

Outdoor Program Planning Checklist

Troop 535, Revision 4.4, 3/23/2008

Date of Program: _____ Location: _____

Scout Leader: _____ 2nd Leader: _____

Adult Trail Boss: _____

Second Adult Leader: _____

1. Conception and approval

- Present Event Idea at a PLC get date and approval from PLC
- Give event overview Get approval from ALC (adult leader committee)
- Give price estimate

2. Leadership

- 2nd Scout Leadership One trail boss
- Second Adult Leader

3. Make commitments

- Fill out Tour Permit and give to Outings Committee Chair Licenses (fishing, boats, etc.)
- reservations (campsites, tours etc.)

4. Publicity

- Announce to troop w/ fliers Post on Google Group
- Announce in Newsletter

5. Contact appropriate leaders

- Outing information given to the Outings Committee Chair Contact quartermaster about necessary equipment

6. Organization materials and scouts

- Meal plans for each Patrol Duty Roster
- Person responsible to purchase food Emergency Consent Forms for each scout
- Collect monies equipment transportation
- Drivers (verify with Outings Chairperson that drivers are on the list of approved drivers; get necessary information for any new drivers to be approved.)

7. Prior to event

- Maps and driving directions Departure time _____
- return time _____

8. After outing

- Turn in Monies to Treasurer (ensure that all scouts have paid) Outing information given to the Troop Historian
- Turn in receipts to Treasurer return med.forms to Outings Chair
- Write article for newsletter If possible, post pictures on website
- In writing, thank Trail Boss and Parents (by name) who went on or were drivers for the event

Do at PLC

Work with event leadership (Trailboss & 2nd Scout leader)

Outing or Outdoor Activity Planning Steps

1. Each outdoor activity has one scout, called the Scout Leader, who is responsible for planning and coordination of the event, and a 2nd Scout to help the Scout Leader and finish leading the event in case the Scout Leader get sick. There must also be one adult to serve as a resource (“Trail Boss”) for the Scout Leader, and a 2nd Adult Leader as well.
2. The Scout Leader is to do the following:
 - a. Secure a location and date for the activity
 - b. Get necessary reservations or permits
 - c. Get notices out to the Troop on paper and to bsatroup535@googlegroups.com
 - d. Get Scouts to sign-up for the event
 - e. Secure adult drivers and verify with Outings Chairperson that drivers are on the list of approved drivers
 - f. Secure adult leaders (Trail Boss and second adult)
 - g. Get each patrol to plan their responsibilities (i.e. duty roster, menus, equipment, skills training, campfire)
 - h. Collect the appropriate costs per Scout from each Scout prior to the event and turn in the monies collected to the Troop Treasurer.
 - i. Inform the Outings Committee Chairman, at least two weeks prior to the activity and provide the following information:
 - i. The name and location of the activity.
 - ii. The names of the adult leaders.
 - iii. The names of the adult drivers.
 - j. The Outings Chairman maintains a Trail Boss Packet that *should* have a copy of every Scout Class 1 and 2 Medical Form in it. The medical form now includes an emergency consent release at the bottom, which the Trail Boss is required to take on your event. At least three days prior do the event, make sure the Outings Chairman has the names of all the Scouts participating and verifies that they all have medical forms, or Emergency Consent Forms, in the Trail Boss Packet.
 - k. On the day of the event confirm that all Scouts that have signed up for the event are present and give a list of participating Scouts to the Troop Historian.
 - l. After the event, send an email to bsatroup535@googlegroups.com and make a written note thanking the parents, by name, who attended the event. Say something like: we had this great event (describe it) and we could not have done it without the Trail Boss, (put the TB name here), and the other Parent Volunteers: (list the other PVs here). Thank you for volunteering and making this event possible.
3. The Outings Committee Chairman
 - a. Submits a Tour Permit to the Scout office
 - b. Makes sure that each Scout has a current Emergency Consent Form on file. Note that the current Class 1 and 2 Medical Form includes emergency consent at the bottom of the form.
 - c. Gives copies of the Tour permit and the ECF to the adult leaders prior to the start of the activity. The Tour permit and the Emergency Consent Forms (or medical forms) are in the Trail Boss Packet and should be returned to the Outings Committee Chairman after the event.