

Varsity Scout Team Meeting Plan Worksheet

Feature _____

Meeting location _____

Date _____ Time _____

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