

# CHECKLIST FOR PLANNING TROOP ACTIVITIES

(for adult leaders who are coordinating the trip)

There should be at least two adult leaders who will take responsibility for planning, coordinating, and attending each outing. Should the assigned leaders be unable to coordinate and/or attend the trip, they should secure replacements from among members of the troop committee as soon as possible.

Responsibilities below can be allocated among the two adult leaders.

5 - 6 weeks before "D-day":

- Select site/location. Acquire maps/directions, if needed.
- Acquire information: Permits'? Restrictions? Water available? Open fires allowed? Medical or release forms required'?

3 - 4 weeks prior to " D-day ":

- Distribute handout at Monday night Scout Meeting outlining:
  - 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.
  - Purpose - Backpacking; car camping; advancement; orienteering; identifying plants/animals; fishing; working on outdoor requirements for merit badges; canoeing; hockey game; basketball game; skiing; etc.
  - 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.
  - Money that should 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.
  - Name and phone number of the persons to contact for additional information or questions.

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- Deadline for completing and submitting required medical or release forms.
- Leave several copies of the handouts in a folder that is brought to troop meetings. This way, Scouts who missed the meeting when the trip was announced can pick up the information on future meeting nights without the trip coordinator needing to be present.

### 2 weeks prior to "D-day" (at Monday 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.
  - 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.
  - 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; etc.).
  - Alert Troop Guides to any training you want them to prepare for Tenderfoot - 1st Class Scout advancement.

### 1 week before "D-day" and Tues/Wed/Thurs:

- Have SPL/ASPL get final count and names of those attending... if this cannot be done on the troop meeting night because some Scouts are absent or there is not a meeting, PLs call all members of their patrol on \_\_\_\_\_ and report totals and names to SPL/ASPL. The SPL is responsible for calling an adult coordinator by \_\_\_\_\_ evening with names of Scouts attending to allow time for the adult coordinator to secure a sufficient number of drivers.
- On Wednesday and Thursday, adult coordinators call other adults, starting with those who have sons attending the activity, in order to secure transportation and assure that each Scout has a seat with a seat belt.

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- A BSA Tour Permit should be prepared and a copy of the Driver/Vehicle Inventory should be faxed to the Council Service Center.
- Make sure Troop Guides are prepared for training they need to conduct.
- Verify that they have training aids needed, etc.

### "D-day"!!!!

- SPL/ASPL and PLs verify that everyone is present and properly equipped (food, tent, etc.).
- Trip coordinator assigns Scouts to vehicles.
- 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.
- Once at the site, turn it over to the SPL/ASPL and vegetate; maybe exert yourself to count heads at bedtime!