

## Varsity Scout Team Meeting Plan Worksheet

Feature \_\_\_\_\_

Meeting location \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

Activity	Description	Person Responsible	Time
<b>Warm-up (Preopening)</b> <ul style="list-style-type: none"> <li>• Early arrival activity</li> <li>• Set up meeting room</li> </ul>			
<b>Opening</b> <ul style="list-style-type: none"> <li>• Ceremony or song</li> <li>• Welcome</li> <li>• Announcements</li> </ul>			
<b>Team Business</b> <ul style="list-style-type: none"> <li>• Reports</li> <li>• Assignments</li> <li>• High Adventure/sport</li> <li>• Service</li> <li>• Personal Development</li> <li>• Special Program &amp; Events</li> <li>• Squad events</li> <li>• Other reports</li> </ul>			
<b>Skills Instruction</b> <ul style="list-style-type: none"> <li>• Squad meetings</li> <li>• Advancement work</li> <li>• Practice time</li> <li>• Guest specialist/consultant</li> <li>• Contest or game</li> <li>• Special activity</li> </ul>			
<b>Closing</b> <ul style="list-style-type: none"> <li>• Coach's Corner</li> <li>• Quiet song</li> <li>• Closing ceremony</li> </ul>			
<b>Wrap-up</b> <ul style="list-style-type: none"> <li>• Evaluate meeting</li> <li>• Cleanup</li> </ul>			