Suggested Parents’ Meeting Agenda

• The parents meeting should be held after the unit’s *Adventure* has been selected and detailed information is available.
• The purpose of the meeting is to inform the parents and the youth of the details of the upcoming *Adventure*. It can also be used as an opportunity to recruit more youths and adults. Some *Adventures* may have limits on the number who can participate. Others may have no limits.
• Have as detailed an itinerary as possible available, listing all pertinent dates—payment deadlines, permission slips, training dates, future parents meetings, conditioning dates and shakedown date etc.
• Have all the required forms available at the meeting.
• Share any promotional material available—video, pictures, brochures, etc. If your unit has chosen a BSA council camp or a BSA National High Adventure Base they may have promotional materials available for your use.
• Discuss provisions to meet religious obligations.
• Discuss health concerns, food allergies, medications, etc.
• Try to keep the meeting to about 45-60 minutes.
• Meeting should not be scheduled as part of a regular unit meeting.

SUGGESTED AGENDA
1. Welcome
2. Introduce The *Adventure*
   a. Describe the *Adventure*
      i. Date
      ii. Place
      iii. Cost
         1. Fund raising opportunities
         2. Deadlines
         3. Camperships
         4. Donations
         5. Fee payment options
   iv. Minimums/Maximums
      1. Size of the crews, if applicable
      2. Youth/Adult ratio, if applicable
   v. How you are going to get there
1. Detailed itinerary listing departure & return dates, side trips, etc.
2. Modes of transport (cars, vans, trains, planes)
   vi. Details - e.g. a backpack trip, canoe trip, local council camp, out of council camp, National High Adventure Base, etc.

vii. Adult volunteers needed
   1. Transportation
   2. Leadership on the trip
   3. Committee support
   4. Training

viii. Age & physical requirements
   1. Annual physical for all participants
   2. National High Adventure requirements, if applicable
   3. Recommended conditioning
      a. Unit level activities scheduled, if any
   4. Minimum age & rank, if applicable
      a. Suggested merit badges

ix. Side trips or sightseeing events along-the-way, if applicable

x. Participant personal expenses not included in the fees

xi. Required Forms
   Submission deadlines

xii. Emergency Plan

3. Training required (Youth Protection, First Aid, etc.)
   a. Briefly review applicable BSA policies, (Guide to Safe Scouting, Safety Afloat, etc.)
   b. Other

4. Expected behavior
   a. Scout Oath & Law

5. Introduce the youth & adult leaders

6. Questions