

## Venture Planning Template

TASK	Due Date	Venture in charge	Leader Agreement
1. Activity "Broad" Plan (include projected cost, risk levels & special planning or permission requirements if applicable): late Fall Camp and Hike from V Cabin at Ope (low risk, no special permission required)	2 weeks prior (minimum)	Nathan	3 Nov 09
2. Participant List (likely to attend plus leaders): Nathan, David, Jill and Kristian – Leaders Jim and Nic Desson	2 weeks prior	Jim	5 Nov 09
3. Location and accommodations: V Cabin @ Ope, (booked and \$50 deposited).	2 weeks prior	Jim	4 Nov 09
4. Detailed activity plan (timings, activities, supplies required etc):	1 week prior		
5. Information Sheet (for parents, leaders & participants):	1 week prior		
6. Budget (include accommodation, travel, supplies and menu costs):	1 week prior		
7. Menu and groceries (detailed meal plan and transportation & proper storage of Groceries):	1-2 days prior		
8. Detailed Transportation plan (include drivers and places available per vehicles):	1 week		
9. Activity Group Forms (completed and delivered to Group Chair):	1-2 days prior		

**Notes:** 1. Ventures should reproduce this template and attach the completed e-paperwork or hand produced work associated with their task for Leader agreement and information. One copy should be passed to the Secretary for records.

2. Group form completion must be in accordance with Scouts Canada BP&P. Risk assessment of activity should be discussed with leaders and appropriate emergency plan must be developed with enough people attending First Aid trained and participants having skills appropriate for the activity or professional