

Scout-in-Charge Outdoor Program Checklist

Event Name	Location	Depart	Return

Scout-in-Charge	Adult Coordinator

Pre-trip Administration	Completed
Copy Maps and directions	
Departure time: _____	
Arrival time: _____	
Return time: _____	
Arrival time: _____	
Will a rest stop be needed?	
First Aid Kit ready (Inventory)	
Estimated Attendance turned in to adult co-ordinator	
Patrol menus accepted	
Campout Agenda Planned	
Campfire Planned	
Agenda reviewed with adult	

Departure Responsibilities	Completed
Take Attendance	
Distribute Maps and directions	
Patrol boxes, food, tents loaded	
Troop gear loaded (rope bag, special needs)	
Scouts in uniform	

Arrival	Completed
Tell drivers where to park	
Choose general location for patrol campsites	
Announce time for PLC meeting	
Lead PLC meeting	
Answer patrol leader questions	

Post-trip Administration	Completed
Schedule a Scoutmaster Conference	
Make notes of successes, failures, concerns	

Program	Completed
Post the Campout agenda	
Prepare locations and gear for activities	
Solicit volunteers for activity leaders	
Monitor participation and success of activities	
Ensure campfire is ready before sunset	

Patrol Leader Outdoor Program Checklist

Event Name	Location	Depart	Return

Scout-in-Charge	Adult Coordinator

Pre-trip Responsibilities	Completed
Estimated Attendance turned in to Scout-in-Charge	
Patrol menu completed	
Food purchased	
Patrol box clean and ready	
Patrol skits/songs ready for campfire	

Post-trip Responsibilities	Completed
Assign tent drying to scouts	
Assign patrol box cleaning to a scout	
Turn in outing feedback to Scout-in-Charge	
Inform Quartermaster of equipment needs	

Departure and Set-Up Responsibilities	Completed
Turn in payments and permissions to Scout-in-Charge	
Ensure your patrolmates have rides	
Review campout program with patrol	
Choose patrol campsite	
Lead patrol in setting up camp	
Attend PLC meeting	
Lead patrol in active participation	