BOY SCOUTS OF AMERICA®
GREAT LAKES FIELD SERVICE COUNCIL

Creating Cadence:

A Guide to Successful District Operations

"Our purpose is starting and supporting successful units who change lives and produce leaders."

Overview

As Scouting Professionals, our purpose is starting and supporting successful units who change lives and produce leaders. We guide volunteers to execute the operation of the council, district, unit programs which deliver the mission of Scouting. Each level of operation requires filled volunteer roles that are aligned with the other levels and focused on their purpose of changing lives and producing leaders. The role of Scouting Professionals is connected but unique. This guide outlines a cadence for Scouting Professionals to deliver on our purpose of starting and supporting successful units.

Importance of Cadence

Cadence is a sequence of performance activities that when repeated create a rhythm of successful outcomes. Marching in a parade, machines, processes, clocks, and music are examples of things that use and require a specific, defined cadence. The purpose of a cadence is to establish a reliable and dependable capability which demonstrates a predictable capacity. Cadence can expand or diminish capability, which in turn can expand or diminish capacity. Scouting Professionals also utilize a cadence in pursuit of their purpose. That cadence is the foundation of this plan and when executed consistently and strategically will lead to the accomplishment of our purpose.

Cadence of Scouting Professionals

Weekly Cadence

- Growth Activities – a set of weekly activities conducted in the field by District Professionals designed to stimulate growth that drives Scouting
    - New Unit Sales Calls
    - Networking Events
    - Parent Power Appointments
    - Community Leader Appointments
    - High Level Donor Visits
    - Manpower Recruitments
- Planning
    - Team Meeting – between District Professional and Staff Leader
    - Weekly Meeting Prep and Follow-up
    - Administration
- Program Support
    - Functional Assignment Support – lead and guide volunteers in council assigned functions
- Unit Service
    - Checkpoint Calls to Units

Monthly Cadence

- Growth Activities
    - Ride along - time spent in field with staff leader conducting growth activities
- Leadership
    - Key 3 Meeting
    - District Committee Meeting
    - Roundtable
    - Commissioner Meeting
    - Day of Planning
    - Staff Meeting

Day of Planning

The cadence cycle begins with a Day of Planning conducted around the 15th of the month mapping out objective goals, strategies, plans, and growth activity prospects for the upcoming 45 days.

Format

- Full day spent out of the office focused solely on planning
- Time for this should be blocked and protected from all other tasks and meetings
- District professional brings all tools needed to conduct

Outcomes

- Complete the Day of Planning Report Form
    - Objective Goals in the 4 Functions of District Operations that will drive the established annual goals in those same functions
    - Strategies/Tactics to achieve Objective Goals
    - Volunteers and other manpower to be engaged
- Craft agendas specifically informed by the Day of Planning Report Form
    - Key 3 Agenda
    - Draft District Committee Agenda – *to be reviewed and finalized at Key 3*
    - Draft Commissioner Meeting Agenda – *to be reviewed and finalized at Key 3*
- Complete Prospect Report Form
    - Identify 3 times as many prospects as needed for the upcoming month's cadence of growth activities
    - All prospects should be specifically connected to achieving the Objective Goals defined on the Day of Planning Report Form

Reporting

- Following the Day of Planning, District Professionals submit a copy of the completed Day of Planning Worksheet, Agendas, and Prospect Worksheet to their staff leader

Cadence in Action

Following the Day of Planning, District Professionals begin calling on growth activity prospects to schedule appointments, meeting with key district leaders to engage support, and leverage other identified resources to achieve established objective goals. It is critical that District Professionals commit to the cadence of weekly growth activities as they are what drives achievement of goals.

Accountability

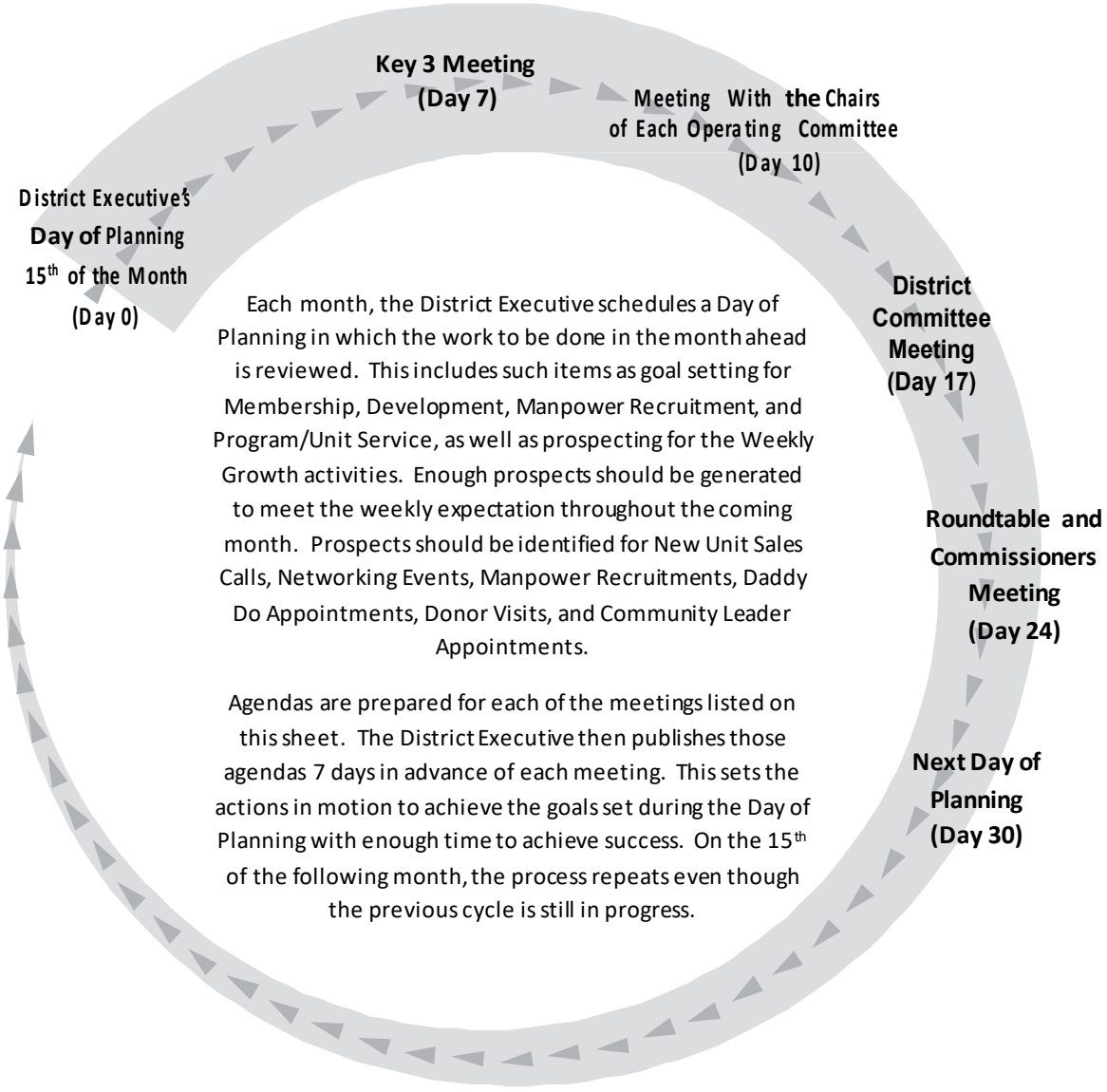
Each Friday, District Professionals report on the growth activities that occurred through a written report form. These reports and the Day of Planning Report Form are used by staff leaders in weekly team meetings to ensure alignment between the leading measures (growth activities) and lagging measures (objective goals) of the district. Every Monday scoreboards are published to the entire team that detail progress on these leading measures and the lagging measures that they drive.

Establish District Monthly Work on the Basis of the Following:

PLAN FOR A

FUNCTIONING DISTRICT

45 Day Cycle



Each month, the District Executive schedules a Day of Planning in which the work to be done in the month ahead is reviewed. This includes such items as goal setting for Membership, Development, Manpower Recruitment, and Program/Unit Service, as well as prospecting for the Weekly Growth activities. Enough prospects should be generated to meet the weekly expectation throughout the coming month. Prospects should be identified for New Unit Sales Calls, Networking Events, Manpower Recruitments, Daddy Do Appointments, Donor Visits, and Community Leader Appointments.

Agendas are prepared for each of the meetings listed on this sheet. The District Executive then publishes those agendas 7 days in advance of each meeting. This sets the actions in motion to achieve the goals set during the Day of Planning with enough time to achieve success. On the 15th of the following month, the process repeats even though the previous cycle is still in progress.

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