

Outing Planning Reminders

Planning Stage

- Select venue. Is it scout appropriate? Can it accommodate our group?
- Do we need a reservation? If so make that first but check calendar so no conflicts. Do not make a non-refundable deposit unless you get approval from Treasurer, SM, SPL and Committee Chair.
- Who can attend? Scouts and parents? What about siblings?
- Where are we meeting?
- Provide detailed info on the website, such as what to bring, driving instructions, cost, etc.
- Who is scout leader for event?
- Who are the 2 adult leaders?
- Who is cooking? The Scout leader in charge of event designates the cook(s). The cook must do the menu plan, buy all the food, assign cooking responsibilities, etc. and scout in charge reviews.
- What equipment is needed (tent, patrol box, etc)? Who has it? Who is taking it to the event?
- What requirements can be completed at the event? And who is leading the skills portion?
- What forms are needed – consent form, medical, etc.? Identify them on the troop website.
- Collect ALL forms and money prior to the date of the event.
- What time are we meeting and returning? For large groups allow 30 minutes for check-in. Consider heavy traffic and identify alternate routes.
- Check weather and any other news for area traveling to/through. If any unsafe conditions, change venue, cancel or reschedule.
- How are we getting there? How many drivers needed?
- Need to coordinate drivers and ensure they all have Youth Protection and auto insurance
- Is there a limit on the # of scouts and parents, if so state that on calendar and close registration

One week prior to event:

- Remind participants of the event and if anyone still needs to turn in forms or money collect that.
- Check equipment; make sure everything is in good working order.
- Have a timeline for all the planned events – arrival time, meals, skills/activity, packing up, drive home.

Day of the event

- Scout in charge takes attendance. Identify all scouts and parents in attendance.
- Hand out driving instructions to the drivers.
- Give drivers the medical and permission forms for the scouts riding in their car.
- Make sure Scout completes requirements as stated, especially cooking. Have ASM and appropriate scout leaders sign-off on requirements completed.
- Day of event, if anyone shows up without forms, they CANNOT attend/participate.
- Check weather and any other news for area traveling to/through. If any unsafe conditions, change venue, cancel or reschedule.
- Make sure you have all equipment.

Post Event

- Scouts clean and check all equipment, such as tents and patrol boxes. Replenish and repair or replace items as needed.
- Scout sends Advancement Chair a list of the scouts and adults that attended and any other info.
- If a deposit was paid, get deposit back.

Misc

- Post all the event details to the troop calendar – instructions for parents also. Keep info updated. Anyone that signs up and does not attend must still reimburse Troop for appropriate costs.
- Limit the # of emails that are sent out, get all the info out at one time. If a small group is going, use telephone to follow-up or send the emails just to the attendees and not the entire troop.
- If an ASM or scout has ability to send emails to all, do not use “reply to all”.