

CHECKLIST FOR PLANNING TROOP ACTIVITIES

An adult trip coordinator is needed for every trip. They will take responsibility for working with the PLC and the Scoutmaster to plan, coordinate, and attend the outing. The adult coordinator will also be the patrol leader for the Rocking Chair patrol on that trip and take responsibility for that patrol's food and duty roster. Should the assigned trip coordinator be unable to coordinate and/or attend the trip, they should secure a replacement from among members of the troop committee as soon as possible.

Before PLC meeting 1 month before trip

- Determine options, concerns and assumptions
- Acquire maps/directions
- Acquire other information: Permits? Restrictions? Water available? Open fires allowed? Medical or release forms required? Costs? Location? Gas Estimates?

At PLC meeting 1 month before trip

- Present options, concerns and assumptions. Discuss goal(s) of outing, advancements, theme, activities, attendance, and meals.
- Finalize high-level trip plan with PLC outlining the following:
 - Where - Location and directions for driving; accompanying map where appropriate
 - When – Dates; time to meet (and location) for transportation; approximate time of return, noting that each Scout will be returned directly to his home.
 - Type trip - Backpacking, car camping, hybrid.
 - Purpose – advancement; orienteering; identifying plants/animals; fishing; working on outdoor requirements for merit badges; canoeing; hockey game; basketball game; skiing; etc.
 - Money that should be brought to pay for admission, camping fees, meals, snacks, tourist trap souvenirs, other incidentals.
 - Availability of good drinking water or the need to carry water from home.
 - Special items to pack - compass; rope; first aid equipment; merit badge books; etc.
 - Deadline for completing and submitting required forms and payment.
 - How to plan for meals: bag lunch/supper; patrol cooking; individual cooking; types of meals (aluminum foil, light backpacking meals); money needed for food during travel; whether fires are allowed or cooking must be done over stoves; etc.
- Discuss needed skill enhancements for meetings prior to trip and target dates for those presentations

3-4 weeks before trip

- Distribute trip details to web site coordinator outlining who, what, when, why, where, to bring, costs, etc.
- Announce trip plans to troop as a whole.
- Make reservations (campsite, rafting, etc)
- Attain special equipment needed (canoes, rappelling gear, etc)
- Get a check from the treasurer for the fees & mail to the appropriate addresses
- Find out where the nearest medical facility is & how to get there from the campsite.
- Obtain any emergency numbers, for example the number of the local ranger.
- Develop tracking sheet. Extract a roster with phone numbers as base and have columns for attending, permission forms, special to bring items, payment, etc.

At PLC/TC meeting the month of the trip

- Finalize trip details with PLC and make sure they have the appropriate meeting plans in place to plan meals and do supplemental training
- Assign trip Chaplin

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- Make other special assignments (campfire planners, etc)
- Ask other adults(21 and over), starting with those who have sons attending the activity, to drive to accommodate the scouts & gear needed for the trip. If needed, secure a vehicle to pull the trailer.

1 or 2 weeks before trip (at Tuesday night meeting):

- Have SPL/ASPL set aside time during meeting for "Patrol Corners" to plan for camping trip. Patrol leaders should -
 - Determine who is going and establish tenting arrangements.
 - Plan menus and assign grocery shopping, cooking, and clean-up responsibilities.
 - Scouts should check the patrol boxes for a complete set of utensils, cooking, & cleaning supplies and the Troop and Patrol first aid kits. Use patrol box checklist. Add missing items to shopping list as necessary. Include ice, charcoal, & lighter fluid as necessary.
 - Determine who is responsible for bringing and maintaining various equipment needed by the patrol.
 - Have patrol member check to see if parents can drive/attend the outing.
 - Patrol Leaders to submit a copy of their plan to SPL and Scoutmaster
- Meet with the other adults planning on going to do meal planning for the Rocking Chair patrol.
- Have SPL/ASPL conduct or arrange for someone to conduct any special training that might be necessary before the trip (how to pack for backpacking; cold weather camping, shakedown, etc.).
- Alert Troop Guides to any training you want them to prepare for Tenderfoot - 1st Class Scout advancement.

1 week before trip (at Tuesday night meeting):

- Have QM and troop load the trailer (if necessary)
- Have SPL/ASPL get final count and names of those attending... if this cannot be done on Tuesday night because some Scouts are absent or there is not a Tuesday meeting, PLs call all members of their patrol on Wednesday and report totals and names to SPL/ASPL. The SPL is responsible for calling an adult coordinator by Thursday evening with names of Scouts attending to allow time for the adult coordinator to secure a sufficient number of drivers.
- Make sure Troop Guides are prepared for training they need to conduct. Verify that they have training aids needed, etc.

Week of trip

- Finalize members of Rocking Chair patrol, buy food and make sure equipment needed is packed / included.
- Get the Scoutmaster to Develop a BSA Tour Permit should be prepared and a copy of the Driver/Vehicle Inventory should be faxed to the Blue Ridge Council. The fax number is (864) 233.2424. The regular phone number is (864) 233-8363 or (800) 277-2724 in the event of problems with the fax.
- Print out maps for each driver and include contact information for each driver.

Day of trip

- SPL/ASPL and PLs verify that everyone is present and properly equipped (food, tents, etc.).
- Collect permission slips, payments and verify special to-bring needs (bag lunch, life vest, etc.)
- Important: Bring tour permit, roster, permission slips, medical form folder, troop church song sheets and any other documentation required by the camp or company for the trip.
- Once at the campsite, make sure to cook an absolutely fabulous menu and make sure the smell wafts over the entire campsite while the Scouts are eating burned hot dogs.
- Turn it over to the SPL/ASPL and vegetate; maybe exert yourself to count heads at bedtime!

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After the trip

- Return the medical forms folder and church song sheets.
- Complete the trip finance report and give it to the troop treasurer
- Send a note to the advancement coordinator notifying them of attendees and any requirements signed off to report into Troopmaster.
- At the next troop committee meeting give report on trip including expenses, issues, and needs.