



How to Plan Your Superactivity

The highlight of your post's program should be its superactivity. A superactivity is a major project, activity, trip, or other event that piques the interest of your post's participants and serves as a long-range goal around which to rally your post's program. A superactivity might be a trip to discover more about your post's program interest, a long-term service project to help your community, an outdoor adventure trip, a training activity to become more proficient in your post's program specialty, or even a visit to a foreign country.

A superactivity requires more than normal planning and preparation. The first step is to select a superactivity that all post participants want to do. Then, make the decision—commit to it. The money, equipment, leadership, and transportation seem less challenging once the commitment is made.

If your post is new, keep the superactivity simple so that it will be a success. Be sure to pick an activity that is within the capability of your post members.

The following considerations need to be a part of your planning.

- **Date**

Schedule your superactivity well in advance, preferably a year. This will allow post participants to fit it into their personal and family plans. Be sure that your post committee, parents, and organization are aware of and approve of your plans.

- **Location**

Make any necessary reservations well in advance, and be sure to find out whether any deposits are required. Get all confirmations in writing, and be sure there aren't any hidden costs, rules, or surprises.

- **Adult Leaders**

An adult male, 21 years of age or older, must accompany male Explorers. An adult female, 21 years of age or older, must accompany female Explorers. At least two adult leaders must go on the activity. Adult leaders,

recruited by the Advisor, may be associate Advisors, post committee participants, parents, or members of the post's participating organization.

Don't forget to arrange for consultants to help with the program for the superactivity.

- **Equipment**

Determine and make a list of the equipment needed, the equipment the post must secure from other sources, and the equipment the participants need to have for the superactivity. Determining these equipment needs should be done well in advance so that post participants have ample time to obtain the needed items.

- **Food**

Food is an important consideration. Determine and make a list of where you plan to eat; who has responsibility for planning the menus, purchasing, and cooking the food; the equipment that will be needed; and how much it will cost. Be sure that the menu includes nutritious foods.

- **Lodging**

Determine where you will stay and what participants need to bring if your superactivity involves lodging. Look into staying at military bases, camps, hostels, churches, and with other posts. Make definite plans, and obtain reservations well in advance.

- **Budget**

Determine how much your superactivity will cost, how you will pay, and whether you need to pursue any money-earning projects. Break down the cost per participant, and determine how you will pay along the way. Consider using traveler's checks.

Health and Safety

If your superactivity involves physical activity, make plans to get post participants in shape and have medical checkups by a physician. Include safety, first aid, learn-to-swim, and related subjects at post meetings. Plan a shakedown trip or cruise to familiarize everyone with procedures and equipment. Consider sunburn, proper foot care, altitude, first-aid supplies, and emergency procedures. Follow *Guide to Safe Learning for Life Activities* while planning and on your activity.

Insurance

If your post doesn't have a health and accident policy, obtain short-term insurance for the trip (available through Learning for Life). Be sure to take along the necessary forms and claim numbers.

Development of Plan

Carry out the seven steps for planning an individual activity, and be sure you have filled out an activity planner. Design a month-by-month plan to obtain the necessary equipment, funds, reservations, preparations, and promotion for your superactivity. Post participants should be continually aware of and involved in the planning.

The post president and Advisor should recruit a participant to be the activity chair and an activity committee sufficient to do the job. Involve associate Advisors, the post committee, and parents. The activity committee for your superactivity should meet regularly, and the activity chair should report on a monthly basis at your post officers' meetings and post meetings.

Communication and Publicity

Be sure those at home know your schedule and how to contact you in case of an emergency. In addition, be sure you have emergency telephone numbers of parents.

Give the local news media information on your superactivity, stressing any unusual, exciting, or newsworthy activities. See whether they will publish a daily report by one of your post participants, including photos and follow-up reports. (Don't wait until you get back; then your trip is no longer news.) Once you have made these contacts with the media, it is essential that you follow through on all commitments.

Occasionally, a newspaper, magazine, or television station will even send a reporter along on all or part of your trip.

Detailed planning, involvement of post participants, good communication, and effective leadership are the keys to having the best possible superactivity experience.

SAMPLE BUDGET

Expenses	Amount per post	Amount per person
Food	_____	_____
Housing	_____	_____
Travel	_____	_____
Equipment	_____	_____
Tickets or fees	_____	_____
Insurance	_____	_____
Incidentals	_____	_____
TOTAL EXPENSE	_____	_____
Income		
Post treasury	_____	_____
Individual fees	_____	_____
Money-earning projects	_____	_____
* Other income	_____	_____
TOTAL INCOME	_____	_____

**Include any pledged donations of food, gas, or equipment.*