

Troop 533 Outing Leader Work Sheet

Six Months Before Activity Date

- Make Reservation at outing location if not already made
- Gather information for:
 - Overnight lodging
 - Special permits required (BSA, State, Local)
 - Fees
 - Water
 - Restrooms
 - Site map
 - Emergency phone numbers for local hospitals, police and fire.

Three to Four Months Before Activity Date

- Discuss event and activities with the Senior Patrol Leader and the Youth Trip Leader
- Determine requirements for any additional training that may be needed
 - Swimming events – BSA Safe Swim Defense
 - Canoeing, rafting, kayaking or sailing event – BSA Safety Afloat
 - Climbing event – BSA Climb On Safely
- Prepare initial budget to include cost of site, food, transportation and activities
- Complete Outing Planning Worksheet and give to Troop Logistic Coordinator and Scoutmaster for review.
- Put together an informational flyer and a Permission Form and submit to Troop Logistic Coordinator and Scoutmaster for review.
- Create an online sign up link

One to Two Months Before Activity Date

- Meet with Senior Patrol Leader, Youth Trip Leader and Scoutmaster to finalize details including:
 - Departure and return time
 - Number of meals
 - Emergency phone numbers
 - Drivers
 - Special equipment required
- Handout out event flyers at Troop meeting containing all details, including dates and cost

Three Weeks Before Activity

- Begin collecting required fees; keep records of all monies collected and spent; turn money in to Troop Treasurer.

Two Weekes Before Activity

- Collect required fees; keep records of all monies collected and spent; turn money in to Troop Treasurer.
- Close sign up link and give final count of attendees to the Senior Patrol Leader, outing Youth Leader, Logistic Coordinator and Scoutmaster
- Continue collecting required fees and Parental Consent Forms

The meeting Before Activity

- Work with the Youth leaders and other adults going on the outing to finalize all the necessary plans.
 - Work with Senior Patrol Leader to create a roster of all Scouts and adults going on the trip.
 - Have the Senior Patrol Leader choose someone to lead the campfire program
 - Have the Assistant Senior Patrol Leader work with the Chaplain's Aide to ensure there is a prayer service for Sunday morning.
 - Remind Patrol Leaders to plan menu for each meal and create a shopping list.
 - Organize food shopping trip.
 - Provide map with location of closest hospital to activity.
 - Prepare final transportation plan; maps and instructions for drivers (one for each vehicle); sufficient transportation for Scouts and Troop gear.

Departure Day

- Advise SPL and adult leaders of any last-minute changes in the activity plan
- Make sure all required permits are available and ready to take on the outing
- Make sure all Permissions are ready to take on the outing
- Make sure a copy of the Outing Planning Worksheet is ready to take on the outing

After The Event

- Ensure all expenses for the trip are paid.
- Conduct an evaluation of the trip and lead a 'Thorns & Roses' discussion on the trip.
- Work with the Equipment Manager to ensure all Troop gear was returned and in working condition.

Outing Planning Worksheet

POSITION	NAME	PHONE NUMBER	EMAIL ADDRESS
Trip Leader			
Senior Patrol Leader			
Youth Trip Leader			
Outside Consultant			

When are we leaving and when are we returning?

DEPARTURE/ARRIVAL	DAY	DATE	TIME
Departure			
Arrival			
Departure			
Arrival			

What is the planned activity?

DAY	ACTIVITY	TIME
Day 1		
Day 2		
Day 3		

What equipment, supplies and gear will we need?

TROOP GEAR		
ITEM	QUANTITY	COMMENTS

What permits and/or reservations are needed?

PERMITS & RESERVATIONS		
ITEM	QUANTITY	COMMENTS

Where will we stay?

LODGING	
Day 1	
Day 2	
Day 3	

How much will it cost?

BUDGET ITEM	TOTAL COST	COST PER-PERSON
Lodging		
Food		
Activity Fees		
Equipment Rental		
Side Trips and/or Tours		
Training		
Transportation		
TOTAL COST		

What is the Nearest Medical Facility or Hospital to activity location.

NAME	PHONE NUMER	ADDRESS

Emergency Contact Person at Home.

NAME	HOME PHONE NUMBER	CELL PHONE NUMBER

Training

TRAINING	NAME	PHONE NUMBER	EMAIL ADDRESS
Hazardous Weather *			
CPR *			
Climb On Safely			
Safe Swim Defense			
Safety Afloat			

* An adult with Hazardous Weather and with CPR Training is required to be on ALL adventures.

Adults Attending the Adventure.

NAME	CELL PHONE NUMBER	EMAIL ADDRESS	YPT Y/N

Drivers & Vehicle Information.

NAME	MAKE & MODEL	YEAR	# OF SEATS

How will we get there?

Put together a map or gps coordinates to find location.