

# TROOP 1109 OUTING CHECKLIST

|  |                 |  |    |  |
|--|-----------------|--|----|--|
|  | Dates of Event: |  | to |  |
| Each outdoor activity must have two (2) youth Scout Leaders (“SLs”) who are responsible for planning and coordinating the event, and one (1) adult Scout Leader to serve as a resource (“Trip Advisor” or “TA”). At least one Scout Leader should be First Class rank or higher. | Location:       |  |    |  |
|  | Scout Leader 1: |  |    |  |
|  | Scout Leader 2: |  |    |  |
|  | Trip Advisor:   |  |    |  |

**ASAP (4 Weeks Prior) following assignment by SPL/SM**

**Who**

|                          |   |            |
|--------------------------|---|------------|
| <input type="checkbox"/> | Confirm that any reservations for campground have been made (if required). Reservation will be made with estimate of total # attending.   | TA         |
| <input type="checkbox"/> | Confirm that Webmaster has posted campout details to Troop Calendar on TroopWebHost.org, including PayPal link.   | TA         |
| <input type="checkbox"/> | Identify any site requirements/restrictions (i.e. max # tents per site) and communicate to SLs  | TA         |
| <input type="checkbox"/> | Has TA submitted all required permits, special licenses, etc. (ie. - fishing licenses, BSA Tour & Activity Plan to Council if 500+ miles, etc.)?  | TA         |
| <input type="checkbox"/> | TA and SLs meet with SPL and SM to discuss (1) purpose of the trip, and (2) any special planning, prep and/or equipment needed, and (3) any skills development or advancement requirements that will be worked on during outing. Take notes and discuss at following weeks Troop Meeting. | TA and SLs |
| <input type="checkbox"/> | TA enlist the help of other adult leaders and/or MB counselors as needed to successfully accomplish the goals above.  | TA         |
| <input type="checkbox"/> | Communicate to Quartermaster any special supplies needed (i.e. hiking/backpacking stoves.).   | TA         |

### 3 Weeks Prior to Trip

|                          |  | Who                           |
|--------------------------|--|-------------------------------|
| <input type="checkbox"/> | <b>Email Scout parents requesting Campout RSVPs via TroopWebHost.org.</b> Include PayPal link and list of any special equipment that will be needed. Include purpose of the trip, and detail any special planning, prep and/or equipment needed.                                   | TA with input from SLs and SM |
| <input type="checkbox"/> | <b>TA and SLs Meet during Troop Meeting to discuss desired outcome(s) of the trip. What are they?</b><br>1) _____<br>2) _____<br>3) _____<br>4) _____<br>5) _____  | TA and SLs                    |
| <input type="checkbox"/> | <b>SLs work with SPL and PLs to help them begin to plan/prepare for activities/events, skills development, campfire program, Duty Roster, etc.</b> Include any pre-outing prep work that needs to be done. It is the Patrols responsibility to do the work, not yours as planners. | SLs                           |
| <input type="checkbox"/> | <b>Are activities Patrol-based whenever possible? Check if yes. If no, why not?</b> Discuss with TA.   | SLs                           |
| <input type="checkbox"/> | <b>SLs - Work with SPL, TA and any participating Adult Leaders/MB Counselors on helping Patrols to plan their designated responsibilities (duty rosters, menus, equipment, skills training, campfire, other activities)</b>  | SLs                           |
| <input type="checkbox"/> | <b>TA recruits drivers based on RSVPs (# seatbelts needed), including driver for Troop Trailer</b>   | TA                            |

### 2 Weeks Prior to Trip

|                          |  |    |
|--------------------------|--|----|
| <input type="checkbox"/> | <b>Confirm expected departure time from Lakeside MS (or other location) to SPLs so this can be communicated to Patrols</b> | TA |
| <input type="checkbox"/> | <b>Email reminder to Parents about RSVPs, requirements/special equipment, planned departure time and location, etc.</b>    | TA |

|                          |   |            |
|--------------------------|---|------------|
| <input type="checkbox"/> | <b>SLs - Make sure SPL and PLs are told departure time and location.</b>  | SLs        |
| <input type="checkbox"/> | <b>SLs - Ask Quartermaster to check that Patrol Boxes and First Aid Kit are fully stocked and ready. Quartermaster initial here: _____</b>  | SLs        |
| <input type="checkbox"/> | <b>Confirm adult leaders attending and verify YP training status.</b>   | TA         |
| <input type="checkbox"/> | <b>TA and SLs ask SPL to make announcement: <b>**If Backpacking trip, Scouts should be told to BRING FULLY PACKED backpack to next week's Troop Meeting for check and weigh-in.**</b></b>                                       | TA and SLs |
| <input type="checkbox"/> | <b>SLs - Work with SPL, TA and any participating Adult Leaders/MB Counselors on helping Patrols to plan for their designated responsibilities (duty rosters, menus, equipment, skills training, campfire, other activities)</b> | SLs        |
| <input type="checkbox"/> | <b>Confirm with PLs that each Patrol has a Grubmaster assigned and a menu planned. SM and SPL should approve menus.</b>   | TA and SLs |
| <input type="checkbox"/> | <b>Hand out BSA Permission Slips (blank copies in Troop Meeting Box) to Scouts. TA collects and keeps them.</b>   | TA         |

**Week of the Trip (Troop Meeting just before Outing)**


|                          |   |            |
|--------------------------|---|------------|
| <input type="checkbox"/> | <b>Confirm/remind drivers signed-up. Confirm we have enough seatbelts for all Scouts planning to attend based on final RSVPs. If not, secure additional parent volunteers.</b>                    | TA         |
| <input type="checkbox"/> | <b>Collect any missing BSA Permission Slips</b>   | TA         |
| <input type="checkbox"/> | <b>Confirm with PLs that Grubmasters have their lists and are ready to shop for patrols. Assist as needed.</b>  | TA and SLs |
| <input type="checkbox"/> | <b>Reconcile Participant List RSVPs with BSA Permission Slips collected and with Treasurer to ensure that monies have been collected from Scouts (PayPal). Contact parents who have not paid.</b> | TA         |

### Day of Departure

|                          |  |          |
|--------------------------|--|----------|
| <input type="checkbox"/> | <b>Confirm that all Scouts that have signed up are in attendance, have submitted all required forms, and are paid.</b> | TA & SPL |
| <input type="checkbox"/> | <b>TA - Brings BSA Permission Slips and brings on trip, or gives to SM if not attending.</b>                           | TA       |
| <input type="checkbox"/> | <b>TA - Provide printed maps to all drivers</b>  | TA       |

## HAVE FUN!!!

### Adult Scout Leaders Planning to attend:

|                 | YP  | Name |
|-----------------|--|------|
| Adult Leader 1: |  |      |
| Adult Leader 2: |  |      |
| Adult Leader 3: |  |      |
| Adult Leader 4: |  |      |

**Note:** All Adult Scout Leaders wishing to attend an outing must have non-expired Youth Protection (YP) training.

### Adult 'Trip Advisor' to do the following:

1. Walk through this process with the Scout Leaders well ahead of time to ensure that he understands the steps and importance of maintaining the timeline
2. Help assign duties per checklist to each youth Scout Leader as appropriate.
  1. Act as a resource and mentor to the Scout Leaders in determining the venue and activities, overall schedule and planning, finding drivers and other adult leaders, etc.
  2. Ensure that any reservations or permits are made in a timely manner (popular campsites may require booking several months in advance)
  3. Ensure that the Scout Leaders make notification of the outing at least 3-4 weeks prior to the outing and begins the sign-up and outing planning process

4. Ensure that the Scouts have completed sign-ups and remitted funds via PayPal, solicited adult leaders/drivers, checked the Scout Leader's route map and completed the planning checklist at least 2 weeks prior to the outing. The sign-up list and driver list is to be submitted to the SPL and Scoutmaster no later than 1 week prior to (e.g. the Tuesday before) the outing.
5. Go on the outing and have fun!
6. Rate the Scout Leaders at the conclusion of the outing. Review Scout Leaders' self-assessments with SPL and SM.