

District TLT – Planning Checklist

Revision Date: February 17, 2011

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

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<u>Needed Program Materials</u>	<u>Skills & Games Materials</u>
<ul style="list-style-type: none">❑ Projector/DVD player; PA system; microphone: <u>Chris, Clif, & church</u>❑ TLT/DVD's/materials: <u>Chris Jackson</u>❑ Opening/closing music & player: <u>team decided this was not required</u>❑ Handouts: <u>Chris Jackson</u><ul style="list-style-type: none">1. Folders to put handouts in2. EDGE; EAR; Team Development; PLC & Troop meeting agendas; SPL/ASPL/PL/APL position duties; blank duty roster.❑ Manuals & Guidelines:<ul style="list-style-type: none">1. ASM breakout session manuals - (6)2. SPL Guideline3. Registration Team Manual4. Presenter Manual❑ Registration Items:<ul style="list-style-type: none">1. Sign in sheets <u>Chris Jackson</u>2. Patrol assignment sheets <u>Chris Jackson</u>3. Instructions <u>Chris Jackson</u>4. Name tags <u>Bob Quick</u>5. Money box <u>Chris Jackson</u>❑ Flags & stand: <u>Troop 110</u>❑ PLC sample agenda: <u>Chris Jackson</u>❑ Flip chart & markers: <u>Troop 110</u>❑ Large wall agendas: <u>Chris Jackson</u>❑ Skills instructor outlines:<ul style="list-style-type: none">1. First aid: <u>Jim, Mike, John</u>2. Map & compass: <u>Bob, Alan, Tom</u>3. Knots & lashings: <u>Mark, Dale, Keith</u>❑ Trained patches: (60) (received)❑ TLT certificates: (60) (received)❑ PL, APL, SPL, ASPL patches: <u>Clif</u>❑ Patrol flag material, markers, poles, decorations - (6) sets: <u>Chris Jackson</u>❑ Scout invitations & flyers: <u>Mike Pierson & Lee Schultz</u>	<ul style="list-style-type: none">❑ Games & Activities (for a maximum of (6) Patrols or (60) Scouts).<ul style="list-style-type: none">1. (6) bouncy balls: <u>Grace UMC</u>2. (1) potato per Scout: (60 max.) <u>Bob Neubert</u>3. (4) dozen tennis balls (8 per Patrol): <u>Matt Reineck (Camp Miakonda)</u>4. (6) XXL T-Shirts: <u>Mark Knapp</u>5. Other: _____❑ Skills stations materials<ul style="list-style-type: none">1. First aid: <u>Jim, Mike, John</u>2. Map & Compass: <u>Bob, Alan, Tom</u>3. Ropes, staves, etc.: <u>Mark, Dale, Keith</u> Note: bring enough station materials to train up to (20) Scouts.❑ Videos for lock-in portion: <u>Scouts</u>❑ Displays<ul style="list-style-type: none">1. NYLT: <u>Static display/handouts</u>2. High Adventure: <u>Jim Whitehead</u>3. Scout Memorabilia: _____4. Religious Awards: _____ <p style="text-align: center;"><u>Other Needed Items</u></p> <ul style="list-style-type: none">❑ Food service<ul style="list-style-type: none">1. Plates <u>Grace UMC</u>2. Eating utensils <u>Grace UMC</u>3. Paper towels/napkins: <u>Troop 210</u>4. Bowls <u>Grace UMC</u>❑ Tables, chairs <u>Grace UMC</u>