



TRIP 4-WEEK PLANNING TIMELINE



2013-05 Grimes Canoe Base

Trip Leader: Matthew

	WHEN:	WHO:
	FOUR WEEKS (OR MORE) PRIOR TO TRIP:	
RS	Create Trip Flier & Trip Plan documents - post them to Website on the appropriate trip page	Troop Webmaster
RS	Appoint Trip Leader(s) - Matthew	<u>Outdoor Coordinator</u> & SPL
RS	Bring maps & information about camping facilities, possible activities, equipment rental, etc. to PLC meeting	<u>Outdoor Coordinator</u> & Scoutmaster
RS	Determine Trip Details (location, activities, length of trip, routes, if reservations / equipment rental needed, etc.)	PLC & <u>Trip Leader</u>
	Identify Advancement needs & specific Merit Badge / Rank requirements that can be worked on during trip; share info with PLC	Advancement Chair
	Decide which Advancement requirements (rank & merit badges) will be work on during the trip.	PLC & <u>Trip Leader</u>
MH	Complete Cost Planning Outline Document	<u>Trip Leader</u> and delegates
	Make any necessary reservations & request checks (if needed) from Troop Treasurer	<u>Outdoor Coordinator</u>
MH	Develop Trip Flier (email Outdoor Coordinator when finished)	<u>Trip Leader</u> and delegates
MH	Print Fliers once it is approved by OC	<u>Trip Leader</u>
	THREE WEEKS PRIOR TO TRIP:	
MH	Distribute Trip Flier @ Court of Honor 4/15/13	<u>Trip Leader</u>
MH	Send email to Troop w/ link to flier	<u>Trip Leader</u>
	Enter Advancement Needs in on-line Trip Plan	Advancement Chair
	TWO WEEKS PRIOR TO TRIP: (4/22/13)	
LS	Print out Trip Plan & bring to meeting. (If unable to do so, MUST communicate with Outdoor Coordinator to arrange for it to be done.)	<u>Trip Leader</u> and Patrol Leaders
MH	Collect Trip Signups & Payments – record payments & give money collected to	Troop Scribe



TRIP 4-WEEK PLANNING TIMELINE



2013-05 Grimes Canoe Base

Trip Leader: Matthew

	Treasurer	
KE	Give processed Signup forms to Trip Leader	Troop Scribe
MH	Fill in first page of trip plan - who is going, drivers/rider, links, etc.- (during mtg). Enter info into on-line Trip Plan after meeting.	Trip Leader
MH	Make Duty Roster & Tent Assignments (during mtg). Enter into on-line Trip Plan after meeting.	Trip Patrol Leaders
MH	Develop Trip Schedule (during mtg). Enter into on-line Trip Plan after meeting.	Trip Leader , Trip Patrol Leaders
MH	Develop Patrol Menu (during mtg). Enter into on-line Trip Plan after meeting.	Trip Cook/Asst Cook (w/ help of Grubmaster)
MH	Develop Patrol Shopping list, based on menu (during mtg). Enter into on-line Trip Plan after meeting.	Trip Cook/Asst Cook (w/ help of Grubmaster)
MH	Develop Patrol Gear List (during mtg). Enter into on-line Trip Plan after meeting.	Trip Watermen
MH	Develop Personal Gear List (during mtg). Enter into on-line Trip Plan after meeting.	Trip Cleanup Crew Leaders
MH	Inventory patrol chuck box or backpacking kitchen box to make sure everything is there. <ul style="list-style-type: none"> • Add missing/damaged items to shopping list. • See Troop Quartermaster for larger items 	Trip Quartermasters
MH	Complete patrol equipment & Gear Checkout list - enter into on-line Trip Plan after meeting	Trip Quartermasters
MH	Develop evening campfire program plan (during mtg). Enter into on-line Trip Plan after meeting.	Trip Firemasters
	Check which requirements you will be responsible for teaching & make list of program materials needed (during mtg). Enter into first page of on-line Trip Plan after meeting.	Trip Instructors
MH	Set up on-line meeting day/time for scouts to enter info into Trip Plan document.	Trip Leader
MH	After meeting, print out description of trip duties for your assigned position and be sure to carry them out in a timely manner. Communicate with your Patrol Leader &/or Patrol Advisor, if you have questions or need help.	All
RS	Email all participants and parents with date and time of online meeting	Trip Leader
MH	Participate in on-line trip meeting & make sure that patrol members complete	Trip Patrol Leaders &



TRIP 4-WEEK PLANNING TIMELINE



2013-05 Grimes Canoe Base

Trip Leader: Matthew

	their assigned trip responsibilities	Patrol Advisors
RS	Complete & submit Troop Tour Permit to MTC after meeting.	Outdoor Coordinator
RS	Email approved MTC Tour Permit to Trip Leader	Outdoor Coordinator
MH	Print MTC Tour Permit for Red Folder and email OC	Trip Leader
	ONE WEEK PRIOR TO TRIP:(4/29/13)	
LS	Print updated Trip Plan & bring to meeting	Trip Leader & Trip Patrol Leaders
RS	Bring pantry food boxes to meeting	Outdoor Coordinator
MH	Set up second on-line meeting to update Trip Plan.	Trip Leader
MH	Finalize Menu & get approval from Patrol Leader & Patrol Advisor (during mtg). Update in on-line Trip Plan after meeting.	Trip Cook/Asst Cook
MH	Finalize Shopping List & make sure Grubmaster understands exactly what to buy & how much (during mtg). Update in on-line Trip Plan after meeting	Trip Cook/Asst Cook (w/ Grubmaster)
MH	Select food items from pantry boxes (during mtg), put in patrol food boxes & take home to store until trip.	Trip Grubmaster
	Finalize personal gear list; review it with Trip Leader & Outdoor Coordinator (during mtg). Update in on-line Trip Plan after meeting.	Trip Cleanup Crew Leaders
	Finalize Patrol Gear List; review it with Trip Leader & Outdoor Coordinator (during mtg). Update in on-line Trip Plan after meeting.	Trip Watermen
	Checkout camping gear & misc. equipment from the Scout Room to patrol Trip Quartermasters.	Troop Quartermaster
	Coordinate checkout & return of Troop 3 camping gear (tents, sleeping bags, sleeping pads, backpacks) for the scouts in your patrol who need them. See Troop Quartermaster to checkout equipment needed by your patrol.	Trip Quartermasters
	Inspect issued cooking gear & fuel to make sure it is in working order	Trip Quartermasters
	Finalize evening campfire program; review it with Trip Leader & Scoutmaster (during mtg). Update on-line Trip Plan after meeting.	Trip Firemasters
	Pack all necessary program materials for skills & activities to be taught into Program Materials box.	Trip Instructors
	Gather all patrol gear/equipment needed for trip.	Trip Quartermaster, Firemaster &



TRIP 4-WEEK PLANNING TIMELINE



2013-05 Grimes Canoe Base

Trip Leader: Matthew

		Waterman
MH	Participating in on-line trip meeting & make sure all patrol members complete their assigned trip responsibilities	Trip Patrol Leaders & <i>Patrol Advisors</i>
	Go food shopping (a day or two before the trip), enter prices of items purchased into on-line Trip Plan, and prepare/pre-package food as directed for the trip.	Trip Grubmaster
	Print final version of all trip packet sections for the red folder	Trip Leader
	Email Report of progress to the Outdoor Coordinator	Trip Leader
	DAY OF DEPARTURE:	
	Arrive properly packed with all necessary clothing & gear. Double check the Personal Gear List BEFORE you leave home to make sure you have everything.	All
	Make sure your own personal gear gets loaded. Know which vehicle your gear is in.	All
	Bring Patrol food for trip. <ul style="list-style-type: none"> For car camping trip, buy ice for cooler & put perishables in Troop cooler. Pack non-perishables in Patrol Food Box. For backpacking trip, bring food pre-packaged & labelled by meal in gallon-size Ziploc bags (e.g., Breakfast A, Bag #1 of 2). Include a copy of that meal's menu in the bag. 	Trip Grubmaster
	Make sure that all food gets loaded	Trip Grubmasters & Trip Patrol Leaders
	Make sure that all equipment and food gets loaded	Trip Quartermasters
	Make sure that the Program Materials box & any other items needed for instruction get loaded	Trip Instructors
	Count of all scouts & review of essential equipment - shoes, hat, water bottle, flashlight, compass, etc.	Trip Leader
	Issue maps/directions & instructions to drivers. Determine which vehicles will be the lead & sweep cars in ca	Outdoor Coordinator
	DURING THE TRIP:	
	Keep the troop on schedule. Announce when activities & meals begin & end. Remind activity leaders of what they are supposed to do prior to scheduled activities.	Trip Leader



TRIP 4-WEEK PLANNING TIMELINE



2013-05 Grimes Canoe Base

Trip Leader: Matthew

	Sound Reveille, Taps, and Assembly bugle calls as appropriate each day.	<i>Troop Bugler</i>
	Prepare all patrol meals. Put away all unused food & properly store any leftovers after meals. Secure food overnight from critters.	<u>Trip Cook/Asst Cook</u>
	Establish trash & recycling bags in camp. Secure trash from critters at night.	Trip Cleanup Crew Leaders
	Establish dishwashing station after each meal. Wash cooking pots & utensils.	Trip Cleanup Crew Leaders
	Wash personal dishes.	All
	Maintain drinking & cooking water supply while in camp. <ul style="list-style-type: none"> • Car Camping: Fill troop water jugs & re-fill as needed. • Backpacking: Establish water purification station & replenish water as needed. Oversee water purification to ensure scouts are doing it correctly, in order to prevent illness. 	Trip Watermen
	Coordinate firewood collection & preparation by scouts. Break/cut wood into appropriate sizes & protect from rain.	Trip Firemasters
	Make fire lay, light fire at the appropriate time, and tend to fire while lit. Enforce fire safety rules & make sure fire is "cold out" before going to bed or leaving camp.	Trip Firemasters
	Lead the evening campfire ceremony.	Trip Firemasters
	Use the EDGE method (Explain, Demonstrate, Guide, Enable) to teach assigned skills for rank &/or merit badge requirements. Test each scout individually to make sure he has adequately mastered the required skill(s).	Trip Instructors
	Make sure patrol chuck box is re-packed correctly after each meal. Make sure that all items are clean and DRY.	Trip Quartermasters
	Before leaving camp, inventory & re-pack patrol chuck box. Make sure all items are clean & COMPLETELY dry. If anything is missing, notify Patrol Leader & ask scouts to try to find it before leaving camp.	Trip Quartermasters
	AFTER THE TRIP:	
	Help unload gear from vehicles & carry Troop/Patrol gear to Scout Room.	All
	Put Patrol Chuck Boxes back in Scout Room. Return all gear checked out from the Scout Room - including patrol equipment (stove, propane, dutch oven) & individual camping gear (tents, sleeping bags, backpacks). Tell Troop	Trip Quartermasters



TRIP 4-WEEK PLANNING TIMELINE



2013-05 Grimes Canoe Base

Trip Leader: Matthew

	Quartermaster about anything that was lost, broken, or did not function properly.	
	Take out anything that is still wet (dish sponge, wooden spoon) and set it out to dry.	Trip Quartermasters
	Officially check in all borrowed Troop equipment. Make sure that everything that was checked out for the trip is returned - clean, dry, and in good working order. If anything is reported missing, broken, or non-functional, notify the adult Equipment Coordinator to arrange repair or replacement.	Troop Quartermaster
	Return leftover non-perishables to Troop pantry boxes. Use a Sharpie to mark any container that has been opened with an X.	Trip Grubmasters
	Set out any leftover perishables for scouts & families to take home. Clean coolers - wipe out with anti-bacterial wipes & leave lid open to dry thoroughly.	Trip Grubmasters
	Complete Binder updates & get completed requirements signed off by instructors/MB Counselors BEFORE you leave.	All Scouts & Trip Instructors
	BEFORE YOU LEAVE, ask if there is anything else that needs to be done. Do not leave until dismissed.	All
	Evaluate Trip. Enter evaluation information into on-line Trip Plan (after trip).	Scoutmaster and Trip Leader