

Checklist For Organizing Monthly Trips (Updated 8/05)

REMEMBER - AT LEAST 1 ADULT ON THE TRIP HAS TO HAVE CURRENT YOUTH PROTECTION TRAINING and BE A REGISTERED SCOUTER. YOUTH PROTECTION TRAINING NEEDS TO BE RENEWED EVERY 2 YEARS.

As early as possible

- Call & make reservations at the campsite. We usually reserve space for 25-30 scouts and 3-5 adult leaders. (Many times this has been done by Outdoor Activities Chair - ask for camp confirmation packet, if it hasn't already been given to you.)
- Be sure to request a map & directions. (In camp confirmation packet.)
- Get a check from the treasurer for the fee & mail to the appropriate address. (usually already done by Outdoor Activities Chair.)
- 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.
- Fill out tour permit. Read Guide to Safe Scouting available online at www.scouting.org and click on site map, then click on Guide to Safe Scouting.

Four Wednesdays prior to the trip

- Distribute a handout describing the campout, things to bring, departure/return times, cost, etc. Include any emergency camp phone numbers. Optional: include following statement: **HEALTH/PERMISSION FORMS:** You must have an updated medical form on file, and bring a permission slip. **IF YOU DO NOT HAVE BOTH, YOU CANNOT GO.**
- Attach a permission slip/drivers needed form to the handout.
- Talk about the trip & take sign-ups at the 4th, 3rd, & 2nd Wednesday before the trip. The last night for signing up is usually the 2nd Wednesday before the trip.
- Each Scout going must have a completed permission slip & current medical form.
- Email the flyer to Dennis Walsh at dwalsh@cox.net to post on the troop website. Let him know whether or not to include your phone number.
- Ask SPL to schedule time (during the meeting-two or one Wednesdays before the trip) to prepare for the trip. He should conduct any special activities (shake-down inspection of hiking gear, practice tent assembly, do prerequisites for merit badges, etc.)
- Ask the SPL to provide meeting time (during the meeting-two Wednesdays before the trip) for the assigned scouts to plan meals and that he needs to get a volunteer shopper family.

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Two Wednesdays prior to the trip

- Line up enough drivers (21 and over) to accommodate the scouts & gear needed for the trip. It's always better to have an extra driver. (17 year old may drive equipment only)
- Submit a list of scouts that are going on the trip to the Troop Medical Form Coordinator, so that he/she can insure that the medical forms are up to date & get them to you. All adults going on the trip should also have a medical form. (At least Class I filled out)
- Reconfirm that the SPL has scheduled time to prepare for the trip. He should conduct any special activities (shake-down inspection of hiking gear, practice tent assembly, do prerequisites for merit badges, etc.)
- Reconfirm that the SPL is providing meeting time for the assigned scouts to plan meals and that he is getting a volunteer shopper family.
- Arrange for the Troop Meal Planner (see current adult leaders on orientation info. doc.) to meet with the scouts & plan meals. Troop Meal Planner needs to know attendance count. Shopping list goes to volunteer shopper family.

SCOUT MEAL PLANNERS ARE: _____

SHOPPING FAMILY IS: _____

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.

Just prior to the trip

- Make a complete trip roster with names, addresses & phone numbers of scouts and adults going on trip. (Can use attached roster-just need to add the adults OR if the camp supplies one, you can use that)
- Make three (3) copies: one for the Camp Ranger, one for the SPL, & one for your use to be returned to the Advancement Chairperson after the trip.

IMPORTANT: Bring roster, approved Tour Permit, medical forms & any other documentation required by the camp with you to the campsite.

After the trip

- Complete the Trip Finance form & give it to the Troop Treasurer (*necessary to plan next year's budget*)
- Return the medical forms to the Troop Medical Forms Coordinator (*necessary for next trip*)
- Return attendance roster to the Advancement Chair (*necessary for rank advancement*)

Have a Great Campout!!!