



Cell Name: Section Conclave Planning

Session Length: 45 Minutes

Through this session, you will:

Explain: Guests will be introduced to conclave planning framework and expectations.

Demonstrate: The instructor will break down the planning process for lodges.

Guide: Guests will participate in an open forum of questions and answers during session.

Enable: Guests will leave with networking connections and conclave planning expectations.

Learning Outcomes: [create a brief list of what participants should take away with them]

- Participants will leave with a list of expectations for host lodge duties.
- Participants will establish time frames in which, host lodge duties will need to be completed.
- Participants will gather and evaluate the resources and needs required to host a conclave.

Theme Connection:

The theme of NOAC 2018 is “Decide Your Destiny,” emphasizing the message that today’s decisions shape tomorrow’s reality. This session will relay this theme in the following ways:

- Decide Your Destiny = Planning for your hosting of a conclave
- Have clear and realistic expectations of both the pros and cons of hosting a conclave

This session will help the ****Lodge/Chapter/Section**** with the Journey to Excellence Requirement(s): (Possible JTE Opportunities)

Service projects:

Complete Scout Executive approved service project(s) on council property and in the community.

Complete project(s) equal to at least 4.5 hours of service per lodge member

Section and national event attendance:

Attend section and national events.

Set and achieve a lodge attendance goal at scheduled section and national events



Required Materials: [tailor specifically for this session after the syllabus is done, e.g. handouts, flipcharts, projector, screen]

- Projector
- Access to computer/access to connect computer to show Power Point

TRAINER PREPARATION

Trainer needs to review the included lesson plan and power point prior to presenting. Make sure to take proper attendance at the beginning of the presentation if required to do so. Follow all required policies of the training staff.

Session Narrative

Trainer Instructions: Use the power point as a guide, make sure each power point is read completely and expanded on. Provide examples on each of the major topics and allow for participants to take notes or ask questions. During the Q & A, prompt the participants to ask questions that apply to their situations.

Introduction

5 minutes

Trainer Introduction.
Explain the goals of the session.
Outline the topics for discussion.

First topic (Host Lodge Responsibilities)

10 minutes

Event Location (Scout Camp? College Campus? Event Center)
Logistics Expectations (How Many People? What do those people need?)
Key Leadership Collaboration (Section Leadership vs. Host Lodge/Council)
Defining Expectations (Realistic vs. Pipe Dreams)



Second topic (Time Frames & Back-Dating)

10 minutes

Conclave Time Line (Example Timeline)
What is Back-Dating?

Third topic (Resources)

10 minutes

People (Who is required to host a conclave?)
Supplies (What is required to host a conclave?)
Money (Who is paying for all of this?)

Question and Answer Forum

10 minutes

This section will be the remaining 10 minutes of the session and allow for any questions or discussion to occur with the participants in the forum. (If any questions need additional discussion, invite those members to stay after the session.)

Takeaway Challenge

3 minutes

1. Create clear expectations with the conclave leadership on the lodge and council level.
2. Provide an opportunity for clear communication to better the entire conclave experience.
3. Expect the process of planning a conclave to continue even after the event and pass along your findings and experience.

Please take out your notebook and pen. For the final three minutes, think about the role that you will be playing next year in the OA, or the role you hope to play. Write down three key ideas related to this session that you could help improve the way your chapter or lodge works / budgets / plans programs [something appropriate for your session]. During your break time later today, share these with others in your chapter or lodge.

Appendix: Resources and Source Material

- 2012 Guide for Officers and Advisers, available online at <http://www.oa-bsa.org/pages/content/publications#goa>
- 2008 Lodge Finance Manual, available online at <http://www.oa-bsa.org/pages/content/publications#lfm>
- Chapter Journey to Excellence Workbook, available online at <http://www.oa-bsa.org/pages/content/printable-forms>
- [or whatever materials are relevant for participants in your session]