

A PROGRAM PLAN

Months of the Year	Significant Event	What is Usually Done During this Event	Monthly Theme
1. January			
2. February			
3. March			
4. April			
5. May			
6. June			
7. July			
8. August			
9. September			
10. October			
11. November			
12. December			

ANNUAL PROGRAM PLANNING

Program Plan is a well balanced, full-year of fun-filled and purposeful activities in Scouting. It is designed to give Chief Usas and Kawan Leaders ideas and suggestions for activities to undertake each month.

The aim of planning is to deliver a high quality KAB Scouting program to the boys. This has three important elements. It must:

1. Provide fun and adventure.
2. Achieve the purposes of KAB Scouting.
3. Based on Kawan needs

Probably, the question you most frequently ask yourself is “What shall we do next week or even the next 12 months?” These questions can be answered by a good program plan. Most Kawans are sponsored by the schools, so they plan their programs for 10-12 months. Planning for the year should be undertaken at least two months in advance of the opening of classes (for school-sponsored Kawans), probably in March. Plan in advance in order to make the best use of your time and the resources available to you. Such planning will also assure you of a variety of activities each month. This is made possible through the use of the theme plan.

Basic Concepts in Program Planning

The Theme is a big idea or topic around which many different types of activities like games, stunts, family activities, crafts, and ceremonies are undertaken. The theme plan gives you and your co-leaders the challenge to weave different activities that will ultimately carry out the aims of KAB Scouting and at the same time give the boys the chance to express their talents and discover new interests. It will assure you of varied activities for the Annual Kawan Program.

The following guidelines will help you in the selection of the theme for the month. A good theme should be:

1. Appealing to the boys - This means plenty of action, fun and adventure.
2. Broad enough to provide a variety of activities. This will help to stimulate the KAB Scouts' imagination, creativity, and self-expression.
3. Instill deeper values and give meaning to the Ideals of KAB Scouting.

In planning a good program, consider the following:

1. Make sure that each boy has opportunities for advancement.
2. Provide more KAB Scouting activities during summer when the boys have the most time for it.
3. Orient parents to KAB Scouting and involve them in activities so that they will know how KAB Scouting works and how they can help their sons.
4. Provide different types of activities based on the theme.

Selection of Activities

Each activity should have a definite purpose and should be in complete harmony with the aims of KAB Scouting. It should be within capabilities and interests of the boys. It should contribute to the development of the boys to become worthy home members.

The Three Steps in Program Planning

There are three steps in planning a full program for the Kawan. They are:

Step One: *Annual Planning Conference*

This is the first, crucial step in program planning. It is in this step when the overall plan for the year is determined. This conference is attended by all adult Kawan Leaders and Chief Usas. This meeting is usually held in March to plan the next program. The best way to start this is to look back at the things done before, or to simply evaluate the past activities. Based on the results of the evaluation, the group selects a theme for the month. Through a democratic process, the theme plan becomes the group's plan and you can therefore be sure of the successful implementation of the plan, because it is the group's work and everybody will have concern for it.

After the group has decided the monthly themes, the "Ideas Chairperson" for each month is selected. Each Ideas Chairperson is expected to recruit parents who have the ability and skills to make up the Ideas Committee. It is the job of each Ideas Committee to "spark" the program for the month, lining up appropriate activities that will make the Kawan "go." Be sure to guide this group in exploring all possible resources for activity ideas and in making these activities relevant to everyday family life. The Ideas Committee should prepare actual samples of directions for their activities, to be presented during the Monthly Kawan Leaders' Meeting. Do this by making the best use of your time and the resources available.

Step Two: *Monthly Kawan Leaders' Meeting*

All adult Kawan Leaders and Chief Usas should attend the meeting to plan the details of the month's theme. This meeting is held about a week before the next Kawan meeting so that leaders will have the chance to check on details for the forthcoming Kawan meeting and so that the Ideas Chairperson for the next month's meeting can present the plans of the Ideas Committee.

These are the three main parts of the Monthly Kawan Leaders' Meeting:

1. While the Adult Leaders Gather. It is during this period that the Ideas Committee for the theme of the coming month shares tricks, puzzles, models, and projects they have prepared. The leaders try out and select those which they can use in their Color Group activities.
2. Separate Meetings.
 - a. Kawan Leader and Kawan Committee - During this period, the Kawan Committee goes over and discusses the finances, records, organization plans of Color Groups, parents' involvement and other Kawan business.

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- b. Assistant Kawan Leaders and Chief Usas – The AKLs and CUs discuss at the same time the program aids as well as the problems that may arise in the development of the monthly theme.
3. Combined Meeting. The two groups join together and the Kawan Committee Chairperson starts by stating the activities for the month. Then the Ideas Chairperson leads the group in a cooperative planning of the weekly Color Group meeting program, leaving the details to the Assistant Kawan Leaders and the Chief Usas. You as Kawan Leader plan with the group the details of the monthly Kawan meeting. A simple get-together may end this important conference.

Step Three: Weekly Chief Usas' Meeting

The Assistant Kawan Leaders meet the Chief Usas and discuss the details of whatever plans they have agreed upon during the Monthly Kawan Leaders' meetings. This is done to complete the details for carrying out the Color Group meetings. It is at this point that training in conducting games, tricks, puzzles, and ceremonies are given to the Chief Usas. To ensure the success of each activity, hints are given on how to handle the KAB Scouts.

Program Planning Checklist

When you have worked out your program, run through the following checklist and see where the program is weak/strong:

- Has every Leader in the Kawan a part to play in the program?
- What help will be needed, probably from parents or other experts?
- Who will supply and be responsible for the equipment to be used during the meeting?
- Are the Kawan records up-to-date?
- Is every KAB Scout going to make some progress?
- Which part of the program takes the KAB Scouts outdoors?
- Has the program a surprise item?
- Is the program varied and is there action?
- Are some activities overstressed to the detriment of others?
- Are the KAB Scouts getting plenty of fun from the program?

Parts of a Program Plan

1. Theme
2. Objectives
 - a. Advancement
 - b. Outdoor Activities
 - c. Finances
 - d. Community Involvement
3. Duration
4. Color Group Activities
5. Advancement Requirement
6. Achievement Badge Requirement
7. Kawan Activity/Highlight
8. Training of Chief Usa