

## Council Activity Planning Guide

**Activity Name:**

<b>AD Confirmed</b>	<b>Council:</b>	<b>Quivira</b>		<b>CSA Confirmed</b>
	District:			
	Council Staff Advisor ( <b>CSA</b> ):			
	Activity Director ( <b>AD</b> ):			
	Council volunteer support:			
	Desired Date:			
	Actual Date:			
	Go/NoGo Date & Min #			
	Location:			
	Event Title:			
	What is it:	<i>Fill box below</i>		

### Required Documents:

<b>AD Confirmed</b>	<b>Document</b>	<b>Responsible Person</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
	Leader's Guide/Flyer				
	Budget				
	Blackpug Information				

### Support Needed:

			<b>Yes</b>	<b>No</b>	<b>N/A</b>
	<b>Advancement:</b>				
	Merit Badge Counselors				
	<b>Training:</b>				
	Trainers				
	<b>Activities/Civil Service:</b>				
	Other				
	<b>Risk Assessment/STCA:</b>				
	New Program/Location				
	Medic Support				
	STCA				
	<b>Outdoor Program:</b>				
	Aquatics				
	Fishing				
	Shooting				
	Climbing				
	Trails/Conservation				
	<b>Property:</b>				
	Buildings @ QSR				
	Water On @ QSR				
	Sanitation				
	<b>Other:</b>				

Professional Support:					
CSA Confirmed	Service	Responsible Person	Yes	No	N/A
	Blackpug				
	When?				
	Calendar				
	When?				
	Website				
	When?				
	Q News				
	When?				
	Social Media				
	When?				
	Purchase Supplies				
	When?				
	Scout Executive Signature				
	When?				
Notes:					
Event Close Out:					
CSA Confirmed	Service	Responsible Person	Yes	No	N/A
	Budget complete				
	When?				
	Training Records				
	When?				
	After Action Review				
	When?				

**Council Contact Information:**

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