

(updated 9/09)

Checklist for organizing monthly trips

REMEMBER – AT LEAST 2 ADULTS 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 Troop copy is kept in the medical forms binder. Please leave it in this binder.

Four Thursdays prior to the trip

- Distribute a handout describing the campout, departure/return times, cost, etc. Cost should include statement of \$10.00 cash for food purchase. Include any emergency camp phone numbers. 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 Thursdays before the trip. The last night for signing up is the 2nd Thursday before the trip.
- Each Scout going must have a completed permission slip & current medical form.
- Email the flyer to John Mauer jmmaurer@aol.com 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 Thursdays 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 Thursdays before the trip) for the patrols to plan meals and distribute food money.

Two Thursdays 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 y.o. may drive equipment only)
- Submit a list of **scouts & adults** 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 have a medical form - at least parts A and C filled out. Adult med. forms from summer camp can be used.
- 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 patrols to plan meals and he is to distribute food money to the patrol shopper. Make up of the patrol will be decided at this meeting when you submit the sign up list to the SPL. (Take last sign ups right after announcements at beginning of meeting) During the meeting he will make up the trip patrols, announce the members and must provide time for the patrols to plan meals and SPL is to distribute food money to the patrol shopper. SPL is to remind patrols to include ice for coolers. *(Some trips are troop cooking-check with SPL. In that case the SPL must provide time during meeting for a group of scouts to plan meals and SPL needs to give the money to whomever is doing the Troop shopping)*
- Scouts need to 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.

Day of trip

- Have maps and text directions for each driver and make sure they understand the directions. Cell phone #'s can be exchange. Per BSA policy: no caravanning!
- Need three (3) copies of the roster: one for the Camp Ranger, one for the SPL, & one for your use to be returned to the Advancement Chairperson after the trip.
- Collect Medications (prescription and non-prescription) from the parents of scouts. Medications need to be in original containers. Specific written instructions for administration must be included. Parents should provide only the amount of the medication required for the trip.
- SPL will assemble scouts for a final headcount, to update the trip roster, and to make sure that every scout has a car assignment.

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!!!