

## Troop 206 Check List for Adult Campout leader

### 1-3 months before trip

- If available, get site information from Outdoor Committee Chair or A8M
- Contact site for camping information, reservation, deposits, etc.
- If deposit is required, request check from Committee Treasurer
- Write promotional article for Bugle editor for publication one month before trip
- Solicit Adult and ASM volunteers for trip (**NOTE: at least Tnp Leader or Assistant on Trip: Permit must have attended Youth Protection Training**)

### 2-3 weeks before trip

- Make brief announcement to Troop AND Ventures about trip; get initial head count
- Confirm trip essentials with PLC, SPL and Scoutmaster
- Make sure leadership is developing Program for outing
- Gather information for printed flyer; this should include the following:
  - Trip destination / location
  - Trip theme or focus
  - Late car? Early departure?
  - Date and time of departure AND return
  - Place of departure AND return
  - Bag lunch for first day or last day?
  - water requirements
  - cooking situation (Patrol stoves, charcoal fires, etc.)
- Solicit adult volunteers among ASMs, parents, etc. Find out if any will be LATE CAR drivers.

### 1-2 Weeks before trip

- Call Transportation Chairperson with preliminary count, including adult drivers
- Distribute trip flyers to Patrols AND Ventures
- Obtain Council Trip Permit form from SM or Council; get necessary Committee signatures; mail, FAX or hand-carry to Council office; receive Stamped Permit to be taken on trip

### Week before trip

- Mon-Tues: remind SPL conduct phone tree for final count including LATE CAR information
- Make sure Patrols will have met prior to departure: 1) to set up menus and meal assignment; 2) purchase and distribute food; and 3) provide Patrol equipment
- Wed: phone SPL for final count
- Wed -Thurs: phone Transportation Chair with final count including adult drivers
- Coordinate Adult meal requirements with SPL and/ or other adults
- Request Adult tarps and necessary cooking equipment from Equipment Quartermaster.
- Obtain Redbook (with Medical and parental consent forms) and Troop First aid kit(s)

- Prepare maps and information sheets for all drivers AND interested parents (typical~ 10 -15 copies).
- Prepare copies of topo map with trip route; at least one per Patrol plus extras.
- Contact trip destination for last-minute information regarding local conditions (road closures, weather, fire restrictions, etc.)
- If pick-up drivers or late-car drivers will NOT BE at departure, make sure they get driving information.

### **At the departure**

- Arrive 5 -10 minutes early at departure location; give out driver packets
- Connect with Equipment Quartermaster, if necessary, to obtain essential supplies.
- Coordinate head-count with SPL or Scout in charge; have Troop fall in when all Scouts are present or departure time has passed; give final instructions, and send Scouts to cars.
- Make a Roster with names of all participating Scouts -Take it with you!
- Coordinate with SPL last-minute Scout or equipment reassignments
- Obtain car/driver/passenger lists and give to Transportation Chair

### **During the trip**

- Be adult "in charge" during trip from departure until return
- Take frequent head-counts
- On the last evening of the trip, review the schedule with the SPL for the following: reveille, breakfast cooking and clean-up, dismantling campsites and packing backpacks, collecting packs in common area, allocating free time, and cleaning up patrol land common areas.
- Just prior to departure, monitor the Troop "Sweep" of the area with Scout lines, take a final head-count, and leave together.

### **Week following trip**

- Turn in Outing Questionnaire Form to Outdoor Activity ASM
- Turn in Trip Roster INCLUDING Scout names and miles hiked to Roster Advancement ASM

### **QUICK CHECK-LIST: BEFORE YOU LEAVE THE PARKING LOT** Do you have:

- Council-Stamped BSA Tour Permit?
- Reservation Confirmation?
- Any necessary keys, combinations, etc. for Trip site?
- Map and/ or driving instructions to trail head?
- Topo map of hiking route?
- Redbook(s)?
- Troop First Aid Kit?
- Roster of ALL attending Scouts?
- ALL necessary Food AND equipment for adults?