

**TROOP 199**  
**CAMPOUT / ACTIVITY PLANNING PROCEDURE AND WORKSHEET**

EVENT	LOCATION	DATE

The following procedure is designed to break the major task of planning an activity into small, manageable steps. It is important for the Senior Patrol Leader (SPL) to assign a name to each action. SPL should be in constant contact with assigned Scout-In-Charge. If deadlines are not being met, the SPL / Scout-In-Charge should communicate issues with the Scoutmaster (SM) and Assistant Scoutmaster (ASM) "Adult Guide". The event may need to be re-scheduled.

**Note: SPL and SM can delegate responsibilities as needed.**

**STAGE 1: 4 – 1 ½ months prior to event**

**Date to be completed by:** \_\_\_\_\_

This process should take place at the Patrol Leaders meeting, where we get agreement from the patrol leaders that the event is worthwhile and will most likely be attended by the patrol leaders and most of the troop.

Action	Responsibility	Name	Date Done <input type="checkbox"/>
Patrol Leaders vote on event	SPL		
Check date on school, holiday, and Troop calendar. Make sure there are at least 2 meetings scheduled for preparation just prior to event.	SPL		
TLC gives approval for event	SM		
Assign and notify "Scout-In-Charge" for event.	SPL		
Assign and notify Assistant Scout Master (ASM) "Adult Guide" for event	SM		
Contact Webmaster to update Troop calendar	Scout-In-Charge		
Announce event at troop meeting and by e-mail via Administrator.	Scout-In-Charge		
Make reservations as needed for event	ASM		

Notes:

**STAGE 2: 1 month prior to event****Date to be completed by:** \_\_\_\_\_

This process should be added to the agenda of regular troop meeting.

<b>Action</b>	<b>Responsibility</b>	<b>Name</b>	<b>Date Done</b> ✓
Write and print out a sign-up sheet for event.	Scout-in-charge		
Pass around sign-up sheet at "Patrol Corners". Determine if patrols are well represented. Discuss event and urge members to attend.	PL		
Pass around sign-up sheet to adult leaders	ASM		
Determine which scouts in patrol need camping-specific requirements (e.g. choosing site, menu planning, cooking)	PL with Troop Guides		
Determine if special training / preparation is needed for event.	SM		
Send announcement to Troop Administrator for distribution	Scout-In-Charge		
Announce deadline for sign-ups	Scout-In-Charge		

Notes:

**STAGE 3: 3 weeks prior to event****Date to be completed by:** \_\_\_\_\_

At this point, the patrols leaders need to “talk it up” at Patrol Corners and get a good sense for attendance.

Action	Responsibility	Name	Date Done <input type="checkbox"/>
Provide sign-up sheet to PL's before “Patrol Corners”. Determine if patrols are well represented.	Scout-In-Charge		
Pass around sign-up sheet at “Patrol Corners”. Determine which scouts are definitely attending.	PL		
Determine if more adult leaders are needed (2 deep at all times)	SM		
Finalize roster / assign patrols and send roster to Tour Permit Coordinator (TPC)	Scout-In-Charge with SM input		
Start tour permit process	TPC		
E-mail roster, via Troop Administrator, to Troop prior to next meeting	Scout-In-Charge		
Write permission form for event	ASM		
E-mail permission form, via Administrator, to troop. Make hard copies and bring to troop meeting.	ASM		
Begin event itinerary discussion (What do you want to accomplish? Is “fun” part of the program? Pack weigh-in needed?)	Scout-In-Charge SPL		

Notes:

**STAGE 4: 2 weeks prior to event****Date to be completed by:** \_\_\_\_\_

The patrols should spend at least 30 minutes at a troop meeting (or patrol meeting) preparing for event. **This is when the things need to be finalized.**

Action	Responsibility	Name	Date Done <input type="checkbox"/>
Confirm adult leaders completed Youth Protection Training and any event-specific training (e.g. Safety Afloat).	SM		
Patrols design menu, assign shopping duties and cooking/clean up schedule	PL		
Patrols determine tent assignments	PL		
Patrols check and inventory patrol boxes. Give inventory sheet to Quartermaster (QM)	PL		
Remind scouts to bring money to next meeting for shoppers	Scout-in-charge		
Check trailer for propane/supplies. Give supply shopping list to ASM. Get first aid kit from trailer (if trailer is not coming).	QM		
Announce trip fees, if necessary	Scout-in-charge		
File tour permit and confirm registration	ASM		
Finalize event itinerary (start/end times, activities, location details). E-mail, via Administrator, itinerary to troop.	SPL / Scout-in-charge		
Hand out permission slips at meeting	SM		
Coordinate trailer pulling, if needed	ASM		
Purchase supplies requested by QM, if needed.	ASM or Supplies ASM		

Notes:

**STAGE 5: 1 week prior to event****Date to be completed by:** \_\_\_\_\_

Final preparations need to take place a day or two before this troop meeting so e-mail reminders can be sent out (e.g. "Bring permission slips", "Food will cost \$20 per scout"). Only minor changes to the itinerary should be made and missing permission forms or money collected during the week prior to the event.

<b>Action</b>	<b>Responsibility</b>	<b>Name</b>	<b>Date Done</b> ✓
Final review of meals/clean-up/tent assignments	PL		
Collect fees / food money, if needed	PL		
Distribute requested supplies to Patrols. Give first-aid kit to ASM	QM		
Final review of Patrol Boxes; check off supplies list.	PL		
Hand out maps / special instructions for event and e-mail to troop.	Scout-in-charge		
Update and communicate itinerary; conduct Q&A session with Troop	Scout-in-charge		
Collect permission forms	SM		
Review check list with Scout-in-charge	SM		
Confirm roster at meeting and by e-mail	SM		
Confirm trailer pulling	ASM		
Take home Patrol Flag to bring to event	PL		

Notes:

**STAGE 6: At event or parking lot prior to event**

At the start of the event, only final communication and confirmation should be required.

<b>Action</b>	<b>Responsibility</b>	<b>Name</b>	<b>Date Done</b> ✓
Identify buddies and count-off	Scout-in-charge		
Confirm all permission forms are accounted for.	ASM		
Provide final itinerary to each Patrol Leaders	Scout-in-charge		
Provide final roster to each Patrol Leader	SM		
Fly Patrol Flag	PL		
Bring tour permit, reservation confirmation and first aid kit	ASM		

Notes: