



Outing Preparation Guidelines

The goal of the Troop 236 outing program is to provide a fun learning experience. Scouts and Adult Leaders will discuss and decide on specific goals for each outing as part of trip preparation. During Troop meetings Scouts typically prepare for trips, learn about where they are going, and research information pertinent to the safety and enjoyment of the trip.

Preparation

- **Signing up** – For most trips you must sign up two weeks prior to the trip. If there is a longer lead time due to planning requirements, you will be informed ahead of time.

NOTE: Notify the Scoutmaster or Trip Coordinator as soon as possible if you have indicated you will attend and are unable to do so. Please be courteous and give as much advance notice as possible.

- **Payment** – the cost of basic camping/hiking trips (transportation, meals, and group campsite) for Scouts is covered by your quarterly Activity Fees. Some trips (i.e. Skiing, long distance, etc.) may have additional fees that will be announced well in advance of the trip. These additional fees must be paid by the announced deadline.
- **Equipment** – All Scouts should ensure they have the appropriate equipment necessary for the type of trip planned (i.e. warm sleeping bags for winter camping, lightweight tents/backpacks for backpacking trips, etc.). Refer to the Scouts BSA handbook.

NOTE: Scouts who do not have necessary equipment should let the Scoutmaster know as soon as possible. Some equipment is available to borrow from the troop, as long as it is cared for appropriately and returned in good order.

- **Adult leadership and transportation** – It's important that appropriate levels of adult leadership are present during outings. BSA rules require two registered adult leaders to be present on all outings. For Troop 236G (girls), at least one registered adult leader must be a woman on short trips (less than 72 hours) and at least two registered adult leaders must be women on longer outings. All adults on outings must be registered with the BSA. These adults will carpool scouts to outings, so we must have enough adults and vehicles to transport scouts while also ensuring no one-on-one contract. Adults should generally follow the same sign up timelines as scouts. Adult costs may differ than scouts and still be communicated ahead of outings as necessary.

Scout Duties/Responsibilities

Meals

As part of outing planning, a decision will be made about the style of meal preparation for the outing. You will hear terms such as “Troop style,” “Patrol style,” and “Individual” when meal preparation is being discussed. Regardless of the style of meal preparation for the outing, participants should:

- **Arrive fed** by the designated departure time. Please do not assume it is okay to consume food in the personal vehicle of any adult leader who has volunteered to drive.

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- Bring a mess kit and water bottle on every trip. It is each person's responsibility to keep up with personal equipment, ensuring everything is cleaned and properly stored.

Adult meals – The cost of adult meals is not included in quarterly Activity Fees. For Troop style and Patrol style cooking, an adult will be designated ahead of time who will be responsible for preparing menus and purchasing food. Adults will be informed after the outing of their expected contribution toward meals, and this typically does not exceed \$15.00 to \$20.00. If you are unable to let the grub master know you will be unable to attend before food is purchased, you are still expected to provide reimbursement.

Troop Style

Adult leaders plan and prepare all meals and Scouts and adults eat together.

Patrol Style

Each Patrol will plan their menus in consultation with the Scoutmaster and cook meals as a Patrol during the outing. Patrols typically plan meals and purchase food for Saturday breakfast, lunch, and dinner and Sunday Breakfast based on the number of Scouts attending.

- The menu should include all meals and list all items necessary to prepare meals including the quantity of each item to purchase. For example, if the menu includes s'mores, the shopping list should include graham crackers, chocolate bars, and marshmallows as well as appropriate quantities of each based on the number of Scouts attending.
- Patrols should check the contents of their Patrol boxes during menu preparation and add any additional preparation items to the shopping list (i.e. paper towels, dish soap, etc.).

The Patrol Leader for each Patrol is responsible for duty assignments. Typical duties include:

- Grub Master – This Scout is responsible for purchasing all of the food and relevant supplies based on the Patrol's menus and shopping list. They are responsible for retrieving the cooler and grub box for their Patrol during the Troop meeting on the Monday prior to the trip. They should also see the Troop Treasurer to get money to purchase food and supplies. They are responsible for ensuring all items on the shopping list are purchased and stored properly (i.e. ice in the cooler). They are not, however, responsible for purchasing items not listed on the shopping list prepared by the Patrol for the outing. Scouts should never take food/supplies from another Patrol unless they speak to the Grub Master for that patrol.
- Cook – This Scout is responsible for cooking the meal. They may be assigned to cook one or more meals during the trip.
- Assistant Cook(s) – These are the assigned helpers during cooking time.

Anyone not cooking should stay out of the kitchen for safety reasons.

Individual

Each Scout carries their own food for the weekend unless otherwise communicated at Troop meetings. This includes carrying all items required for preparing (i.e. pocket stove and fuel) the meal.

NOTE: All scouts assist with clean-up and other food activities as designated by the Patrol Leader. Each Patrol is responsible for the cleanliness of the equipment in their patrol box.

Departure

Scouts must arrive at the church or other location in full Scout uniform (scout shirt, scout pants, neckerchief with slide, and scout socks) no later than the designated assembly time. Unless a different time has been announced ahead of time, **plan to be in the church parking lot by 5:30 PM on the Friday of the outing.**

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- **A Scout is Courteous** - Scouts are expected to let their Patrol Leaders and the Trip Coordinator know no later than the Monday preceding the outing if you must withdraw from an outing.
- Parents **MUST** sign their scouts out with the Trip Coordinator prior to departing. Do not drop scouts off and leave without checking in with the Trip Coordinator. All scouts must have a current BSA Health and Medical Record on file to attend outings!
- Upon arrival, scouts should stow their gear in the Troop trailer or appropriate vehicles.
- All Scouts need to assist with loading equipment into Troop trailer as directed by Scoutmaster. Scouts need to ensure that the Patrol coolers, grub boxes, and kitchen equipment boxes are loaded into the trailer.
- The church may or may not be open so scouts should tend to bathroom needs prior to arrival.
- As soon as all Troop equipment and gear is stowed, roll call will be performed.
- Departure is planned for no later than 30-minutes after the designated assembly time. Unless a different time has been announced, **anyone who has not arrived by 6:00 PM will need to drive separately to the destination.**
- The Trip Coordinator will provide maps and directions as necessary to the destination for all drivers in attendance at departure.

Arrival at Camping Site

- Upon arrival, the Scoutmaster or outing leaders will designate appropriate areas for tents.
- Patrols are expected to group their tents together. Adults are essentially another “patrol” and should group their tents in an area designated for the adults. Scouts and adults (i.e. parents or legal guardians) should not be sharing a tent.
- Under no circumstances should a Scout share a tent with an unrelated adult. (See Guide to Safe Scouting).
- Before setting up personal tents, Scouts should assist with unloading the Troop trailer and other activities as directed by the Scoutmaster or outing leaders.
- Finally, Scouts should set up their Patrol kitchens if cooking Patrol style, or assist with setting up the Troop kitchen if dining Troop Style.

Packing Up / Departure / Return to church / Picking up Scouts

- Scouts are responsible for ensuring they have packed up all their personal equipment and loaded it for transport back to Raleigh. If you are not cooking on the morning of departure, the time while breakfast is being prepared is a good time to pack up personal gear.
- All Scouts assist with packing up Troop equipment (i.e. breaking down Patrol kitchens and ensuring that the Troop trailer is loaded)
- Prior to leaving the campsite, Scouts will police the grounds to ensure that we “Leave No Trace.”
- Immediately prior to departure, Scouts and Adult Leaders should be dressed in their Scout uniform. Group photo time!
- Unless other arrangements are made with the Scoutmaster prior to departure, all scouts are expected to return to the church after each outing to assist with unloading and storage of any gear used during the outing.
- **GOLDEN RULE:** Treat Troop equipment as if it were your own! Take good care of it, because it is expensive to replace and you will miss it if you don’t have it!!
- Every effort will be made to notify parents of the approximate arrival time back at the church.
- Parents, please be prompt in picking up your Scouts. Two unrelated adults must remain with the Scouts until everyone is picked up.

General Safety

- Kitchen areas – Scouts are NOT allowed to go into the kitchen area of the Adults or of other Patrols.
- Gas Stoves – Operation of stoves should be by or under the supervision of an older scout or Adult Leader. Please seek assistance if you are unsure of the proper safe operation of stoves.
- Long hair needs to be pulled back during cooking for the health and safety of scouts.
- All Scouts must use the buddy system and inform the Senior Patrol Leader or Scoutmaster when leaving the campsite during an outing.
- Scouts may bring and use a knife during outings provided they have completed the requirements for and are carrying their Totin' Chip. This is a privilege which can be revoked if proper safety procedures are not followed.
- Only Scouts who have completed the requirements for and are carrying their Firem'n Chit are permitted to carry matches and build campfires. This is a privilege which can be revoked if proper safety procedures are not followed.

Electronics

- Bringing electronic devices on Troop outings is at your own risk. This includes phones, handheld gaming systems, tablets, etc.
- At the event leader's discretion, Scouts may be permitted to have personal electronic devices with them during travel to and from Troop outings and during outings.
- Use of personal electronic devices is subject to the Technology Guidelines.

Document History

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