

Troop 742 Camping Trip Planner

Adult Coordinator Checklist

Camp location: _____

Theme: _____

Scout coordinator(s): _____

Adult coordinator (s): _____

Pre trip administration:

Reservation confirmation: _____

Site number(s): _____

Expense for site: _____

Estimated total expenses: _____

Est. attendance: _____

Cost per scout: _____

Transportation:

Drop off time and date: _____

Drop off location: _____

Drivers: _____

Return time and date: _____

Pick up location: _____

Equipment checklist:

First aid kit: _____

Patrol box(es): _____

Fuel/Wood: _____

Tent(s): _____

Meal(s) planned: _____

Food purchased: _____

Additional Gear Needed: _____

Programming:

Daily program reviewed: _____

Campfire plan reviewed: _____

Scouts Own reviewed: _____

Back up activities: _____

Adult skit and song: _____

Emergency:

Distance from church: _____

Nearest town: _____

Nearest medical: _____

Police number: _____

Emergency number: _____

Troop 742 Camping Trip Planner

Scout Coordinator Checklist

Camp location: _____

Theme: _____

Scout coordinator(s): _____

Adult coordinator (s): _____

Pre trip administration:

Copy maps & directions: _____

Departure time: _____

Arrival to campsite: _____

Return time: _____

Arrival to pick up: _____

Est. attendance (from PL): _____

Bugler in charge: _____

Chaplain in charge: _____

Campfire plan reviewed: _____

Agenda plan reviewed: _____

Meal plan reviewed: _____

First aid kit checked: _____

Troop 742 Camping Trip Planner

Scout Coordinator Checklist

Departure responsibilities:

- Take attendance
- Distribute maps and directions
- Ensure patrol boxes, food, and tents are loaded
- Ensure troop gear is loaded
- Uniform inspection

Arrival responsibilities:

- Tell drivers where to park
- Choose general location for patrol campsites
- Announce the time for the camp PLC meeting
- Lead PLC meeting
- Answer PL questions

Program:

- Post the agenda
- Prepare locations and gear for activities
- Solicit activity leaders or assistants
- Monitor participation
- Make sure fire is ready before sunset

Post-trip administration:

- Make notes of successes, failures, and concerns
- Schedule a Scoutmaster conference

Troop 742 Camping Trip Planner

Patrol Leader Checklist

Camp location: _____

Theme: _____

Scout coordinator(s): _____

Adult coordinator (s): _____

Pre trip administration:

Provide est. attendance: _____

Patrol menu completed: _____

Food purchased: _____

Patrol tent dry & ready: _____

Patrol box ready: _____

Agenda responsibilities: _____

Patrol skit ready: _____

Patrol song ready: _____

Departure & set-up responsibilities:

- Turn in payments and permissions
- Ensure all patrolmates have rides
- Review campout program with patrol
- Lead campsite set up
- Attend PLC meeting
- Lead patrol in active participation

Departure & set-up responsibilities:

- Assign tent drying
- Assign patrol box cleaning
- Turn in outing feedback to scout coordinator
- Inform Quartermaster of any equipment needs

Troop 742 Camping Agenda Planner
(Friday night - Sunday morning)

Location: _____

Friday

Departure time: _____

Estimated driving time: _____

Estimated arrival: _____

Campsite set up: _____

Dinner: _____

PLC meeting: _____

Lights out: _____

Saturday

Reveille: 7:30 am

Breakfast: 7:30 - 8:30 am

Morning flag assembly: 9:00 am

Morning activities: _____

Pre-lunch assembly: 12:00 pm

Lunch: 12:30 - 1:30 pm

Post-lunch assembly: 1:30 pm

Afternoon activities: _____

Evening flag assembly: 5:00 pm

Dinner: 5:30 - 7:00

Campfire program: 8:30

Cracker barrel: 9:30

Lights out: 10:30 pm

Sunday

Reveille: 7:30 am

Site clean-up: 7:30 - 8:30 am

Morning assembly: 8:30 am

Scouts Own service: 8:45 am

Cold breakfast: 9:00 am

Checkout and departure: 9:30 am

Arrival to pick up: _____

Activities

Activity time	Activity name	Activity leader

Submitted by: _____ Date: _____

Approved by: _____ Date: _____

Patrol Shopping List

Patrol:

Trip:

Date:

Purchase date:

Purchased by:

- List everything you need to buy.
- Include the sizes needed.
- Get just enough to feed everyone.
- Repack to reduce garbage.

[illegible]

Patrol Meal Plan

Patrol: _____

Dinner:

Breakfast:

Lunch:

Dinner:

Cracker barrel:

Breakfast:

Lunch:

Submitted by:

Date:

Approved by:

Date:

Camping Duty Chart

	Cook	Asst Cook	Fire Builder	Water Bringer	Kitchen Cleaner	Asst Cleaner	Site 1 Cleaner	Site 2 Cleaner
Friday Dinner								
Saturday Breakfast								
Saturday Lunch								
Saturday Dinner								
Sunday Breakfast								
Sunday Lunch								

Duties

Head Cook - Wash hands, determine recipes, assign responsibilities to assistant cook, prepare meals, advise Patrol when meal will be served, Ensure all utensils used for cooking are clean.

Assistant Cook - Assist with meal preparation as determined by cook, prepare hand washing station with warm water and rinse water (use same tubs used for cleanup), boil water for cleanup.

Fire Builder - Arrange or clean fire pit in accordance with Scout policy. Find and stack wood needed for fire or start charcoal if needed. Ensure fire buckets are full (water and dirt). Keep fire going throughout meal. Ensure fire is completely out when no longer needed.

Water Bringer - Keep water jugs full and refill when needed. Fill fire buckets (Fire Builder will double check, but primary responsibility belongs here). Purify water if fresh water is not available.

Kitchen Clean Up/Asst. Kitchen Clean Up - Wash all non personal utensils and cooking equipment. Each Scout washes his own personal gear. Clear table and secure Patrol box. Oil Dutch oven if used. Notify Quartermaster if any supplies are needed.

Patrol 1 Site Cleaner/ Patrol 2 Site Cleaner - Dig/set up/clean latrine. Set up and secure camp gadgets. Secure garbage bags at night and start new one when current one is full. Responsible for Ax yard safety.

Other Patrol Responsibilities - The whole patrol should share camp site set up. After pitching individual tents, the Patrol may want to set up a dining fly and secure their food with their Patrol box. Build a fire ring if Patrol fire rings will be used. Gather wood for the weekend. Build any camp gadgets agreed upon by the Patrol. The Quartermaster should display the First Aid Kit in a prominent area and ensure it is well marked. At the conclusion of the camp out, the site should be returned to the same condition it was in with all trash carried out and brush returned where possible. Fire ring should be dispersed, leaving no sign if this was a new one established by the Patrol. Secure sump hole and latrine area.