

# TROOP 007: PLANNING CHECKLIST FOR THE OUTING-SPL AND ADULT LEAD

## STEP 1: 4-6 MONTHS BEFORE THE EVENT, THE OUTING-SPL SHOULD MEET WITH THE ADULT LEADER AND COMPLETE STEP 2, plus:

- Keep this checklist and all event information in a notebook or folder
- Read this checklist to learn about your responsibilities as an Outing-SPL
- Write in due dates for all steps in the checklist

## STEP 2: WRITE DOWN EVENT DETAILS, ACTIVITIES, TIMELINE, COSTS AND EMERGENCY/SAFETY INFORMATION:

DATE OF EVENT:

LOCATION:

EVENT DESCRIPTION: *(car camp, backpacking, etc.)*

Is it a "family camp?" YES NO

REQUIREMENTS TO ATTEND: *(Merit badges, ages, etc.)*

PLANNED ACTIVITIES: *(You may need to write up a separate camp schedule)*

Date of TROOP PLANNING MEETING: \_\_\_\_\_

DEADLINE FOR SIGN-UPS: *(at least 2 weeks in advance for local events)* \_\_\_\_\_

SPL name: \_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_ email \_\_\_\_\_

ASPL name: \_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_ email \_\_\_\_\_

Adult Lead name: \_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_ email \_\_\_\_\_

Adult Lead name: \_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_ email \_\_\_\_\_

Other experts (name, phone number):

DEPARTURE place and time:

RETURN place and time:

EMERGENCY NUMBER to contact during event: Name: Phone:

Troop Contact in Tucson with Itinerary: Name: Phone:

### ARE THE FOLLOWING NEEDED? IF SO, BY WHAT DATE?

BSA Local Tour permit, 2 weeks in advance BY: \_\_\_\_\_

BSA National Tour Permit, 30 days in advance BY: \_\_\_\_\_

Other Permits: LIST THEM \_\_\_\_\_ BY: \_\_\_\_\_

Reservations/registration BY: \_\_\_\_\_

Special permission slips: LIST THEM \_\_\_\_\_ BY: \_\_\_\_\_

Special equipment needed: BY: \_\_\_\_\_

OTHER: BY: \_\_\_\_\_

## [STEP 2: CONTINUED]

**WHAT UNIFORM?** For travel:

During outing:

### WHAT TO BRING?

Brown bag lunch/dinner?

Need to bring extra money? How much and why?

Need to bring water? How much?

What equipment or gear list should be used? (*see general gear lists on website*) Any special gear?

### SAFETY:

Emergency and police numbers: 911, and \_\_\_\_\_

First Aid Trained Adult:

CPR Trained Adult:

Nearest medical facility:

Nearest Town:

Ranger Contact:

If there are water activities:

Certified Lifeguard:

Safe Swim Certified Adult:

Safety Afloat Certified Adult:

**COST OF EVENT:** *PATROL FOOD cost is paid directly to Grubmaster:*

\_\_\_\_\_ Lodging/camping fees \_\_\_\_\_ Permits

\_\_\_\_\_ Gas/transportation \_\_\_\_\_ Other:

**TOTAL:** \_\_\_\_\_ **CHARGE PER SCOUT:** \_\_\_\_\_ **CHARGE PER ADULT:** \_\_\_\_\_

**OTHER:**

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***FIND ALL FORMS ON THE WEBSITE, troop 007@troop007.net, "Outing Planning"***

## STEP 3: TYPE UP AN OUTING ANNOUCEMENT FORM

- Save the form in WORD and type it up on your computer

*Fill in Due date*

- \_\_\_\_\_ (4-5 mo. prior) **COMPLETE THE OUTING ANNOUCEMENT FORM AND GET APPROVAL FROM THE ADULT LEAD**  
(you can attach your Outing Announcement file to emails about the event)
- \_\_\_\_\_ (4-5 mo. prior) **GET SCOUTMASTER APPROVAL OF OUTING ANNOUCEMENT**
- \_\_\_\_\_ (4-5 mo. prior) **GET RESERVATION OR CAMPING PERMIT**
- \_\_\_\_\_ (4-5 mo prior) **CONTACT TROOP ADMINISTRATOR TO GET SIGN UP DEADLINES**

## STEP 4: ANNOUNCE THE OUTING AND GET THE SIGN-UPS

*Fill in Due date*

- \_\_\_\_\_ (3-4 mo prior) **TYPE AN EMAIL ANNOUNCEMENT TO SEND TO THE TROOP.**  
The email announcement should summarize the event, give the deadline to sign up, and list your name, number and email as the contact person for sign-ups. List the adult lead name and email address as well. Also, let the troop know about any special gear and the cost of the event.
- \_\_\_\_\_ (3-4 mo. prior) **GET ADULT LEADER APPROVAL OF ANNOUNCEMENT AND EMAIL**
- \_\_\_\_\_ (2-3 mo. prior) **SEND OUT EMAIL ANNOUNCEMENT TO [troop007@troop007.net](mailto:troop007@troop007.net) and attach the approved OUTING ANNOUNCEMENT FORM**
- \_\_\_\_\_ (2 mo prior) **START MAKING ANNOUNCEMENTS AT TROOP MEETINGS AND KEEP TRACK OF THE SIGN UPS.**
- \_\_\_\_\_ (2 mo prior) **TYPE UP A MASTER LIST OF ALL SIGN UPS on the SIGN UP FORM**  
Enter sign-ups from meetings and also from email. Keep the list current. Later you will send this list/file to the troop administrator for the tour permit, and also email it to the troop so people know they are signed up.
- \_\_\_\_\_ (1 mo prior) **SEND A COPY OF THE MASTER SIGN-UP FORM TO THE TROOP ADMINISTRATOR TO GET THE TOUR PERMIT.**
- \_\_\_\_\_ (1 mo prior) **SEND A COPY OF THE MASTER SIGN-UP FORM TO THE TROOP ALONG WITH AN EMAIL SO PEOPLE CAN SEE THAT THEY ARE SIGNED UP**  
Get approval from the adult lead before sending out the email. Add any new information to the email. Remind troop of when the planning meeting is.

## STEP 5: PREPARE FOR THE PLANNING MEETING

- Download forms at [www.troop007.net](http://www.troop007.net) under "Outing Planning"

*Fill in Due date*

- \_\_\_\_\_ (2-4 wks prior) **DECIDE HOW YOU AND THE ADULT LEAD WILL RUN THE MEETING**
- \_\_\_\_\_ (2-4 wks prior) **DIVIDE THE SCOUTS INTO FOOD PATROLS (use PATROLS FORM)**
- \_\_\_\_\_ (2-4 wks prior) **GET COPIES OF ALL HANDOUTS READY:**  
This will include the OUTING ANNOUNCEMENT (which lists the drop-off/pick-up times), a GEAR LIST (start with the lists on the troop website and add any special equipment) a PATROL LIST WITH NAMES (bring copies for the adults and the patrol leaders, GRUBMASTER AND FOOD forms for the patrol leaders, and maps/driving instructions for the adults.
- \_\_\_\_\_ (2-4 wks prior) **CONFIRM WHO WILL DRIVE THE TRAILER**
- \_\_\_\_\_ (2-4 wks prior) **CALL/EMAIL QUARTERMASTER TO BE SURE COOLERS ARE BROUGHT TO PLANNING MEETING**
- \_\_\_\_\_ (2 wks prior) **KEEP THE MASTER SIGN UP SHEET UP-TO-DATE. EMAIL A COPY TO THE TROOP ADMINISTRATOR SO SHE/HE HAS THE CURRENT LIST**

## **STEP 6: RUN THE PLANNING MEETING**

- Take roll to be sure all scouts and adults are present. *(if someone is missing, mark their names and either the Outing-SPL or Adult Lead should contact them later that night to be sure they are still going, and that they receive the planning information)*
- Pass out the packing list. Ask the group to read it, and answer any questions they have. *You may also want to send this in advance by email, but have copies at the meeting.*
- Pass out the outing announcement/schedule, which includes time/location of departure place. Answer questions. *You may also want to send this in advance by email, but have copies at the meeting.*
- Have the adults present meet with the Adult Lead to confirm drivers, get maps and decide on food.
- Divide scouts into food patrols according to your PATROL list. Patrols choose a grubmaster, and write down food choices. Outing-SPL must approve the food choices. Pick a patrol leader if necessary.
- Remind Grubmasters to take home coolers and remind them to pack them so perishable food stays cold and there is no cross contamination with raw meat.
- Adult Lead gets travel binder from administrator that contains tour permit and permission slips

## **STEP 7: IMMEDIATELY AFTER THE PLANNING MEETING**

- Check email/phones in case people have cancelled. Call anyone who wasn't there to confirm
- Send a final list of those going to the troop administrator. She/he will give the tour permit and permission slips to the adult lead.

## **STEP 8: AT THE DEPARTURE PLACE**

- Outing-SPL and Adult Lead arrive early. Adult Lead must have travel binder.
- As scouts arrive, mark them on your list; tell grubmasters to load coolers and food into the trailer.
- **IF SOMEONE IS LATE, CALL THEM.** Bring TROOP ROSTER if you need the numbers.
- As scouts arrive, tell them who is driving, have them pick a car, and put their gear in that car. If there are new scouts, help them find a ride with someone they know.
- Write a list of who is in which car
- Verify cell numbers of all drivers and be sure all drivers have the cell numbers of the other drivers. Give maps to drivers (Adult lead should help take care of this) .
- When all have checked in, call everyone together and ask if there are last minute questions, give last minute instructions. Have them get into the cars, and check them off.
- Drivers caravan—and stay within “line of sight”

## **STEP 9: AT CAMP**

- Decide where camp will be. Walk around and help scouts set up.
- At all times, say something immediately if scouts are not following safety procedures, or are not staying with the group. Tell patrol leaders and other scouts to say something as well.
- Give an update of the schedule, and remind scouts when to get ready for events.
- Run the campfire (or introduce the person who is running the campfire)
- Inspect camp before leaving to be sure it is clean
- Be sure all scouts/drivers are loaded up (check them off your list)
- Stay at the drop place to be sure all scouts arrive and get picked up

## **STEP 10: WRAP UP**

- Be sure travel binder is returned to Troop Administrator
- Give final list of participants to Scoutmaster **GREAT JOB!!**