



**Cell Name: Conclave Host Lodge Budget**

**Session Length: 45 Minutes**

Through this session, you will:

**Explain:** Guests will be introduced to conclave host lodge budgeting and finance.

**Demonstrate:** The instructor will break down the budget and finance process for lodges.

**Guide:** Guests will participate in an open forum of questions and answers during session.

**Enable:** Guests will leave with networking connections and conclave finance expectations.

**Learning Outcomes: [create a brief list of what participants should take away with them]**

- Participants will leave with a list of goals to accomplish related to conclave finances.
- Participants will establish time frames in which, host lodge finance duties will be completed.
- Participants will gather and evaluate the resources and needs required to host a conclave related to the budget.

**Theme Connection:**

The theme of NOAC 2018 is “Decide Your Destiny,” emphasizing the message that today’s decisions shape tomorrow’s reality. This session will relay this theme in the following ways:

- Decide Your Destiny = Planning for your hosting of a conclave
- Have clear and realistic expectations of the financial obligation of hosting a conclave.

This session will help the **\*\*Lodge/Chapter/Section\*\*** with the Journey to Excellence Requirement(s): (Possible JTE Opportunities)

**Service projects:**

Complete Scout Executive approved service project(s) on council property and in the community.

Complete project(s) equal to at least 4.5 hours of service per lodge member

**Section and national event attendance:**

Attend section and national events.

Set and achieve a lodge attendance goal at scheduled section and national events

**Required Materials: [tailor specifically for this session after the syllabus is done, e.g. handouts, flipcharts, projector, screen]**

- Projector



- Access to computer/access to connect computer to show Power Point

## TRAINER PREPARATION

Trainer needs to review the included lesson plan and power point prior to presenting. Make sure to take proper attendance at the beginning of the presentation if required to do so. Follow all required policies of the training staff.

## Session Narrative

**Trainer Instructions:** Use the power point as a guide, make sure each power point is read completely and expanded on. Provide examples on each of the major topics and allow for participants to take notes or ask questions. During the Q & A, prompt the participants to ask questions that apply to their situations.

### Introduction

**5 minutes**

Trainer Introduction.  
Explain the goals of the session.  
Outline the topics for discussion.

### First topic (Understanding a Conclave Budget)

**10 minutes**

Defining Expectations – What is a budget?  
Host Lodge Leadership Structure – Who will be in control of the budget?  
Example Budget  
Define finance procedures for conclave vs section staff.

### Second topic (Items to Consider on the Budget)

**10 minutes**

What do you need? (Food, Insurance, Program Materials)  
Expected Income vs. Intended Income  
Bank Rolling Conclave (Start Up Money)  
Delays in Payment/Late Fees/Unexpected Costs



**Third topic (Trading Post, Auctions, Pre-Orders, Donations) 10 minutes**

Lodge vs. Conclave vs. Section Trading Post Items  
Auctions – Conclave High Adventure Fund or Scholarships  
Pre-Orders – How to successfully win at Pre-Orders  
Donations – Program Materials and Cash Donations

**Question and Answer Forum**

**10 minutes**

This section will be the remaining 10 minutes of the session and allow for any questions or discussion to occur with the participants in the forum. (If any questions need additional discussion, invite those members to stay after the session.)

**Takeaway Challenge**

**3 minutes**

1. Create clear expectations with the conclave leadership on the lodge and council level.
2. Provide an opportunity for clear communication to better the entire conclave experience.
3. Recognize the opportunity to make money but not exploit on their experience.

Please take out your notebook and pen. For the final three minutes, think about the role that you will be playing next year in the OA, or the role you hope to play. Write down three key ideas related to this session that you could help improve the way your chapter or lodge works / budgets / plans programs [something appropriate for your session]. During your break time later today, share these with others in your chapter or lodge.

### Appendix: Resources and Source Material

- 2012 Guide for Officers and Advisers, available online at <http://www.oa-bsa.org/pages/content/publications#goa>
- 2008 Lodge Finance Manual, available online at <http://www.oa-bsa.org/pages/content/publications#lfm>
- Chapter Journey to Excellence Workbook, available online at <http://www.oa-bsa.org/pages/content/printable-forms>
- [or whatever materials are relevant for participants in your session]