

# Venturing (*and Varsity*) Activity Planning Worksheet

Improve leadership skills through the experience of leading Adventure, Leadership, Personal Growth, Service, Advancement, and Special Events and activities.

## Leadership

Position	Name	Phone Number	E-mail Address
Activity Chair			
VP of Program			
Activity Chair Mentor			
Activity Chair Assistant			
Consultant			

## General Information

<b>What is the activity?</b>			
<b>What is the goal or objective of the activity?</b>			
<b>Where will the activity take place?</b>			
<b>When will we go?</b>			
<b>Departure/Arrival</b>	<b>Day</b>	<b>Date</b>	<b>Time</b>
Departure			
Arrival			
Departure			
Arrival			
Departure			
Arrival			
<b>How will we get there?</b>			
<b>What will we do when we get there?</b>			
<b>Day/Date</b>	<b>Description</b>		
Day 1			
Day 2			
Day 3			
Day 4			
Day 5			
Day 6			



# Risk Management

Analysis and Management of Risk ("What-If" Plan)						
Hazard	Severity	Frequency	Assessment	Corrective Action(s)		
Emergency Communications						
Position		Name	Phone Number	E-mail Address		
Chief Emergency Contact						
Nearest EMS						
Council Scout Executive						
Nearest medical facility to activity location (including address and contact information)						
First-Aid Certified Participants						
Position		Name	Phone Number	E-mail Address		
First Aid						
CPR						
Wilderness First Aid						
Lifeguard (if needed)						
Participants With Additional Training (may be event-specific)						
Position		Name	Phone Number	E-mail Address		
Hazardous Weather						
Climb On Safely						
Safe Swim Defense						
Safety Afloat						
Other						
Emergency Response Plan						
Weather Forecast				As of:		
Forecast	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
High Temperature						
Low Temperature						
Chance of Precipitation						
Wind Speed						
Allergies and Medical Concerns						
Name	Allergy/Medical Concern		Prevention/Treatment			

## Cost

Budget Item	Cost	Participants	Budget Cost	Personal Cost
Transportation		x _____		
Lodging				
Food				
Training				
Use or Participation Fees				
Insurance				
Equipment Purchase/Rental				
Side Trips and Tours				
Promotion				
Contingency				
<b>Total</b>				

## Program and Advancement Planning

<b>Adventure</b>	
Tier Level (I, II, III)	
Program Theme	
<b>Leadership</b>	
Training Course(s)	
Training Course Leader(s)	
<b>Personal Growth</b>	
Personal Reflection	
Personal Growth Goals	
Ethical Controversy	
Ethical Controversy Leader	
Personal Code of Conduct	
<b>Service</b>	
Service Project	
Service Hours Target	
<b>Advancement</b>	
Boy Scout Rank/Merit Badge	
National Outdoor Award	
STEM/Supernova	
<b>Special Programs and Events</b>	
Special Program	
Special Event	