

Youth Roles for Legacy

Area Venturing President

- **Advises and supports** the Host Council Lead, with any issues that may arise.
- Works with the Area Venturing Vice Presidents and the the Council Lead to vote anything that may need a a vote such as patch designs, tshirt color, special guest.

Area Venturing Vice President Administration

- **Area Awards** (Council of the Year, Area/Region VLA Recognition)
- **Reviews budget** (To make sure that we are accounting for the National Insurance fee, Council Cut, Next Legacy cut.)

Area Venturing Vice President Communications

- Works with Promotion Coordinator on posting Legacy Promotion content of the Area social media (Facebook, Snapchat, Website)
- Responsible for sharing any information from the council with the Area Venturing committee.

Area Venturing Vice President Program

- (Legacy Challenge, Campfire Program)
- Works with Camp Program Coordinator on organizing the crew brought program (Location, Time, Structure, Area Program)

Main Coordinators Responsibilities

Host Council Lead

- **Leads the Council about all things Legacy**
- **Reports** to Area President and Council President about everything Legacy;
- Serves as a VOA Member; has a vote in the VOA. Leads group in votes. Delegates task to other

Host Council VOA President

- **No Function-** Serves as a support of the Host Council Lead. Should not have any council legacy responsibilities.
- There role in this is to keep the VOA running by hosting VOA functions.

Administration Coordinator

- **Event Awards-** Camp Program Award, Crew Program Awards, Area Program Awards)
- **Memorabilia** (Shirt Designed, Patches, Neckers??)
- **Location of Events,**
- **Organizes Admin Staff**

Promotion Coordinator

- **Promotion** (Makes flyers, Legacy Promotion videos, attend other Councils, Area events to promote Legacy)
- **Organizes staff**

Camp Program Coordinator (Coordinates places where program (((Host camp program))))))

- **Organizes** the Program areas, such as tower, aquatics
- **Organizes and promotes** needs for staff at Legacy
- **At Legacy Works** on providing areas with people.

Past Host Ambassador (??????)

Advisor Roles for Legacy

Host Council Advisor 1

- **Advises and supports** the Host Council Lead, with any issues that may arise.
- **Supports the Council about all program Legacy ideas**
- **Works with the Area Advisor and Supports** the Area President and Council President about everything Legacy.
- Supports the programs aspects of Legacy (see list below)

Host Council Advisor 2

- **Advises and supports** the Host Council Lead, with any issues that may arise.
- **Supports the Council about all administration Legacy ideas**
- **Works with the Area Staff and Supports** the Area President and Council President about everything Legacy.
- Supports the administration aspects of Legacy (see list below)

KEY ADMINISTRATION THINGS ABOUT LEGACY

Budgeting – a cooperative effort between the host council and the Area Venturing Officer Association (VOA).

- Adults of the council are responsible managing and maintaining an up to date budget.
- Budget changes are to be annotated for the Area approval, the area is not allowed to make major changes; they are only allowed to make suggestions.
 - Both the Area VOA and Council VOA are responsible answering to the Council.
- Key Things to include you're draft budget
 - Food
 - Memorabilia
 - National Insurance (\$6 Per head)
 - Awards
 - Administration
 - Camp Fee
 - Area Expenses
 - Program
 - Staff Cost
 - Area Staff Cost should be waived (4 Venturing Officers, 6 Advisors)

Money – receives (registrations) and disperses money as per the agreed upon budget. This matter includes a final financial closeout report, not more than 30 days following the event.

- The Host Council will pass a designated amount, a “starter fund” to the next host council, provided such funds are available.
 - For 2013, this amount is anticipated to be \$500
 - For Legacy 5 the amount was and could be a different amount depending..

In Council Facilities – Allows for camp usage along with program equipment (firearms, bows, arrows, cope-climbing, etc.).

- May or may not include use council tents. It’s always good to secure early E-board approval of the event.
- Spaces needed for Legacy
 - Space for 500 Plus youth and Adult
 - Shooting ranges
 - Tower
 - Field for Program

Out of Council Facilities/ Program – makes arrangements and financial commitments as necessary for outside vendor displays, program features, entertainment, etc.

Publications and promotions – The Host Council will produce publications and promotional material as requested by the VOA and various sub-committees.

Safety and Security

- Provide First Aid and Security Officers as deemed appropriate.

Food

- Council Cook Team to provide meals.
 - May or may not be the OA Cook Team. The Legacy is a weekend event.
 - Food begins with cracker-barrel on Friday night and ends with Breakfast on Sunday
 - 4 meals and 2 cracker barrels.
 - Perform other duties as necessary and assigned by the Area VOA.

KEY PROGRAM THINGS ABOUT LEGACY

FRIDAY

- Registration (Coordinated By Council)
 - Registration/check-in should be open from 5 to 11; as many crew will be traveling from all over the Southern Region.
 - T-shirt and Camp Map should be available for all participants at check in.
 - Patches should not be distributed until all functions on Sunday have finished.
 - Check-in procedures should be promoted before hand.
- Campsites (Coordinated By Council)
 - We should try and mingle crews from different councils in campsites so they get to meet new people.
- Friday Night Activities (Coordinated By Council)

- Every year we try and have different activities every Friday night, such as year one we had a Local band, year four we had a DJ.
- Activity should be able to be paired with Cracker Barrel.
- Crew Leader Meeting
 - A leaders meeting is suggested Friday for so the crew leaders know their role for the weekend.

SATURDAY

- Breakfast (Coordinated By Council)
- Morning Events (Camp Program Coordinated (Coordinated By Council))
- Store (?)
- Lunch (Coordinated By Council)
 - In the past we have tried lunches to go, however people were not allow to grab meals.
 - Sit down meals tend to being people together.
- Crew Program (Coordinated By Council and Area)
 - Crew have a little while to prepare and bring events.
- National Officer Youth
- Legacy Challenge (Coordinated By Area)
- Dinner (Coordinated By Council)
 - Next Legacy Promotion Spiel
- Campfire Program (Coordinated By Area)
- Awards (Coordinated By Council and Area)
- Cracker barrel (Coordinated By Council)

SUNDAY

- Breakfast (Coordinated By Council)
 - Next Legacy Coordination meal
- Area Meeting (Coordinated By Area)
 - Sheets of names to sign-up
 - Area Committee
 - Training
 - Program
- Chapel (Coordinated By NEXT Council)
- Check out (Coordinated By Council)
 - Patches are too be disturbed then.

July (14 months out)

- Attend a Legacy planning meeting. Come see what Planning is all about before the event happens. The information you pick up will be invaluable.
- Become involved in the program planning. The more involved you are, the easier it will seem next year because you will feel like you have done it before.

August (13 months out)

- Have key Venturers be a part of the planning.
- Register to attend the preceding Legacy.
- Select your Legacy youth chair (NOT THE COUNCIL VOA PRESIDENT) and two key adult advisor who are responsible for planning the event on top of any other positions they may hold.
 - Make sure the three individuals will be around and are capable of being at the event.
- Present to your council's executive board why your council should host Legacy. The elected Legacy youth chair should do this; to gain full permission from your council to plan and host the event.
- Select a date and location for the next Legacy AND DO NOT CHANGE IT.

September (12 months out)

- ATTEND PRECEDING LEGACY!! See how things are done, take notes, and think about what your council would like to Start, Stop, or Continue.
- Interact with as many people as you possibly can as they may have a resource you may need in the future.
 - Also, everyone in Venturing is awesome so you should try to meet everyone.
- Announce that you will be hosting the next Legacy and the fun will continue another year!
 - If people had fun, and know that there is another event, they are more likely to come back the following year. They will not know if you do not tell them.
- Host a post Legacy meeting to discuss what went well, what could have gone better, and what should be added or taken out for the next year.
- Select a schedule for the Legacy planning meetings for the next year. **Make the Area aware of these dates.**
- **THINGS TO BRING TO LEGACY (THEME, BUDGET, Proposed PATCH DESIGN, CAMPFIRE, CHAPEL)**

October (11 months out)

- Brainstorm key things that you highlight, then meet on those ideas.
- Have a meeting and have everyone contribute as many ideas as possible. Make a decision of what the highlight of the event is going to be.
- Develop a list of committee chairs and advisors using the "Who does what?" section.
- Start a list of vendors that could come out and have really fun activities and valuable information for Venturers.
 - The Area should have a list of Vendors.

- Pick a theme for your council's Legacy, it can be anything! Make sure to run it past the Area.

November (10 months out)

- Discuss what your council wants to make awards for. Make sure you take into account the awards that the area is going to give out.
 - Legacy Challenge
 - Council of the Year
- You may have many options, but try and think about what you want to reward your participants for and how you want to do that.
- Take a Saturday and walk through the future event location and brainstorm ideas as you walk/drive around camp. Visualizing things may help spark some great ideas. Invite anyone who wants to be on the Legacy committee to attend.

December (9 months out)

- Make sure that your Legacy planning meetings are happening separate from your council VOA meetings.
- Begin selecting committee chairs who are capable of completing the job descriptions for their area. Do not give someone a leadership position if they will not take steps and get the necessary tasks done.
- Begin forming a budget based off attendance predictions. Use last years' budget as a guide if you are able to get it from the last council.

January (8 months out)

- Give a Legacy promotion presentation at the Area 5 Leadership conference to promote your event and roll out the theme.
- Begin holding monthly Legacy planning meetings if you are not doing so already.
- Pick when and where these meetings will take place. Try to make it a central location to encourage attendance.
- Make sure that you are taking notes and those notes are being sent out to fellow council members and the Area Staff.
- Start putting all planning into a current document where all information can be found. (Like Dixie Proposal, or Leaders guide)

February (7 months out)

- First promotion of Legacy
- Work hard to fill any roles as a committee chairs or advisors. You need someone to fill the role before anything will get done.

March (6 months out)

- Legacy promotion continues
- Have your communications person start writing blogs for the Facebook pages and websites. There should be a very large amount of promotion going on at this point.

- Have selected youth chairs begin to work on the planning of their areas. There should be no limit, the youth can hold the event however they would like, however, guidance may be used if it is going in a direction that is not scout appropriate.
- Start putting all planning into a current document where all information can be found. (Like Dixie Proposal, or Leaders guide)
- Start to design your patch and shirt! Your memorabilia person should be rolling by now. There is some time, but do not put it off in case something goes wrong. No idea is too silly!

April (5 months out)

- Decide what you are doing for staff. Finalize committees and job descriptions.
- Continue working Legacy Proposal.
- Have selected youth chairs begin to work on the planning of their areas. There should be no limit, the youth can hold the event however they would like, however, guidance may be used if it is going in a direction that is not scout appropriate.

May (4 months out)

- Select a date for shakedown about a month before the event. A shakedown can be very beneficial by showing what needs to be done and how someone can succeed by doing it.
- Continue working Legacy Proposal.
- From the Legacy Proposal take out all information needed for Leaders Guide.

June (3 months out)

- Continue detailed planning of every area, have every committee complete a 90-day plan including what they need to do, and what they need from the chair. If they haven't started anything yet, kick them in the butt and push them along to the next problem.
- Have each area begin pricing out how much it will cost to run their program and what their list of material needs is.
- Vote on a patch design and contact a patch company about producing about 500 of them approval by Area is need.
- The shirt design should be very done. Give a shirt company the number of shirts you need, the colors, and approved design by area.
- Open registration up so that people can sign up for your event!
- Invite National Officers using National Form

July (2 months out)

- Finalize a list of activities, where each activity will be located, and who is responsible for each activity.
- See what has to be done as a whole group and decide how to split up those things so that no one person is overworked with Venturing.
- Shift mindset from what to how. The meetings should focus on more how ideas will be planned and happen rather than what ideas will be pursued.
- Staff lists for each committee should be complete by this time and turned into the Legacy chair.

August (1 month out)

- Each area needs to turn in a list of needs to the Legacy chair so that all items make it onto a shopping list or a borrow/ check-out list.
- Start to figure out coordination of where events will be in relation to each other and if any two events will conflict with each other, how they should be separated.
- Order shirts and patches so that they come in time!! The patches may take more time, so please account for that.
- Hold a Shakedown! Having a shakedown is a fantastic way to see where an area may need more help, or where another staff is overstaffed. After the shakedown, your spirits should be running very high!!

September (ITS TIME)

- Have a final Legacy meeting to go over any last minute needs and figure out any withstanding logistic issues.
- Any last minute needs should be sent to the Legacy chair ASAP.