u></li> <li>❑ Displays <ul style="list-style-type: none"> <li>1. NYLT: <u>Static display/handouts</u></li> <li>2. High Adventure: <u>Jim Whitehead</u></li> <li>3. Scout Memorabilia: _____</li> <li>4. Religious Awards: _____</li> </ul> </li> </ul> <div style="text-align: center;"><u><b>Other Needed Items</b></u></div> <ul style="list-style-type: none"> <li>❑ Food service <ul style="list-style-type: none"> <li>1. Plates <u>Grace UMC</u></li> <li>2. Eating utensils <u>Grace UMC</u></li> <li>3. Paper towels/napkins: <u>Troop 210</u></li> <li>4. Bowls <u>Grace UMC</u></li> </ul> </li> <li>❑ Tables, chairs <u>Grace UMC</u></li> </ul>