

Troop 163 - Event/Activity Youth Leader Checklist

The Youth Leader (YL) for an event has the following responsibilities:

The first set of activities should be completed as soon as possible (1-2 Months before event):

1. Work with Senior Patrol Leader & Adult Leader/Assistant ScoutMaster to review anything that has already been completed.
 - a. Define what activities will be offered at the event
 - b. Identify any training needed
 - c. Identify any Merit Badge counselors needed for the event
2. Identify location (with adult help as needed)
 - a. Contact location, confirm availability and reserve site, if necessary
 - b. Confirm pricing
 - c. Identify any additional items or limitations
3. Identify personal gear needed
4. Identify costs (facility, special needs, etc.) – food costs covered by Grubmaster
5. Ensure activity sheet is created (Submit Request on Troop Website)

The second set of activities should be completed next (2-4 Weeks before event or sooner):

6. Identify Grubmaster (work with SM & ASM to see which scouts need it for rank advancement).
 - a. Identify any food allergies
 - b. Identify how many meals are needed (breakfast, lunch, dinner, cracker barrel)
 - c. Get this info to the Grubmaster
7. Identify Troop gear needed - trailer, cookboxes, stove/propane, dining fly, first aid kit, flags, firewood, merit badge books, etc. [Equipment Reservation Form](#)
 - a. Get this info to the Equipment Chair and Quartermaster
8. Promote event at all meetings
9. Create duty roster
10. Identify tent buddies
 - a. Target 2 Scouts per Tent
 - b. Identify which scout is bringing the tent
 - c. Load the Troop trailer (week before event if needed)

At the event:

11. Setup Troop gear
12. Setup personal gear
13. Follow-up with scouts at the event on assignments
14. Take down personal gear on day of departure
15. Clean & take down Troop gear
16. Load Troop gear in trailer
17. Load personal gear in trailer

Returning:

18. Unload Troop gear
19. Identify all Troop gear that scouts used that needs to be cleaned and assign to scouts
20. Let quartermaster or equipment manager know of any troop equipment needs
21. Unload personal gear
22. Depart