

FACILITATORS GUIDE



LEAD THE ADVENTURE

Crew Officer Seminar



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Welcome

Welcome to the Crew Officer Seminar, also known as the Planning Session. Building on information from Crew Officer Orientation, this training allows the Crew to understand and create their annual program. Today we will cover the three Tiers of Adventures, review the Venturing ALPS model, explore recruitment ideas, and walk through the steps of planning for an event or activity.

Course Objectives

By the end of this training, you will be able to:

- Explain the three tiers of Venturing adventures and categorize activities by Tier.
- Define the four ALPS elements of the Venturing program (Adventure, Leadership, Personal Growth and Service), and extend that understanding by giving an example.
- List the 7 steps of planning and apply that knowledge to the day's activities.
- Identify recruitment strategies relevant to one's own Crew and construct an annual plan that implements some of those ideas.

At the end of this training, you are encouraged to apply these lessons learned to develop the Annual Crew Calendar.

Target Audience

This course is targeted for use by all members of a Venturing Crew and is expected of Crew officers.

Class Timeline: 35 minutes

35 minutes. This training can be the starting session of a planning retreat or be held at a Crew meeting beforehand.

Preparation Checklist

Resources:

- Venturing Handbook (has job descriptions for each position)

- Annual Program Planning Guide
<https://www.scouting.org/programs/venturing/Crew-resources/annual-program-planning/>
- Venturing Activity Interest Surveys:
<https://filestore.scouting.org/filestore/venturing/pdf/510-013WB.pdf>
- Program Capability Inventory (for adults to fill out):
<https://filestore.scouting.org/filestore/venturing/pdf/510-012WB.pdf>

Reference materials (optional)

- Crew Activity Planning Worksheet: <https://www.scoutinghawaii.org/wp-content/uploads/2025/01/crew-activity-planning-worksheet.pdf>
- Annual Program Planning Guide
<https://www.scouting.org/programs/venturing/Crew-resources/annual-program-planning/>
- The How-to Guide for Planning Venturing Events: <https://www.scouting.org/wp-content/uploads/2022/03/How-to-Guide-for-Planning-Venturing-Events-2022.pdf>
- Tiers of Adventure: <https://www.scouting.org/programs/venturing/venturing-awards-and-advancement/rank-advancement/tiers-of-adventure/>
- 7 steps of planning Venturing Document: <https://www.scouting.org/wp-content/uploads/2022/03/How-to-Guide-for-Planning-Venturing-Events-2022.pdf>

Materials Needed

- 3x5 cards (or sticky-notes) and pens/pencils for brainstorm
- Optional: Whiteboard and markers
- Optional: Poster of the 7 Steps of Planning
- Materials for the planning session itself
 - Individual personal calendars, including significant school dates
 - Completed Venturing Activity Interest Surveys
 - Each member's three ideas for the crew's annual program
 - The completed "Themes and Activities Worksheets" from Crew Officer Orientation
 - Council and Territory calendars
 - Optional planning tools, include computer/display for presentation, dots or sticky notes for voting, a master calendar, etc.

Time: 15 min	B1: Three frameworks for thinking about the Crew's annual calendar
    	LEARNING OBJECTIVES • Explain the 3 Tiers of Adventure and categorize activities by Tier. • Define the four ALPS elements of the Venturing Program (Adventure, Leadership, Personal Growth, and Service) and extend that understanding by giving an example of each. • List the seven steps of planning and apply that knowledge to the day's activities. • Understand effective planning horizons (30-day, 90-day, and year-long). • Articulate the types of fun, where Type 1 is fun in the doing, Type 2 is fun in the telling, and Type 3 is the kind you'd rather never repeat. • Expand awareness of the importance of active reflection in the Venturing Program. OPTIONAL MATERIALS Whiteboard and marker with columns for Tier 1, Tier 2, and Tier 3 assignments Whiteboard (or poster) with the 7 Steps of Planning Ask: What are the things we learned from Crew Officer Orientation? • The organization of a Crew • Crew Officer positions and roles • Activity chairs and consultants • Adults as resources • Sample meeting agendas • Themes and activities for a meeting Say: We hope you have brought your school calendar, completed Venturing Activity Interest Survey, and your 3 ideas for program planning. We will use those later in our Planning session. But first, we are going to review three important frameworks for planning a Venturing program for the year: Tiers of Adventure, the ALPS model, and planning steps and tactics. Tiers of Adventure <i>Put the following in your own words:</i> When planning with your crew there will be many things to think about when it comes to the tier level of the activity you're planning. There are three levels of activities within Venturing. Each one comes with their own level of planning to execute. Your Crew should decide together what level activities you want to do. Each one will require a certain length of planning and preparation. It is important to note that Tier I and II activities can be designed to prepare for your Tier III adventure!



- **Tier I Adventure:** very little planning, lasts less than a day, not far outside of the comfort zone such as a trip to a local climbing gym.
- **Tier II Adventure:** some planning and preparation, less than four days such as a weekend campout at the local council camp.
- **Tier III Adventure:** extensive planning, skills needed, at least four days, mentally and/or physically challenging such as attending a National Jamboree.

Activity: Tier Matching Game:

Optional: Use a whiteboard to make columns for the three tiers and record answers as discussion unfolds. Alternatively, you may run this as a simple group discussion.

Put the following in your own words:

For the next few minutes, we are going to work as a crew to place the following 10 events into the correct Tier level. (See appendix for suggested answers). We will discuss any discrepancies to understand the reasons behind the category assignments. After all, the boundaries between Tiers aren't always clear. Where do you think OUR crew would assign these activities?

1. Northern Tier
2. Service project for Chartered Org
3. Council-wide campout
4. Ice Skating
5. Weekend Canoe Camping Trip
6. National Jamboree
7. Guest Speaker (invite a local firefighter out to speak about the profession)
8. Hosting an escape room for Cub Scouts in the Council
9. 50-mile hike
10. Out-of-state museum tour of Washington D.C.



Say:

Good discussion! Considering the three Tiers of Adventure encourages us to think about variety in our annual plan. Keep in mind those activities that jumped out as things we might want to use; we can apply them to our Annual Planning later.

Now we're going to pivot to a quick discussion of the ALPS model.



DISCUSSION OF VENTURING'S ALPS MODEL

Ask:

Who knows what ALPS stands for?

Then, go ahead and reiterate what ALPS stands for:

- Adventure
- Leadership
- Personal Growth
- Service

Ask your Crew the following questions and take a couple minutes to discuss each:

- What are a few examples of each category of ALPS?
- What is your favorite part of ALPS and why?

Close by explaining that ALPS is the core part of the Venturing program. It not only helps the Venturer as an individual, but also helps the Crew as a whole plan and prepare for their future program.



THE SEVEN STEPS OF PLANNING AND CLEVER CREW TACTICS

Optional: Display a poster of the 7 steps of planning or write them on your whiteboard.

Read through the following steps with your Crew:

The Seven Step Planning

1. Define the Specifics of the Activity
2. Define the Resources
3. Consider Alternatives
4. Commit the Plan to Writing
5. Promote the Plan
6. Implement the Plan
7. Assess the Activity



Ask:

As we plan our annual calendar later today, which of the 7 steps of planning will we complete? (Typically, steps 1-4). Who will be responsible for Step 5, Promoting the Plan? (VP of Comms/Activity Chair/Everyone). Who will take charge of Step 6, Implementing the plan? (VP of Program and an Activity Chair). Who's involved in Assessing the Activity? (Everyone!)



Optional: It can be helpful to take a particular activity – perhaps one from the exercise assigning Tiers – and walk through what you'd do at each stage of the planning process.

**Say:**

There are several different tactics we can use to plan as a Crew. We are going to quickly review some examples. Keep in mind that the exact planning setup we use will depend on Crew needs and on the planned Activity.

Review each of these in your own words or call on Crew members to have them explain what they think each term means and/or what its benefits might be. Keep the discussion moving.

Backwards planning

Backwards planning begins at the end. To start, take the time to envision what a successful outcome of your event looks like, then work backward to the present, laying out the steps in between (i.e. how soon would we need to book reservations, have sign-ups completed, food planned etc.)

Benefits: This method develops a clear end vision and a comprehensive timeline that allows for efficient task management and goal setting.

The 30/60/90-day planning method

The 30/60/90-day planning method splits planning into three parts over three months. Using this method, you set goals for each period of time, each step getting closer to the end result. For some events, such as tier III adventures, the amount of time may need to be adjusted to fit the scale. (90 days out you have a location and activity, 60 you have main logistics, 30 you have finite details done.)

Benefits: Splitting planning into three segments allows for manageable tasks and realistic goal setting. Also, using a method that incorporates milestones allows for easy reference and can ensure the project is on track at each stage of the planning.

Contingency planning: Types of Fun

Contingency planning using the following “Types of Fun” allows planners to look at planning and reflected outcome with a mindset focused on experience. It is important to note that even when things do not go as planned, there is a lot our Crew can learn.

- Type 1 is fun in the moment. These are events that are completely enjoyable from start to finish.
- Type 2 is fun in the telling. These events may incorporate elements that challenge individuals and may have parts that are not “fun.” These are often rewarding experiences that make fun memories and stories. “Remember the time the wind blew over so-and-so’s tent and broke the pole and we had to tie it together with a sock because we couldn’t find the duct tape?” Not so fun in the moment, but a great story: type 2 fun.
- Type 3 fun is the type of fun that you would never like to experience again. This is often the result of poor planning or the result of unexpected circumstances. Having to get out and push the van out of a mud puddle might count as type 3 fun.
- Ask: What are some of the ways to change a type 3 situation into a type 2 situation? (Approach the challenge with a good spirit; do things like sing songs or tell knock-knock

jokes; start to imagine the story you'll tell a Crew member who couldn't make it, and so on. The best is when we have a back-up plan. Severe storms in the forecast? Maybe change that planned hike into a tour of the local auto museum!).

The importance of reflection

After you have planned and executed an amazing event, it is important to take time to reflect on what went well and what can be improved for the next time. Take some time to discuss how your Crew has experienced the different types of fun, and hear everyone's "Start, Stop, Continue" for the trip. It is important to ensure that everyone is heard during this session and to remember that feedback is a gift that everyone can give.

Summary:

In this module, we have reviewed the Tiers of Adventure and the ALPS model and thought about various elements of planning for the year. We're now going to pivot toward one of the activities that keeps a crew viable over time: Recruitment!

Time: 10 min	B2: Recruitment
   	LEARNING OBJECTIVES • Identify recruitment strategies relevant to one’s own Crew. • Construct an annual plan that implements some of these ideas. DISTRIBUTE MATERIAL • 3x5 cards (or sticky notes) and pens/pencils Activity: Recruitment Brainstorm: <i>Say:</i> In teams of 3 or 4: let’s get <u>five</u> ideas for recruitment this year – brainstorm together and write your ideas on the cards. You have 5 minutes. <i>Afterwards: Have groups share one or two ideas with the whole group. Then, move them back to the center of the room and tell them that we’re going to do a movement activity.</i> Activity: Vote with your feet: <i>Have your Crew stand up to participate in this activity. Designate a “yes”, “no”, and “maybe” corner – point them out.</i> <i>Give the crew the following instructions:</i> We’re going to review a whole series of recruitment activities, and you’ll need to vote with your feet by going to the “yes”, “no”, or “maybe” corner. Ask yourself: is this something that I’d be willing to do / would have fun doing? Remember, recruitment is important for the long-term health of any Crew, including ours!

Have your Crew move to their preferred corner as you call out recruitment possibilities.

- College campus student fair
- Bring a friend night
- Speak at charter organization
- Post flyers around town
- Recruit from local church youth groups
- Staff a booth at the local craft fair; perhaps bring your Klondike sled
- Activate your adults – ask them to post on local social media
- Reach out to local homeschool groups
- Make your crew visible via social media
- Attend local market days and pass out flyers and talk to people
- Recruit within Council at Cub or Scout events
- Staff a parking or water station for local 5K in uniform – offer QR code cards to potential crew recruits (or their interested friends or parents!)

(You may add ideas from your brainstorm to the list above as a way of gauging crew interest)

Quick wrap-up: Ask: “Which of these would be a Tier 1 event? A Tier 2? Which ones should be on our Annual Plan?”

Summary:

In this module, we have quickly reviewed strategies for recruitment. Remember that in a successful Crew, recruitment is everyone’s responsibility. The more the merrier!

Time: 5
min

B3: Good Practices in Planning Crew Programs



LEARNING OBJECTIVES

- Review and choose strategies for planning the Annual Crew Calendar.



Share in your own words (as appropriate):

Take a few minutes to review any of the elements below that you (and the other Crew leaders) think would be helpful for running a successful planning event:

When planning, remember to use a media and system for planning that works well with your crew. Computers are ill-advised for an outdoor planning session on a rainy day but are a necessity for a crew meeting remotely over Zoom.

Make sure that the “loudest voice” doesn’t dominate. Everyone’s voice should be heard when planning with your crew.

It is important to develop a group consensus among the crew participants; decide ahead of time how to achieve that. *(You may wish to discuss as a Crew two or three rules-of-the-road for how to achieve this. The following list of resources provides a place to start. Review the list with the group, and then perhaps ask which the Crew wants to use.)*

- **Venturing Activity Interest Survey.** Your Crew can use this survey to gauge interest on several different activity ideas.
<https://filestore.scouting.org/filestore/venturing/pdf/510-013WB.pdf>
- **Dot Voting:** Dot voting is a simple way to prioritize ideas in a group. Each person gets a set number of dots (stickers, marks, or digital votes) and places them on the ideas that they think are most important. The ideas with the most dots move forward in the decision-making process. It helps groups quickly see collective preferences while keeping the process fair and inclusive.
- **Discuss ideas as a Crew.** Talk with your Crew and share ideas. Crew members can bring info on a place they want to visit or even give a short presentation about an activity/event to inspire interest.
- **Multi-vote:** Everyone votes for some fraction of the ideas on the table – say, “choose 10 from the list of 15.” The least popular items get removed, and the process repeats with a smaller fraction (e.g. 7 of the remaining 12) to reduce the ideas further. Repeat until you have a reasonable list. Usually, 3 or 4 rounds of voting will make clear what the most popular items are.
- **“Parking-Lot”:** Build a “parking-lot” for ideas that aren’t applicable to the current discussion but are valuable enough to revisit later. You can do this by creating a list (either virtual or written) that the crew secretary holds onto.

	Brainstorming stages: • Set the Topic – Clearly define what you’re brainstorming. • Gather Ideas – Everyone shares ideas freely, without judgment. • Group and Discuss – Organize similar ideas and talk through them. • Find Agreement – Narrow down to ideas everyone supports. • Decide Next Steps – Agree on actions to take. Drawing it all together: At the end of the planning meeting, be sure to review the proposed calendar. How many Tier 1,2,3 do we have? Are all four ALPS represented? Which events are in the 30-day window? 90-day? Which will require a longer planning horizon? Which recruitment activities did we choose? <i>NOTE: There are more resources and documents in the Recommended Resources section (at the start of this Facilitators Guide) to assist with your Crew planning.</i> Summary The planning of the annual calendar may be handled by the Crew Officers or by the Crew as a whole. Whatever approach your crew takes, work toward consensus and a program that will be of interest to the entire Crew.
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Time: 1 min	Charge
	SAY: <i>To close the training, share this final charge:</i> We have reviewed frameworks for a robust Crew schedule and tactics and strategies to get there. Our charge to you, Venturers, is to create fun, exciting, and educational crew meetings and outings. Be empowered -- create a Venturing environment specifically unique to you and your Crew! It is now time to take what you have learned and begin your planning session as a Crew. Our goal, as always, is to have fun and to Lead the Adventure!

APPENDIX 1: Tier Matching Game

Optional: Use a whiteboard to make columns for the three tiers and record answers as discussion unfolds. Alternatively, you may run this as a simple group discussion.

Put the following in your own words:

For the next few minutes, we are going to work as a crew to place the following 10 events into the correct Tier level. We will discuss any discrepancies to understand the reasons behind the category assignments. After all, the boundaries between Tiers aren't always clear. Where do you think OUR crew would assign these activities?

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4. Ice Skating
5. Weekend Canoe Camping Trip
6. National Jamboree
7. Guest Speaker (invite a local firefighter out to speak about the profession)
8. Hosting an escape room for Cub Scouts in the Council
9. 50-mile hike
10. Out-of-state museum tour of Washington D.C.

ANSWER KEY

Tier I	Tier II	Tier III
• Service project for Chartered Org • Ice Skating • Guest Speaker (invite a local firefighter out to speak about the profession)	• Council Wide Campout • Weekend Canoe Camping Trip • Hosting an Escape Room for Cub Scouts/Webelos in the council	• Northern Tier • National Jamboree • 50-Mile Hike • Museum Tour in D.C.