

Guide for Planning a Troop 76 Campout or Special Trip

- ✧ Formally discuss campout or trip concept with other Troop leaders, Troop Committee, and the Patrol Leader Council at least three months prior to the event. Seek additional volunteer help with planning during this meeting if trip requires it.
- ✧ Review any special equipment needs (reserve vans, trailers, etc.) with other Troop leaders at least two months prior to the event.
- ✧ Make any necessary park reservations at least two months prior to the event. If you ask to have park maps be mailed to you, please request enough for other adults participating in the event. Now would be a good time to confirm various facility features like camping location and condition, potable water availability and distance from campsite, availability of picnic tables, distance from parking to campsite, and any campsite restrictions.
- ✧ If families must pay any portion of the event cost, discuss the costs with the Scoutmaster and obtain Troop Committee approval. Notify Scouts during Troop meeting at least six weeks prior to the event.
- ✧ Enthusiastically promote event during Troop meetings or other Troop events at least four weeks prior to the event!
- ✧ Make event sign up for adults and Scouts available during Troop meeting at least four weeks prior to event. Sign up should request whether on not adults that sign up intend to camp overnight with the Troop. This form should contain a driver sign up as well where the driver can indicate how many Scouts they can carry and whether or not they are willing to drive to and from the event. If possible, include event departure and return times at Jesse Lee as they will appear on the Parental Consent Form.
- ✧ At least four weeks prior to the event seek a volunteer to pull Troop trailer if it is being used.
- ✧ Don't forget the "two deep" BSA leadership requirement. At least three adult leaders for the first ten Scouts and one adult leader for each additional ten Scouts is a good ratio.
- ✧ If swimming is to be a planned event activity, a Scout Leader that has completed the BSA Safe Swim Defense program, must be present at all times. Always employ the Buddy System.
- ✧ Two weeks prior to the event, confirm that sufficient drivers have been obtained to provide transportation of all Scouts and Scouters. This information must be included on the back of the BSA Local Tour Permit (see below.) If you find that additional drivers are needed, inform the Scoutmaster who can in turn initiate Patrol calls. If this fails to secure the needed drivers the event may need to be canceled.
- ✧ Submit a BSA Tour Permit (Local or National) to Connecticut Yankee Council at least two weeks prior to the event. Troop usually has a volunteer that handles submission of Tour Permits. Bring returned section of permit with you during event.

Guide for Planning a Troop 76 Campout or Special Trip (continued)

- ✧ Provide Parental Consent Form and Equipment List for all Scouts during Troop meeting at least two weeks prior to the event.
- ✧ Collect trip payments, if any, at least two weeks prior to the event. Checks should be made out to "Troop 76" and submitted to the Troop Treasurer.
- ✧ At least two weeks prior to the event, schedule time during a Troop meeting for Quartermaster to inventory Troop equipment if necessary.
- ✧ If possible, and perhaps with the help of the Scoutmaster, assemble a detailed itinerary or schedule of activities for the event. Distribute at least two weeks prior to the event.
- ✧ Notify Scouts of money they must bring to Troop meeting for Patrol meal costs two weeks prior to the event. Point out that Scouts must bring cash for meal costs, not checks.
- ✧ One week prior to the event Patrols should plan menus and submit to Senior Patrol Leader for approval.
- ✧ By contacting the Scoutmaster, you may initiate Patrol calls to all Scouts to inform them of any important information you may have forgotten to mention during event planning.
- ✧ Prepare driving or route instructions for event drivers. Distribute prior to or the day of the event.
- ✧ Bring spare Parental Consent Forms the day of the event.
- ✧ Create an attendance sheet (columns with check boxes are helpful) listing all adults and Scouts that will be participating in event. Distribute a copy to each adult participating in the event the day of the event.
- ✧ Arrive early at Quartermaster Room on the day of the event to open room for Quartermaster and other Troop leaders.
- ✧ Collect prescription medication for Scouts from parents and keep in safe container (a small cooler). Ask appropriate Scouts to remind you when they must receive their medication during the event. Return medications to parent after event.
- ✧ Return to and open Quartermaster Room after event to allow return of Troop equipment.

THANK YOU!