



# PROGRAMME PLANNING

A guide for Venturer Units

**ADVENTURE  
PLUS!**



**SCOUTS**<sup>®</sup>  
New Zealand

## **Contributors**

### **Programme Planning for Venturers**

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# Contents

<b>AN INTRODUCTION TO PROGRAMME PLANNING .....</b>	<b>5</b>
<b>WHAT IS PROGRAMME PLANNING .....</b>	<b>6</b>
<b>GETTING IDEAS .....</b>	<b>7</b>
THE NATIONAL PROGRAMME .....	7
BALANCED PROGRAMMING .....	7
THE AWARD SCHEME .....	8
BRAINSTORMING .....	9
ALPHABETICAL LISTING .....	9
BRAINSTORMING I .....	10
BRAINSTORMING II .....	10
ALPHABETICAL LIST .....	10
OTHER SOURCES OF IDEAS .....	11
<b>ORGANISING THE PROGRAMME .....</b>	<b>12</b>
CHECKLIST FOR PLANNING .....	14
SAMPLE PROGRAMME .....	15
<b>MAKING IT HAPPEN .....</b>	<b>16</b>
APPOINT ACTIVITY LEADERS .....	16
ACTIVITY STAGES .....	17
ACTIVITY LEADERS CHECKLIST .....	18
ACTIVITY BUDGET PLANNER .....	
<b>RISK MANAGEMENT IN ACTION .....</b>	<b>19</b>
<b>RISK ANALYSIS AND MANAGEMENT SYSTEM .....</b>	<b>20</b>
<b>DEVELOPMENT IN PROGRAMMING .....</b>	<b>22</b>
<b>SAMPLE NATIONAL PROGRAMME – EARTH, WIND AND FIRE.....</b>	<b>25</b>



## AN INTRODUCTION TO PROGRAMME PLANNING

All successful Venturer Units have well prepared programmes. If you look at the way in which a successful Unit operates, you will find that their programme doesn't just happen, it's the result of a lot of prior work and planning by both Venturers and Adult Leaders.

The essential thing about planning, and one that is almost too obvious to mention, is that it should be carried out well in advance of the activity. Last minute planning sometimes succeeds but more often it fails because it ignores the fact that people have their own interests and commitments and they cannot always change them to fit in with the Unit programme/activity at the last minute. As the saying goes "prior preparation prevents poor performance".



A selection of 71 Queen's Scouts was asked some questions about programme planning in their Units and the results are shown below:

How far ahead did you plan?		How did it work out?
One year	3	Works very well
Six months	8	Very satisfactory
One school term	21	Very good
Three months	12	Very good
One Month	13	O.K.
Three weeks	3	Good
Two weeks	3	Good
One week	4	Does not work
No planning	4	Poor attendance

The same group also stated that the whole Unit should be involved in planning the programme. Always remember that the success of your Unit is based on producing a programme that will:

- hold and develop the interest of members;
- progress through the award scheme;
- maintain attendance;
- attract new members.

The information that follows is intended to assist your Unit with planning a programme. At first sight it may look a little complicated but it is intended to provide continuing resource material for a Venturer Unit, something to be referred to often, not just a quick introduction to the subject. Like everything else connected with planning it needs to be taken in easy stages.



## WHAT IS PROGRAMME PLANNING?

Programme planning is the process by which the ideas from members of your Unit, together with the occasional brainwave from the Adult Leaders are:

- Obtained
- Organised
- Executed
- Reviewed

in order to provide a worthwhile, enjoyable programme for your Unit.

Although members of the Unit must enjoy each other's company, the pleasure of just being with friends and doing nothing else will soon become boring. If your Unit is going to be one that people want to belong to, it needs activities of the Unit's own choice so all will enjoy taking part.

The Venturer Unit is dependant on the ideas and suggestions of its members so everyone needs to contribute their fair share. Many will be able to think of ideas they wanted to do with friends and all should be prepared to talk about these ideas. Sometimes you will find that one idea might be postponed or put aside in favour of another idea, which is more popular at that time. Everyone should be prepared to support those ideas which are accepted by the Unit with as much enthusiasm as if they were their own.

It is normal for many activities to be done with the whole Unit taking part. It is also normal for 'interest' groups to be formed within the Unit in which smaller numbers with a common interest combine together for an activity.

If the Unit programme is going to appeal to its members it must be varied, but there must be a sense of progress and achievement for everyone, and there must be a positive end to the activity. Activities must be linked to objectives. Objectives are the goals you wish to aim for or the position you want to be in, like complete an award. They need not be elaborate but unless there are set objectives, the activities (however interesting they might be at the start) will become aimless and your members will get bored and drift away.



## GETTING IDEAS

### ***The National Programme***

SCOUTS New Zealand provides suggested National programmes on a term basis for each Section including Venturers. An example of a term programme is on page 15 and is in line with the sample National programme "Earth, Wind and Fire" supplied as an appendix.

The programmes are based on a common theme such as:

- "Light Speed"
- "Out of the Box"
- "Earth, Wind and Fire"
- "Kiwiana" etc

The programmes are designed to provide a spark of ideas to help a Unit develop their programme, which should be in line with the current National theme for the term.

It is not intended to dictate or restrict the Units own ideas and Units should be encouraged to brainstorm on the theme and possible related activities before receipt of the suggested programme.

In following the theme, consideration also needs to be given to:

- individual Venturer's current Award Scheme requirements
- current Unit seasonal programme components - boating, tramping etc
- continued balance in respect to the four cornerstones of SCOUTS New Zealand

### ***Balanced Programming***

What do we mean when we talk about a balanced programme? A balanced programme is one, which covers a wide spectrum of activities and incorporates the four cornerstones of SCOUTS New Zealand.

- A. Outdoors
- B. Community
- C. New Experiences
- D. Personal Development



Due to the needs and interests of Venturers within the Unit some Units will emphasise one cornerstone more than others while in general retaining an overall balance. The two diagrams below illustrate Units that have drawn on some activity area more than others within a planning period.

## Unit 1 - Sea Venturers

Outdoors	
Community	
Personal Development	
New Experiences	

## Unit 2 – Involved in Gang Show

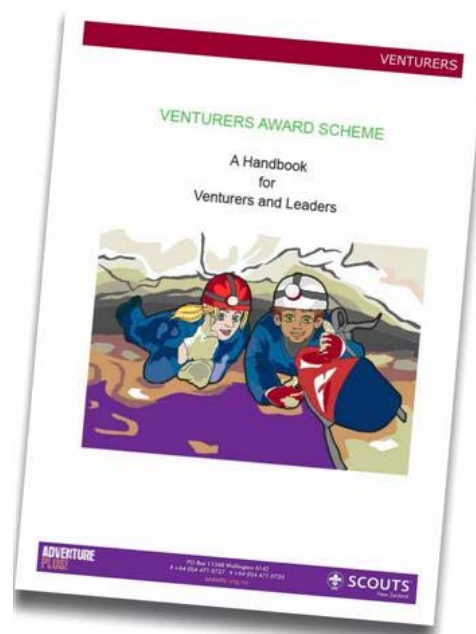
Outdoors	
Community	
Personal Development	
New Experiences	

The allocation of time for programme activities depends on the interests of the Unit members.

## ***The Award Scheme***

The Award Scheme provides a wide variety of topics and the following procedure will probably be found useful.

- At a unit meeting supply details of the requirements of the Venturer Award Scheme.
- Encourage each member of the Unit to list a minimum of, say, 5 topics which he or she would be interested in for either achieving their Queen's Scout Award or The Duke of Edinburgh's Hillary Award. (The lists should be prepared individually and without discussion.)
- The lists (unnamed) are handed to the Unit Chair or Venturer Leader. These lists are then combined to give a schedule of topics and the numbers interested in each topic.
- After this list has been compiled it then needs to be discussed by the Unit as it is quite probable that after seeing that another Venturer or Venturers are interested in a subject other members of the Unit may decide that they would also join in and thus a new list can be drawn up.
- If there are a large number of topics listed it may be necessary to put some aside for later consideration and to select a balance of topics covering the programme elements and work these into the programme for a period of up to a year.
- The more Venturers in the Unit the more programming ideas there will be and a wider range of topics can probably be tackled.
- The final result indicates interest based on the Award Scheme - for many of the topics all Venturers in the Unit will still want to take part in that part of the programme out of general interest although not intending it as an Award Scheme requirement.





## ***Brainstorming***

This is one of the better techniques and works as follows:

- The Unit can either work as one group or be divided into smaller groups of approximately six. A suitable person will be selected as a recorder in each group and have available either a whiteboard and pen or a large sheet of paper and a felt pen.
- Venturers are encouraged to call out ideas for activities and each idea, no matter how simple, way out or ridiculous, is written down.
- Brainstorming sessions should always be informal but there are some basic rules to keep in - judgement of ideas must be withheld until later.
  - free-wheeling is welcomed - the wilder the idea, the better.
  - hitchhiking is allowed, i.e. by chain reaction - one idea suggests another.
  - quantity is wanted - the greater the number of ideas, the greater possibility for getting good ideas.
  - combining and improving ideas is sought.
- After everyone has run dry of ideas, discussion should follow, during which the ideas with a common purpose are linked together - feasible ideas are further developed for reference to the Unit Executive and unsupported ideas are set aside for further reference at a later date.

## ***Alphabetical Listing***

This is another method, which can often produce a wealth of ideas and goes as follows.

- Provide a White board and pen or large sheet of paper and felt pen together with a selection of reference books and a suitable person to write down ideas.
- Encourage Venturers to think of as many topics as possible beginning with the same letter of the alphabet no matter whether the subject matter appeals to the particular person or not.
- Discuss in detail all the suggested topics, referring to reference books if available and find what support would be available if adopted as an idea for programming. Pass on to the Unit Executive for further detailed investigation or appoint an Activity Leader to investigate and report back.

The chart, which follows on the next page, illustrates the principle of Brainstorming and Alphabetical Listing.

## **Brainstorming I**

(Part only of a list as called out and before discussion and editing)

<ul style="list-style-type: none"><li>• Theory of Flight</li><li>• Box Kites</li><li>• Swimming</li><li>• Bushcraft</li><li>• Sailing</li><li>• Horse Riding</li><li>• Gliding</li><li>• Ten pin Bowling</li><li>• Car Repairs</li><li>• Visit to Observatory</li><li>• Climb Mt. Everest</li><li>• Motor Cycles</li><li>• Judo</li><li>• Ballroom Dancing</li><li>• Trail Bikes</li></ul>	<ul style="list-style-type: none"><li>• Lifesaving</li><li>• Astronomy</li><li>• Skiing</li><li>• Safe Driving</li><li>• Boats</li><li>• Flying</li><li>• Golf</li><li>• Canoes</li><li>• Rifle Shooting</li><li>• Mountaincraft</li><li>• Surfing</li><li>• Karate</li><li>• Websites</li><li>• Combined Activities -Ranger Guides</li></ul>
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## **Brainstorming II**

(The list from above after some discussion and partial grouping)

- Swimming, Lifesaving, Surfing, Canoeing, Boats, Sailing
- Car Repairs, Safe Driving, Motor Cycles, Trail Bikes
- Bushcraft, Mountaincraft, Skiing, Rifle Shooting
- Theory of Flight, Flying, Gliding
- Combined Activities with Ranger Guides, Ballroom Dancing, Ten Pin Bowling, Horse Riding

## **Alphabetical List**

(Part only of list as called out)

(A)			
Aero Modelling	Acting	Aeronautics	Agriculture
Anthropology	Aquariums	Archaeology	Amateur Radio
Air Navigation	Art	Astronomy	Astrology
Air Mechanic	Architecture	Athletics	Archery
(C)			
Committee Procedure	Cooking	Cycling	Cinema
Classical Music	Camping	Commerce	Caving
Canoeing	Conservation	Cars	Chemistry
Communications	Climbing	Carpentry	Civics
Clay Pigeon Shooting	Criminology	Chess	Civil Defence

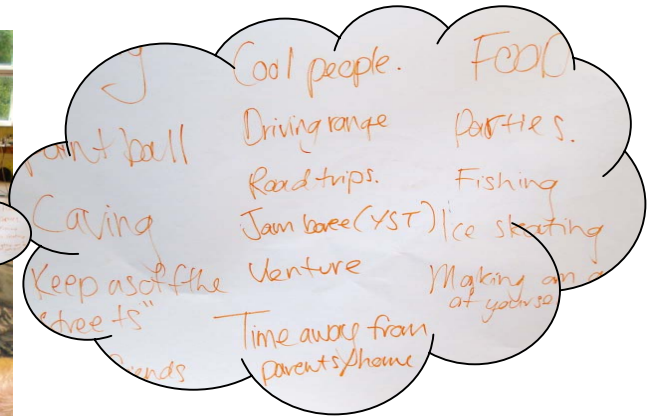
## ***Other Sources of Ideas***

- Make full use of reference books
- Use your computer to source both Scout websites and outdoor sites for specialised information, 'Google' ideas on the internet
- Obtain information at Zone and Regional Venturer meetings and activities
- Venturer Velocity and Cooksey Courses provide new ideas for activities and programming that participants can take back and try out in their own Units
- Make full use of the knowledge and contacts of adults including parents, friends and adult leaders in Scouting

There are so many ways for getting great ideas. The next step is to organise these into some form of programme and that will be covered in the next section.



## ORGANISING THE PROGRAMME



What is required in organising the programme, is to obtain ideas and then organise a meeting of the Unit to discuss these ideas and settle on the activities that they want to do.

The diagram that follows sets out the stages in organising the Unit programme. Stage 1 is obtaining ideas from Unit members and suggestions on how to go about this have been given in the previous chapter. It now remains to discuss the procedures to be followed in putting these ideas into practice.

It is necessary in Stage II to organise and encourage a well-attended meeting of the Unit so that all the ideas can be thoroughly discussed and a choice made. At this meeting it will be necessary to have a calendar and to plan ahead for up to 12 months marking in dates which involve Group, Zone, Regional or National activities which will or are likely to involve members of the Unit such as:

- Group Fund Raising
- Group Camp
- Zone Founders Day
- Zone Raft Race
- National Venture
- National Schools

Next look at the coming year in broad outline and as Units usually have most of their members at School, Poly-tech, or University, it is most convenient to divide the year into the education terms for planning purposes, using the holidays for the longer outdoor activities.

Now discuss the programme ideas brought forward and get ideas regarding preferences and possible Activity Leaders. Every member of the Unit including the newest should be encouraged to take part in the discussion.

After this discuss the major activities to be organised by the Unit. Provision of equipment and raising of finance could affect the date of major activities and the need for preliminary training may also determine the timing of such activities.

You will then need to confirm the frequency of Unit meetings, their location and meeting time, and to hand over to the Unit Executive the job of completing the planning in detail and reporting back to the Unit at the next most convenient meeting. You are now ready to pass to Stage III where the programme is planned in more detail.

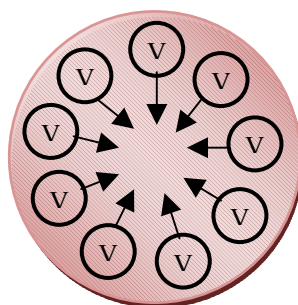
To achieve this it is necessary to ensure that the Unit Executive meets regularly and attends to the business of:

- Planning a general timetable for the next 12 months
- Planning a more detailed timetable for the coming school term.
- Planning in detail the programme for the next four weeks.
- Sorting out and appointing Activity Leaders where needed. (The Activity Leaders may be co-opted to the Unit Executive for the duration of the activity.)
- Arranging the means whereby details of the immediate programme and proposed programme are communicated satisfactorily to all members of the Unit.

Finally in Stage 4 the Unit Executive reports back to the Unit and supplies details (preferably in a printed form) of the timetable and the programme and any other relevant information.

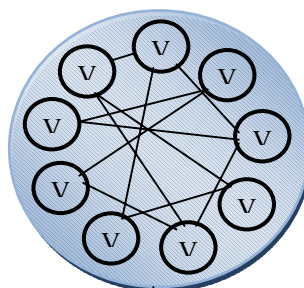
### Stage 1

Programme ideas obtained from the members of the unit



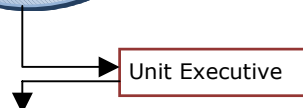
### Stage 2

Unit in Council to discuss and develop ideas



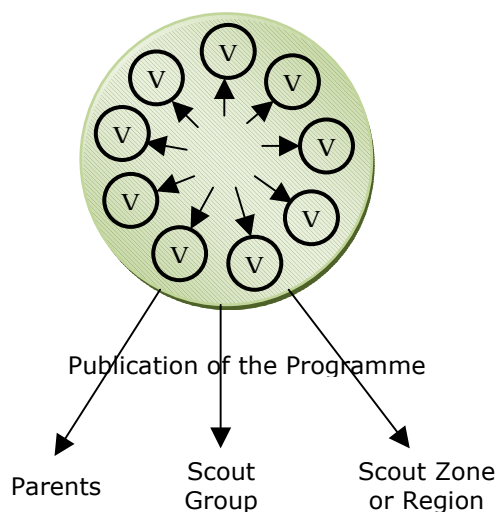
### Stage 3

Unit Executive plans in detail



### Stage 4

Unit Executive reports back to the unit and provides printed programmes and timetable





## Checklist for planning

### North / South Unit

	Activity	Tick or Make Notes
1.	Have we planned our objectives and written them down?	
2.	Have we considered needs of individual Venturers (Home obligations, examination periods etc)?	
3.	Has provision been made for overnight activities suitable for new entrants?	
4.	Has a balance of programme elements been provided so that Award Scheme attainment is possible?	
5.	Is there sufficient variety?	
	- visiting speakers	
	- outside instructors	
	- outside visits	
	- outdoor activities	
	- exchange visits with other Units & Youth Groups	
	- activity, fun and enjoyment.	
6.	Have suitable Activity Leaders been appointed? Is there provision to train and support them if necessary?	
7.	Does the timing of activities provide sufficient lead time for:	
	- adequate training,	
	- raising finance,	
	- organising equipment.	
8.	Have suitable arrangements been made to communicate	
	the programme effectively to:	
	-Venturers on temporary leave of absence	
	-Parents	
	-Scout Group and Zone	

## Sample Programme

### **North / South Unit**

Programme for 3<sup>rd</sup> term 20XX

Issued 30<sup>th</sup> June

Month	Day	Activity	Activity Leader
July	Thu 23	Rock climbing indoors	John
	Sat 25	Unit Service Project – Campsite	Helen
Aug	Sat 1	Regional Swimming Sports	Dave
	Sun 2	Unit Executive meeting	
	Thu 6	Preparation for caving trip	Chris
	Fri 7 – Sun 9	Caving Trip	Chris
Sept	Thu 13	Guest speaker – Tramping in Nepal	Rob
	Thu 20	Preparation for Ski trip	John
	Sun 23	Regional Venturer Meeting	
	Thu 27	East / West Unit visit	Debbie
	Thu 3	Preparation for the Ski trip	John
	Fri 4 – Sun 6	Ski Trip	John
	Thu 10	???	
	Thu 17	Kite Making	Helen
	Sun 20	Kea Kite Flying day Unit Exec Meeting	Helen
	Thu 24	Guest Speaker – Civil Defence	Ian

**Reminders:** Applications close for the following on 31<sup>st</sup> Aug:  
Walsh Memorial Scout Flying School scholarships  
Snow School  
Mountaincraft School

Note: This is the programme as at 30 June - it will probably be modified and a further version emailed out during the period

A draft of the next term's programme would be prepared early in September with indications of weekend activities and finalised at the Unit Executive Meeting

## MAKING IT HAPPEN

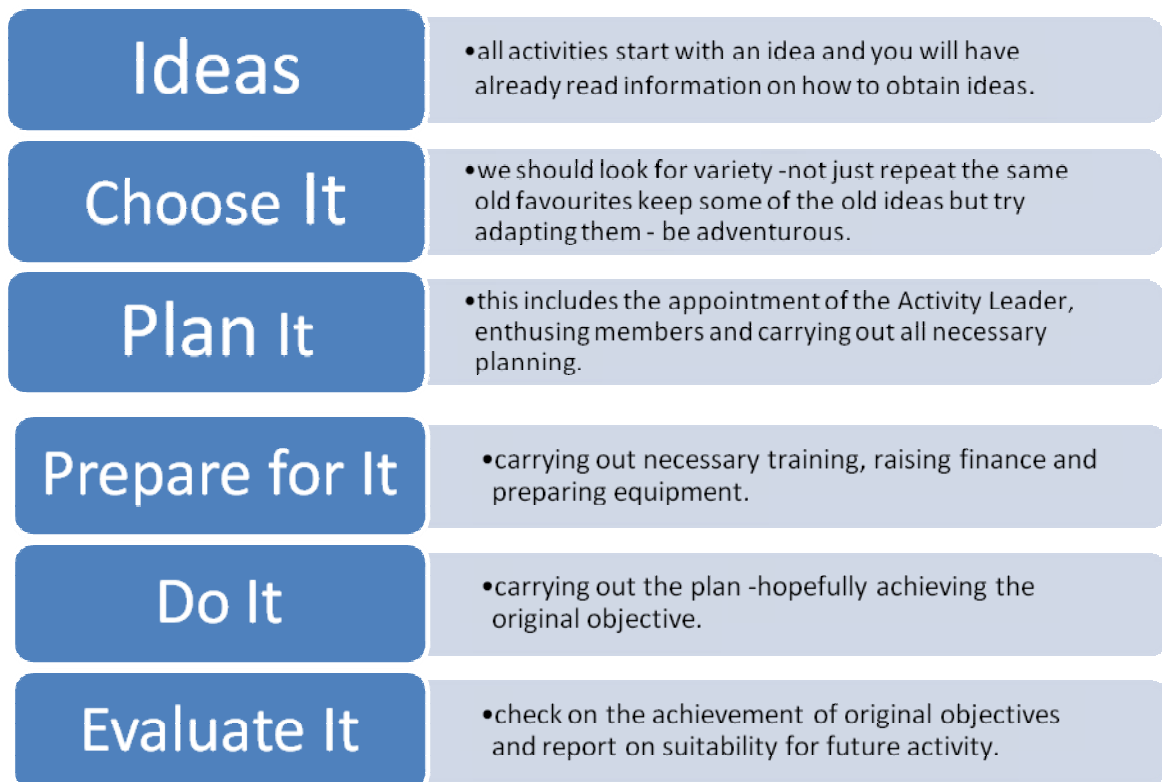
The first essential element in programme planning, as mentioned previously, is to get ideas. The second essential element is to plan these into some organised form of programme.

Obviously these two things on their own will give little satisfaction to the Unit unless there is an effort to make this programme happen.

### ***Appoint Activity Leaders***

The key persons in making things happen are the Activity Leaders. They may be appointed informally for a minor activity or task, or they may be formally appointed by the Unit Executive. In many instances the appointed Activity Leader will have had little previous experience in the activity chosen and will require additional assistance from members of the activity group and the Unit. In particular, they will need the advice of the Unit Chair and Venturer Leader - not so that they can take over but so that they can assist them to do the best possible job.

The Activity leader should have an understanding of the stages in an activity and these are illustrated in a flow chart on the following page. The stages are as follows: -



## ACTIVITY STAGES



**IDEAS**



**CHOOSE IT**



**PLAN IT**



**PREPARE  
FOR IT**



**DO IT**



**EVALUATE IT**

## Activity Leaders Checklist

**Activity Name:** .....

Why?	Is the activity objective clearly defined	
Who will be involved?	How many Venturers from the Unit? How many from other Units? Ranger guides? Older Scouts?	
When will it happen?	Is there enough time to plan properly? Date & start and finish times are set?	
Where will it happen?	Is the location suitable?	
How will it happen?	Actions to be taken before the activity	
Permissions	Activity Permit Land Owners Dept of Conservation Others	
Equipment	Group equipment available and suitable? Personal equipment needed	
Finance	Budget and fee?	
Training	What type of training is needed? Outside instructors needed? Sufficient notice and briefing?	
Risk Management	Physical capabilities of the participants? Environment? Equipment? Other	
Transport	Availability? Safe – not overloaded Drivers have the correct licence? Insurance cover adequate?	
Award Scheme	Certificate requirements listed?	
Communications	Full progress reports to the participants The participants know what is happening	

### After the Activity:

- Clean up
- Letters of thanks
- Award certificates
- Evaluation meeting
- Log book updated and publicity planned.



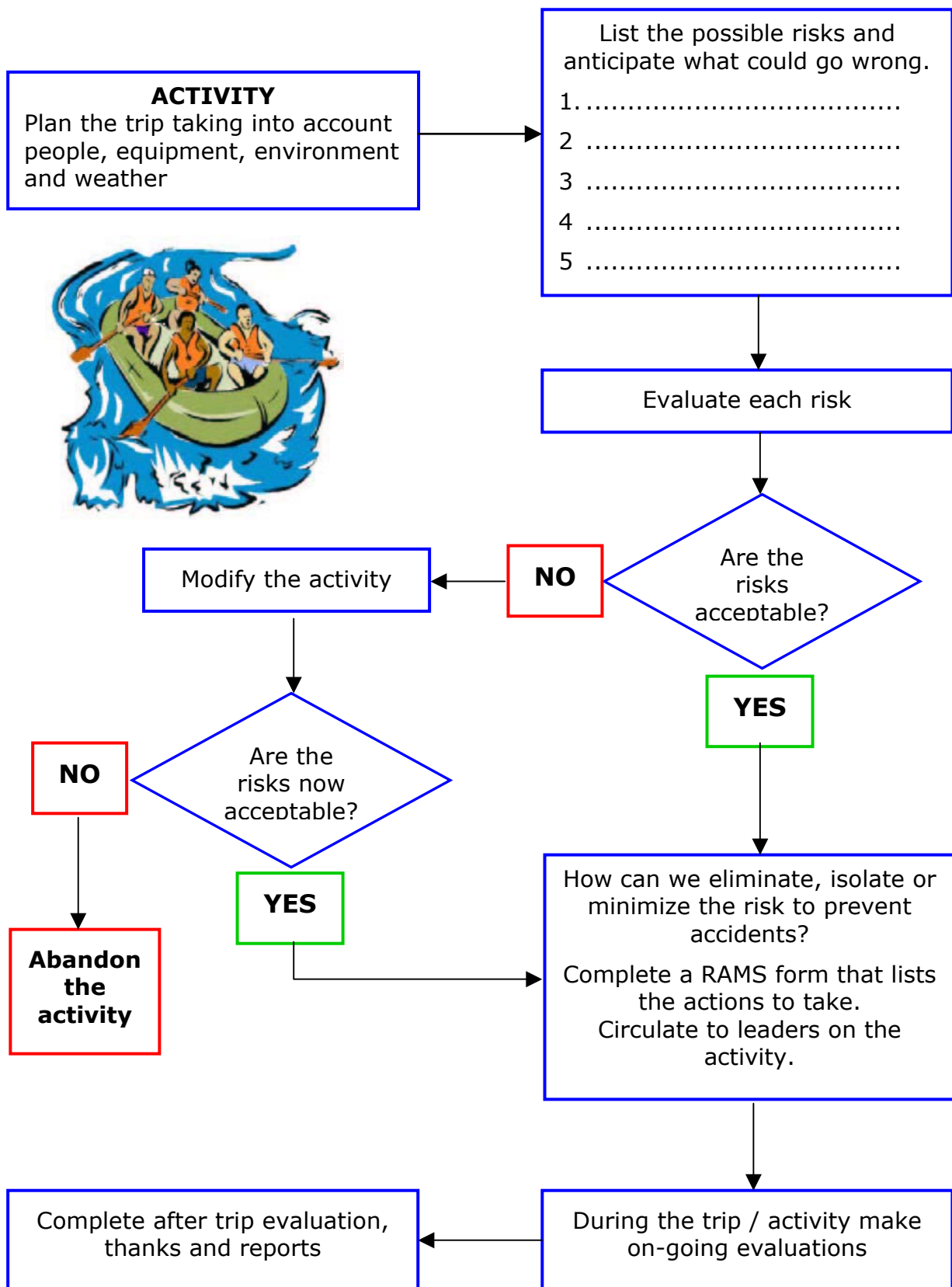
## Activity Budget Planner

**Activity Name:** .....

<b>Equipment:</b>		
Hire Charges	\$	
Allowance for repairs if likely		
New equipment to be purchased		
Fuel (for equipment if any)		
Other Equipment Costs		
Total equipment costs		\$
<b>Transport:</b>		
Number of cars involved:	\$	
Kilometres travelled:		
Cost per km:		
Cars x kms x cost per km		
Other transport costs		
Total transport costs		\$
<b>Catering</b>		
Food as per catering list	\$	
Other food costs		
Total catering costs		\$
<b>Accommodation / Activity Fee</b>		
Hut fees	\$	
Camping site fees		
Park entrance fees		
Other accommodation/activity costs		
Total accommodation fees		\$
<b>Sub total of all costs</b>		\$
Add 10% contingency allowance		\$
<b>Total Costs</b>		\$
<b>Divide total cost by the participants</b>	Cost per person =	\$

### Participant's names


## RISK MANAGEMENT IN ACTION





## RISK ANALYSIS AND MANAGEMENT SYSTEM

Group / Section: \_\_\_\_\_ to \_\_\_\_\_  
 Activity Date: \_\_\_\_\_  
 Activity / Situation: \_\_\_\_\_ Sample PRE-ACTIVITY Instructor Concerns

RISKS	Description		
	Analysis	People	Environment
CAUSAL FACTORS	Death Injury Psychological or emotional damage to scout Programme fails to reach scout's expectation Scout has unsatisfactory experience	1. Fitness/Health 2. Emotional state/anxiety level 3. Size of group 4. Size of individuals 5. Experience level of group 6. Scout's attitude 7. Cultural or gender issues 8. Background of individuals and/or group 9. Receptiveness to following instructions 10. Scout's clothing and equipment	1. Weather 2. Hazards of environment that activity takes place in, (natural or unnatural)
	Hazards, perils, dangers	1. Inappropriate resources 2. Poorly maintained equipment 3. Insufficient equipment for the party 4. Condition and appropriateness of First-Aid	1. Instructor to have general understanding of weather and be aware of local conditions and changes that may affect the safety of a programme. The programme may be altered accordingly 2. Identify hazards (see activity RAMS) and manage accordingly 1 and 2. Ensure scouts clothing is appropriate for weather and conditions
RISK MANAGEMENT STRATEGIES	Normal Operation	1. Some effort to be made to ascertain health/fitness of scouts. Medical forms may be appropriate 2 to 8 Assessment of these factors should be made and programme adapted where felt necessary 2 & 8: Empirical approach to control risk 8. Ensure scout's have a clear understanding of instructions and reinforce if necessary 10. Ensure scouts are wearing appropriate clothing and have the equipment necessary to enjoy the activity safely	Injury or any need for First-Aid to be carried out by instructor and emergency back-up called in if required. If emergency back-up is required the Activity Contact Person and / or Group Leader should be informed, who will inform and liaise with next of kin. The instructor must ensure the safety of the remaining party. For associated emergency procedures specific to activity, see activity RAMS
	Emergency		

### NOTES

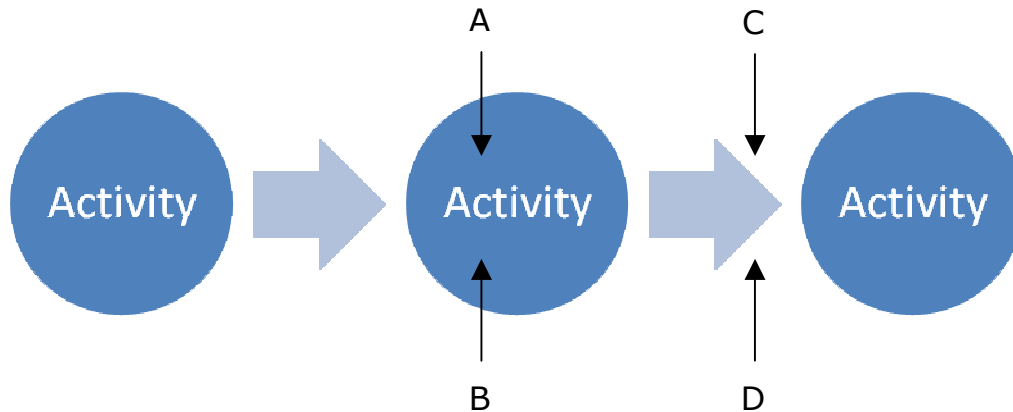
- Complete a PRE-ACTIVITY RAMS form to identify and manage concerns prior to the activity.
- Complete an ACTIVITY RAMS form to identify and manage concerns on the activity.
- Refer to the Scout Camp Planning Book for more information and examples of completed RAMS form.

Use Tab key to move forward or Shift + Tab to move backward between fields on form. Press F1 for help. Select Show/Hide button on your Toolbar to view sample PRE-ACTIVITY and ABSEILING ACTIVITY data. Select Print Hidden Text in Print - Options to print sample PRE-ACTIVITY and ABSEILING ACTIVITY data.

Analysis	Description
RELEVANT INDUSTRY STANDARDS APPLICABLE	Dependant on activity (see activity RAMS)
POLICIES AND GUIDELINES RECOMMENDED	It is recommended that before solely instructing an activity, an instructor should have observed or co-instructed a similar activity with a more experienced instructor.
SKILLS REQUIRED BY STAFF	Personal experience relating to activity First-Aid knowledge and current First-Aid certificate Communication, leadership and instructor skills
FINAL DECISION ON IMPLEMENTING ACTIVITY	Choose one <input type="checkbox"/> Accept <input type="checkbox"/> Reject Comments:
Form completed by	

## DEVELOPMENT IN PROGRAMMING

When your Unit commences programming it may start by planning one activity at a time and allowing that to run out before commencing another activity. This means that you have periods in which something is happening and then other periods in which you say, "we don't seem to be doing anything" This is illustrated in the following diagram.

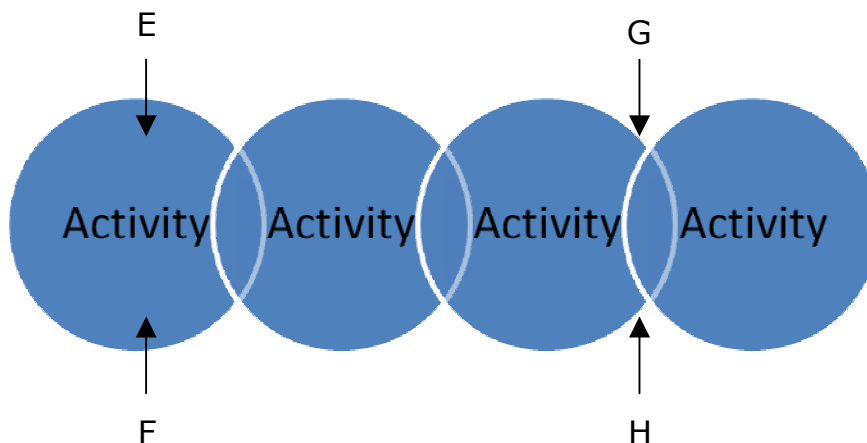


### Cross Sections

**A - B** Unit taking part in one activity  
**C - D** Nothing happening

Later with further practise in programming your Unit provides a continuing flow of activities with most of the Unit taking part in each one. This is the type of programming pattern that most Units manage to organise in which it is realised that better planning provides for an overlapping of activities.

One activity commences (or else preparations for it are completed) during the closing stages of the previous activity. This can be shown as follows.

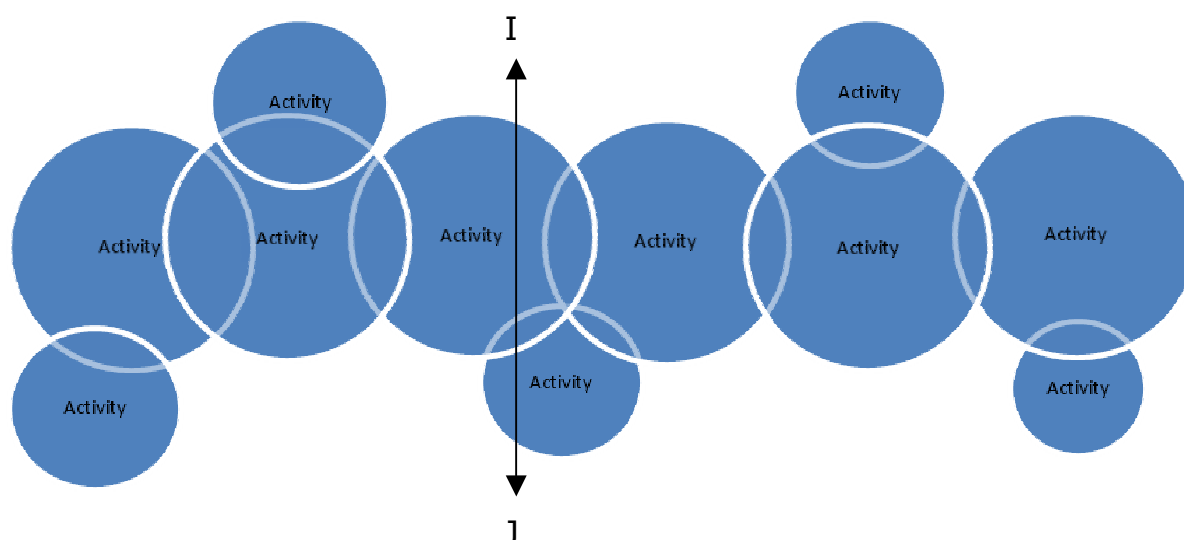


### Cross Sections

**E - F.** Unit taking part in one activity, some preliminary planning on one to follow

**G - H.** Unit completing work on one activity, starting on next

The ideal situation is reached at the final stage in which some activities are being undertaken by most members of the Unit and some by smaller activity groups consisting of part of the Unit. All these activities overlap in such a way that a continuous pattern is formed. This can be shown as follows:



### Cross Section

**I - J** Most of the Unit are in the final stages of an activity while a further activity which will also involve most of the Unit is commencing. At the same time a smaller group is involved in a separate activity.





## Downloading The National Programmes

The National Programmes may be downloaded from the SCOUTS New Zealand website towards the end of each term. The address is: <http://www.scouts.org.nz/>

1. Logon (register first if you haven't already done so)
2. In the HOME box at the bottom left click "Downloads".

3. Click the + sign in front of "National Programmes"
4. Click the Venturer Programme for the next term to download it.

You must register as a user to be able to download the National Programmes.

# SAMPLE NATIONAL PROGRAMMES

## Venturer National Programmes

### Sample National Programme - Earth, Wind and Fire

This term the theme is one that you can really enjoy as Venturers, with Earth Wind and Fire as your starting point you should be able to find a lot of activities and links to your award work that suit everyone. Everyone looks forward to hearing about your activities and events when you post them on the website!

*Please note the following:*

This programme is designed to provide a spark of ideas to help Leaders and Unit Executives develop their programme. It is not an attempt to remove or restrict your Units ideas so feel free to use, not use or change anything you like (or don't). Remember your programme should be a balanced mix of social, challenge and service and all that you do should be fun.

We do ask that you have something in your programme that follows the theme "Earth, Wind and Fire" Please get involved in activities that your Zone and Region run, be out and about, be seen, have a ball.

Note that there are some items highlighted and these are expanded on further.

Please remember that all activities require the appropriate Activity intention and Risk forms. We want to keep you safe at all times.

Please visit the National Venturer website (<http://venturer.org.nz>) with your ideas, to steal others ideas and to get involved in competitions.

## Venturer National Programmes

Outdoors	Trees – planting or cutting down! Does your local council need help with planting or clearing fire breaks?	Contact your local council and see how you can help them by offering service.	Personal Development	Does your local Fire station run a Fire fighters course? Or is there someone else who can run one for you?	See what information you can find on the web. <a href="http://www.fire-rescue.ac.nz">www.fire-rescue.ac.nz</a> is a starting point for you.
	Wind taken your tent? What would you do? Can you make a shelter?	Outdoor Skills Module – Survival / being lost. section 4: Seeking shelter.		Reading the weather? Can you read the weather and weather maps?	One of the Environmental Modules check out the page in the awards to see where you can get references and help from.
	Fire lighting! Find out the fuels and properties of fuels and stoves for cooking on.	Use as part of the "stoves, fires and cooking" Outdoor skills Module.		Can you eat fire? Jump it? For fun see what you can find out (or find someone to teach you) about fire	Before you try anything make sure you have filled out your RAMS forms and have taken safety precautions.
	Rock climbing.... Either outdoors or indoors this can be fun!	Remember you need to complete the RAMS forms and make being safe a priority.		Can you make and learn to play a simple musical wind instrument? Could you make your own Expression Module for	See helpful hints for further details.
	Pottery.... Or make stuff with clay! Can you make a coil pot or pinch pot? A vase for a present?	You could ask Teachers, art students, community colleges if they have someone who can help out.		What would you do after a storm? Can you plan for this?	Visit or contact your local Civil Defence Team and see how they can help. Try inviting Rovers to join you too.
	Kites... making / surfing/ flying...What can you do with kites to make them fun? Would you be able to run a kite making evening for the local Kea club?	Ask your local Kea Leader if you can help one evening. Should count towards service!		Run a campfire for the unit, the group and/or the zone?	The planning and running of this event can be counted towards your service hours. You can ask your Zone Leaders for help and advice.
New Experiences			Community		

## Venturer National Programmes

***Wind taken your tent? What would you do? Can you make a shelter?***

**Outdoor Skills Module – Survival / being lost. Section 4: Seeking shelter.**

This module is quite big but can be broken down to manageable parts for one evening. On the page in the award scheme it gives some very good references you can use for information and training before undertaking the practical demonstration. If you don't have grounds or space that can be used around your meeting place, ask your Zone Leader for suggestions on places you could go, or you can see if there is a local Scout owned camp where you can try these activities out. This could be an activity that is extended to an overnight camp; you can see what it is like to sleep in the shelters you have made! Maybe this is something that you would like to ask the older Scouts to come with you and they can complete part of their award scheme too! It could be a great recruitment joint activity. Or would you want to challenge the Rovers to a best shelter competition?

Remember for any type of activity you should complete the relevant RAMS forms and Activity Intention Forms. If you need help with these then speak to your Zone Venturer or Zone Leader and ask for help and training. Remember that if you extend this activity to overnight you will need to obtain parental or guardian consent and medical information on each participant.

What ever you decide to do with the unit make sure you have fun and are fully prepared. Work out what you need to do and assign each person a job, one in charge of the site, one for equipment, one for approval, one for contacts. Have fun!

Pottery.... Or make stuff with clay! Can you make a coil pot or pinch pot? A vase for a present?  
This can be a fun evening for the unit or as part of a personal challenge module.

For help you ask a local potter or art teacher or art student to come along and show your unit how to make clay do what you want and the best ways to prepare and dry the finished "article". Also research on the internet or books how you can make pots or sculptures. Make sure you have plenty of fresh water and newspaper around to help keep the area clean, and remind the unit participants to wear old clothes or to cover up any clothing they don't want damaged.

If you can't get potters clay you could use play dough or modelling clay to achieve the same ends. You can use old and household items to create different effects or textures – use a random choice of items i.e.: sponges, pine cones, Popsicle sticks, old tooth brushes, scraps of fabric or lace or come up with some other items which could create interesting patterns.

## Venturer National Programmes

***Reading the weather? Can you read the weather and weather maps?***

One of the Environmental Modules, check out the page in the awards to see where you can get references and help from.

The whole unit can undertake this module at once if it makes the programme a little easier. More advanced Venturers should be planning the activity and those Venturers whom are still at Bronze or Silver level can take part in the appropriate way.

The references given on the Award Scheme are very comprehensive but you could ask people like Science teachers or someone from the local meteorological organisation to come and give a talk / training on the points covered by the module.

What would you do after a storm? Can you plan for this?

Visit or contact your local Civil Defence Team and see how they can help. Try inviting Rovers to join you too.

Using the links below or the contact details in the local phone book ask the local civil defence if they can help by either sending a speaker or running a workshop for the unit. Maybe to make the most of this you could link with other units and maybe the Rover Crews to hold one evening or weekend activity. (see notes on inviting a speaker or running an event).

Note for Leaders: This could be considered as an Emergency Preparedness Module in the Award Scheme.

Contact your local Zone Venturer Leader or Zone Leader for contact details for other units and Rover Crews.

[www.civildefence.govt.nz](http://www.civildefence.govt.nz)

Link ideas:

Run a campfire for the unit, the group, and the zone?

This could be an ideal time to link with both the Scout Troops and the Rover Crews in your Zone or Region and as the beginning of term 4 is the encouraged time to move up between sections it's a good time to recruit older Scouts. And for older Venturers to link with the Rovers.



## Venturer National Programmes

### Programme Planning:

Remember when planning your terms programmes to look at your local and regional calendars and include Velocity and Cooksey courses, First Aid courses and other events that are planned. Also remember National Schools, which are on, and some which need to be applied for and have application dates well before the Schools start. It is worth also looking at the Rover and Scout programme to see what they are up to this term as well!

#### **Other ideas for consideration as unit events or programme include:**

Scouts of the World	Hot Chilli Sauce	GNS website
Fire safety	Blazing Saddles	How Bumble bees fly
Fire Extinguishers and Smoke Alarms	Erosion and geology	Storm Lashings
Backwoods Cooking	Hot air balloons	Caving
Wind chill	Land yachts / Blo carts	Glow worms
Blacksmithing	Wind tunnels	Parachuting / Paragliding
Candles – making and holders	Trench fires	Paint Earth
Mud packs	Wind farms	Earthquakes

#### **Helpful hints on how to run an event:**

Venue – You need to think about where you are going to hold an event, the questions you need to ask are:

What type of event? Is it outdoor, indoor, for large numbers of people or very small?

Mostly the answers are self-evident and you can decide very easily where you want to hold the event.

#### **The date?**

This and the venue are very closely linked questions as the date you want to hold the event may not be free – so do you change the date or the venue? You will have to decide which is the easiest to move!

You also need to look other factors, which may affect the date. Other things going on which may mean people can't attend your event, exams, or school projects, unit members working, there is a host of reasons why you need to think carefully about the date!

#### **Paperwork**

The dreaded curse! You will need to make sure you have all the correct paperwork for the event and that you have filled it out in time and sent it to the right people! If you don't understand what is needed or don't understand it – don't be afraid to ask for help from a Leader – they are there to help you! And if the paperwork does need to be filled in! Sorry!

## Venturer National Programmes

### Publicity

Wow, it's set, you have a date and venue and it's all booked! Now you need to let people know what is happening! This could be a simple email giving details to the unit or full-scale letters and posters to let the whole neighbourhood know! What you decide on and how will again be about the type of event you are holding. If you are unsure about the type of publicity ask your Leader or Zone Leader for help.

In fact right there is your best source of information – your Leaders, and Zone and Regional Leaders. You can always ask for their advice or help and any information they may have, they may have held this type of event before and have their own notes on what worked and what they may not try again. You can also try asking parents and teachers if they have ideas on what you are doing – they may have unexpected good ideas!

Finally you should not restrict your dreams – remember think BIG!

#### **Helpful hints on inviting an outside speaker to talk to a unit:**

First thing to remember is to use your connections! Who do you know and who might they know that could come and talk to your unit? Is there a Cub's parent in the pack who knows about the subject you want to discuss?

When inviting the speaker be clear about what you want to learn or discuss, maybe send them a copy of the award scheme (or part of it) that you want to cover so they can prepare on the relevant sections.

Make sure you tell them when, where, what time, and who they are speaking to, some people may not be used to Venturer age people and will need to adjust any approach they normally use.

Ask what equipment or facilities they may need, if they would like access to water it's no good using the den without any taps!

#### **You could write your own Module:**

Look at the requirements for writing a module and speak to your Zone Venturer Leader if you need help. Remember to send a copy to National office!

To create a module for the Venturer Award Scheme:

You should read the notes on the bottom of the page in the Award book titled *Venturer Award Personal Challenge Modules*. Also read the other modules in the section to see what type of standard is required and who should approve the module before you start.

#### **Leaders:**

It is very often useful to follow up (or pre contact) a speaker to make sure they have all the details they need. Sometimes they could have further questions, which the Venturers may not be able to answer.

When the speaker arrives at the meeting designate one person to be the welcome committee and to look after the invited speaker for the time they are there. Make sure they are treated as you would like to be treated when giving up your time to help other people and remember to THANK them at the end!

## NATIONAL OFFICE

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