Program Planning
Rover Scouts

In the Rover Scout Unit, planning is undertaken by Rover Scouts with a goal of developing a program that includes
- Ideas from the whole unit
- Supporting the personal progression of all unit members
- Being created by the Unit Council
- Support, as sort by adults & peers as needed

There are six key steps in the program cycle:

Review>
1. Reviewing the success of the current program cycle. This is done by short term small groups of 4-6 Rover Scouts.

Plan>
2. Gathering all the information that's happening in Scouting and the community
3. Listing the personal progression ideas of all Unit members (by individual)
4. Program planning (Unit Council)

Do>
5. Monitor the Program (Unit Council)

Review>
6. Ongoing Review

The SPICES

Challenge Areas

The Scout Method

Plan ▶
Do ▶
Review ▶

Review>
Step 1: Reviewing the last program cycle (by small groups)

The Personal Review
We use the SPICES here!

It's important to learn how all members of the Unit are personally developing along their Scouting journey (achieving the Educational Objectives). The objectives are linked to the SPICES, so in groups Rover Scouts should reflect on their personal development using the SPICES. A representative from the Unit Council should join the small group discussions to ensure their thoughts are understood by the Unit Council. There are a few options -

- Use the SPICES Review> Tool
  - » This tool is to enable recording of information by small groups that will inform the Unit Council's review of the program cycle and the planning of the next program cycle. This can be found on https://pr.scouts.com.au with a wide range of resources
- Use the SPICES Playing cards
  - » There are heaps of different ways these cards can be used. Check the pack for details or,
    - › Rover Scouts select up to 6 cards each with questions to then answer individually. This should involve reflecting on their development in the most recent program cycle.
    - › The small group may choose to reflect on each question, or simply on the question cards they have randomly chosen.
    - › As the questions on the playing cards are answered, the Unit Council representative (or designated scribe) makes notes on the SPICES Review> Tool.
- Using the SPICES 'I' Statements
  - » Choose one or two of the SPICES covered in the program and then reflect on the I statement relevant for Rover Scouts.

The Program Review
(by small groups)

Small group reviews should be flexible to accommodate the needs of the Rover Scouts. A review could last for approximately 20 minutes, however if insightful discussion and outcomes are occurring, there should be flexibility to allow the review to be longer.

The challenge is to find out what went well, what elements of Achievement Pathways have been completed or nearly complete, and for each Rover Scout to reflect on their journey.

The Unit Council chooses a few key review questions for small groups to consider. The following questions can help:

Previous Program Cycle Review

- What to review?
  - » Is it the whole program since the last review, or is it a specific activity or event?
  - » Which SPICES were developed by the Scouts in the program cycle?
  - » Are there specific issues that are trying to be addressed in the review?
  - » Is it how people assisted and led the activities or, how teams worked together?
  - » Identify aspect of the review: activity, organisation or preparation, people involved, equipment.
  - » Focus on the bigger picture activities and events, not the one-off games.

- Questions could include:
  - » What worked well?
  - » What didn't work well?
  - » When did people join in, have fun, learn lots or disengage from the program?
  - » How did attendance impact on the success of the program and activities?
  - » What personal development occurred in each of the SPICES throughout the duration of the program cycle?
  - » What were the highlights?
  - » What can be adapted for future activities and events?
  - » What goes on the list to do again one day or what needs to be improved for next time?

- Who will lead the review?
  - » Unit Council representatives, Project Patrol or Unit Leaders
  - » What's the supporting role of adults?
  - » What preparation is required to ensure success?

- How will the review be documented?
  - » Butchers paper?
  - » Sheet/template?
  - » SPICES Review tool?
  - » Program Review and Planning template?
  - » Electronically
  - » Changing the routine keeps things interesting and everyone engaged!
  - » Consistent documentation across all patrols will make things easier for the Unit Council

- What gear is needed? This could include -
  - » Butchers paper
  - » Pens/markers
  - » Templates
  - » Electronic devices
  - » Review questions and templates for patrols to use
  - » SPICES resources

- The review is the first step to engaging everyone in the development of the next program cycle.
- Information is collated by the Unit Council representatives, Unit Leader/ Rover Adviser to then take to the Unit Council meeting.

Following the review, Unit Council representatives:
- Take the notes and enter into the digital system
- Generates reports from the digital system for the Unit Council meeting
  - » If the digital system is not yet able to run these reports, Unit Council representatives should bring their notes to the next Unit Council
  - » It's okay to bring along the butcher's paper and share the work of their patrol

Plan>

Step 2: Gathering information

- The Unit Council gathers information on interesting Scouting/community, state or territory, national and international events/activities. This could be activity ideas for the whole unit, small groups or project patrols.
- List Uni & public holidays, exams (and other major commitments Uni and work related) and even when the Unit Leader might be away. anything else that could impact on the success of the program.
- What are the key Group events that need supporting? (this could include progression, award presentations, camps, fundraising activities etc).
- Share the ideas with everyone.
- Create a list of all of the best program ideas that everyone loved and the good idea that haven't been used yet!
- Most of this task will only need to be completed once for the year and then adapted as required.

Step 3: Coming up with new ideas (as the Unit)

Four weeks prior to the commencement of the new or next cycle:

This task should take no more than 15 minutes. As Rover Scouts get used to planning and developing ideas, they will come along prepared and ready to share, and the process will become more efficient.

This is an important task as it
- allows everyone to contribute to the development of the program
- ensures the personal progression needs are considered of all members
- finds out the individual interests of Scouts and the possibility of connecting Scouts with similar interests from other sections or Groups to create Project Patrols

- Individual goal setting
  » Rover Scouts set their goals for the next few months (doesn't have to be huge – just the stuff that they would like to do, achieve and maybe assist with or lead)
  » Could be for the next milestone, the next program cycle, the next year
  » It could relate to activities, or elements of their personal progression including the need to assist or lead an activity and achieving the Peak Award.
  » This should be entered in the digital system by the individual or on templates until the new digital system is underway.
- New Program Cycle ideas generation

» There are heaps of ways to do this. It's all about the Unit coming up with a wide range of adventurous, fun, challenging and inclusive program ideas that fit under the headings of each Challenge Area. The Challenge Area tools provide ideas to assist thinking and stretch Rover Scouts to consider program cycle themes. Rover Scouts may have multiple program cycles going at once.
» Ideas could include games, activities, themes, camps or anything really! Sometimes the focus might be on one element, a few or all of them.
» The first step is to quickly reflect on all of the info that has been gathered. This will help decide the type of activities that need to be considered (and why)
» Ideas creation could occur by either:
  › Brainstorming under one Challenge Area at a time
  › Individuals brainstorm a heap of ideas and place under headings for each Challenge Area
  › Patrol brainstorming with someone listing all of the ideas
  › Ideas could be written on Post-It notes, butchers' paper, whiteboards...any writable surface! As long as the ideas can be taken to the Unit Council meeting
  › Everyone needs to contribute suggestions
  › Make sure names are next to ideas – this might help the Unit Council plan later, to create Project Patrols or, to celebrate the ideas creator after a great activity

- Members then rate the ideas
  » Vote on the best activities under each Challenge Area;
    › by putting a number next to them
    › by getting each scout gets to place 3 dots next to their top 3 activities
    › by placing into priority order or listing under headings like – Must Do, OK, No Way.
  » Another option is to group similar ideas and fit them together into a possible program (like the Unit Council will do)
  » Individuals identify if they want to participate, assist or lead any of the possible activities. It's important for the Unit Council to know the interest of the Unit so their interests can be actioned at the Unit Council
  » This process could identify a great idea that could become a Project Patrol Activity
    › These may then be taken to Group Council to discuss with the representative youth from other Units

Step 4: Program planning (Unit Council)

The Unit Council, Rover Advisor, and other invited Rover Scouts meet to plan the next program cycle. Don't fall into the trap of having too many people there (eg the whole Unit), as it will complicate the planning, and it will take a longer period of time to complete.

This might happen at a planning camp, as a day activity, with food provided or in another room while the rest of the unit participates in the current program.

The Unit Leader should lead this meeting.

If required, a more experienced member will provide coaching before the meeting and then mentor during the planning.

Have a whiteboard, butchers' paper or other big space to list all of the ideas gathered and to then map the program.

- It's important that everyone can see all of the ideas
- It is important that ideas and activities can be moved around (use sticky notes)
- It should be easy to document the planning at the end

Stage 1
Review all the general information gathered.
- This should include digital system generated info or, the stuff collected by Unit Council members , such as:
  - » What's been achieved
  - » What each individual Scout is working towards
    - › What have they done and/or achieved?
    - › Where are they headed in their personal progression journey?
    - › What are the goals they have set, are working towards, or would like to set?
    - › What actions need to be taken to support an individual's development/achievement?
    - › When is the next milestone review required?
  - » What progressions or part progressions have members made in the previous program cycle?
  - » Attendance and previous feedback – have numbers in attendance influenced the program outcome
  - » What challenge areas and how many in the previous couple of program cycles have been done? (is there a balance?)
  - » What Project Patrols have been running and since when?
  - » What activities such as Uni exams or work commitments are on?
  - » What's not finished from the previous Program Cycle or ongoing Project Patrols

This information should now be used to assist planning. Use large sheets of paper or a whiteboard to list each week in the program cycle. Key info like holidays, special events etc can then be placed in position.

Stage 2
Group all members ideas under the Challenge Area headings
- Group similar ideas together so they don't create confusion– these might work better combined to make one night rather than multiple similar nights!
- Check the ratings provided by scouts to determine the popular activities. The Unit Council can also prioritise the activities (taking into consideration the needs of their members)
- Highlight the top ideas for each Challenge Area -are they practical and possible for this program cycle? What does this look like financially for our members? Being inclusive to all is important

Patrol or Project Patrol activities
- Small group together great ideas for small group activities – you could have multiple activities all happening at the same time
- Put names of those who might assist and lead
- Are these full or can they be open to others?
- This information will also need to be considered next when the program is developed. Will these patrols meet in their own time or will they achieve these projects during regular meeting times?

Stage 3
Create the next program cycle
Now you need the large sheets of paper or board to list your ideas under each week/weekend of the program cycle
- It's good to start with big activities – Place an idea for a camp or something that will take a few weeks to achieve up first so the program can be built around these key activities
- Add any themes
- Then debate and argue as you fill the rest of the program with the best ideas from the Challenge Areas
  - » Make sure the program is balanced across the Challenge Areas and the Scout Method
- Then add the detail like games, any special ceremonies, review time etc.
- Allocate responsibilities based on who wants to assist and lead the activities
- Peers or adults could be added as mentors to support each night, specific activities or, to the people leading each part of the program

Stage 4
Adding the detail

Break into smaller teams to add the 'big picture' detail to each part of the program

These teams will finish the planning by creating the plan – in Rover Scouts this is about the delegation of assisting and leading to plan the program nights/ events.

- Hopefully the person leading is there and can start leading – if not how will you work with them to add detail
- What are the key goals of the activity/event/project?
- What gear will be needed?
- What else needs to be considered to share with the unit
- What planning needs to now happen to run the activity?
- Who will be involved in the activity/event/project? Is this a whole Unit activity? Is this a Unit Patrol activity? Is this a Project Patrol activity? Does this occur with other Sections/Units or Groups?

Finishing off

The Unit Council should now be proud that they have created a great program cycle.

If not present, tasks need to be allocated to unit members and everyone informed about the program.
How do you 'sell' the program to the unit so they think it is adventurous, fun, challenging and inclusive?
Share the completed program with the whole Unit.

Do>
Step 5: Monitor the program (Unit Council)

The Unit Council or Unit Leaders with assistance by senior peers and potentially the Rover Advisor need to assist everyone to make sure a successful program is delivered. This includes:
- If something isn't going to plan, change it!
- Ensure that everyone is prepared and ready to go. (This should be a few weeks in advanced to plan and make sure there are contingency options)
- Give assistance as required.
- Monitoring of program development
  » This will be the responsibility of Rover Scouts, and includes ensuring the weekly programs (and associated equipment) are prepared in advance of the event

Throughout the cycle, some members of the Unit, including the adults, will have specific tasks they need to complete:
- Unit Council members
  » Monitor the progression of the members in their Unit
  » Support Project Patrol members (if any) from their Unit

- Unit Leaders
  » Monitor the program cycle plan
  » Allocate senior youth or adults to check in with Project Patrol members
  » Monitor the overall progression of the Unit
  » Be aware of future opportunities for members of the Unit Monitor the overall plan
  » Mentor and support the Unit Leaders
  » Support the allocation of senior youth or adults to check on any Project Patrol members
  » Mentor the Patrol Leaders, providing support where required
  » Monitor the overall progression of the Unit
  » Be aware of future opportunities for members of the Unit and any issues that need resolving
  » Monitor engagement of the Units members

Review>
Step 6: Ongoing Review

We review all of the time – it helps us learn and do a better job.
Reviewing should usually be simple and quick.
Check out the Plan>Do>Review> resources for heaps of great ideas on how to quickly and simply review an activity, a person leading or the whole program.