Troop 888 - Event/Activity Checklist

Event / Activity Name:

Scout in Charge:

Advisor:

Instruction:

- Check of each item as it is completed.
- Ask SPL or Scoutmaster for assistance or clarification

SIC	Advisor	SPL	Done	To Do
Y				Decide who can participate (rank, age, sibling, family, etc.)
Y				Decide location of event
Y				Create an objective (learn specific scout skill, leadership, fun, etc.)
Y				Decide time and location to meet and return
Y				Create agenda for the event (Scout's Own, campfire, etc.)
Y				Make sure Troop Calendar is updated
	Y			Make reservations (if any)
	Y			Inform Outing Chair to submit Tour Permit
	Y			Get a copy of Tour Permit from Outing Chair
Y				Make a list of special equipment or supplies for the event
Y				Present the plan to the PLC Meeting (at least 1 month prior)
Y	Y			Present the plan to the Committee/Parents Meeting (after PLC meeting)
	Y			Determine which parents are signed up for the event - 2 deep leadership
	Y			Determine which parents are the drivers
	Y			Inform Treasurer to make necessary payment for the event
	Y			Find out the closest hospital for the event
Y				Announce the event at a troop meeting (2 troop meetings prior)
		Y		Collect patrol menu and duty roster - if any (2 troop meetings prior)
		Y		Collect patrol gear assignment - if any (2 troop meetings prior)
Y				Email summary of activity to SPL (2 troop meetings prior)
		Y		Email summary of activity to Patrol Leaders (2 troop meetings prior)
Y				Announce the event at the troop meeting (1 troop meeting prior)
Y				Collect Permission Slips (1 troop meeting prior)
	Y			Make sure all drivers have maps & directions to the event (1 troop meeting prior)
Y				Take attendance roster
	Y			Bring tour permit
		Y		Go through Patrol Competition Checklist
Y				Write a report including successes, failures, and concerns
	Y			Inform Scoutmaster of any problems
	Y			Turn in receipts to Treasurer
