

OUTING NAME: _____

NAME: _____

TROOP 648: PLANNING CHECKLIST

- **STEP 1: 16 WEEKS BEFORE THE OUTING THE YOUTH OUTING PLANNER SHOULD MEET WITH THE ADULT ADVISOR AND:**
 - Keep this checklist for the PLC meeting(s)
 - Go over the check list so you know your responsibilities
 - Write in due dates for each step
- **STEP 2: WRITE DOWN EVENT DETAILS, ACTIVITIES, TIMELINE, COSTS AND EMERGENCY/SAFETY INFORMATION:**

Date of Event:

Location:

Event Description: (Base camp, backpacking, etc.)

Is it a "family camp?"
Yes No

Requirements to Attend: (Merit badges, ages, etc)

Planned Activities: (Last page in packet)

THE FOLLOWING IN STEP 2 WILL BE DONE 15 WEEKS PRIOR TO THE DATE OF THE OUTING

DATE: _____

ADULT, SPL AND/OR ASPL SIGN-UPS MUST BE DONE 8 WEEKS PRIOR TO THE DATE OF THE OUTING

DATE: _____

1st boy in charge Name: _____ Phone _____ email _____
2nd boy in charge Name: _____ Phone _____ email _____
3rd boy in charge Name: _____ Phone _____ email _____
4th boy in charge Name: _____ Phone _____ email _____

ADULT LEADERS: 2 TRAINED ADULTS OVER THE AGE OF 21 MUST GO!!

1. Name: _____ Phone _____ Email _____
Driving Y N # of Seats in car _____ Pull Trailer Y N
Any Complications:

2. Name: _____ Phone _____ Email _____
Driving Y N # of Seats in car _____ Pull Trailer Y N
Any Complications:

3. Name: _____ Phone _____ Email _____
Driving Y N # of Seats in car _____ Pull Trailer Y N

OUTING NAME: _____

NAME: _____

Any Complications:

4. Name: _____ Phone _____ Email _____

Driving Y N # of Seats in car _____ Pull Trailer Y N

Any Complications:

5. Name: _____ Phone _____ Email _____

Driving Y N # of Seats in car _____ Pull Trailer Y N

Any Complications:

How many scouts are attending _____

How many Seats are there - _____

Are there enough seats? NO or YES

If No then check your math and immediately tell the ASPL of outings and the senior Patrol Leader.

If Yes good work!!!!!!

THE FOLLOWING MUST BE DONE 13 WEEKS PRIOR!!!

DEPARTURE:

Place:

Time:

Date:

RETURN:

Place:

Time:

Date:

EMERGENCY CONTACT NUMBER (Must be an adult who is NOT attending)

Name:

Phone:

Emergency contact adults Signature: _____

ARE THE FOLLOWING NEEDED? IF YES THEN, BY WHAT DATE

BSA Local Tour Permit 2 Weeks in advance (ask Mr.Kuhl) Initials _____

Other Permits: LIST THEM _____ By _____

Reservations (Mostly group sites) By _____

SPECIAL Permission slips By _____

UNIFORM: For travel: Class A

During outing: Class B

FEES:

Food Money _____ Circle one: Individual/Patrol/Troop

Gas Money _____

Camp Fee _____

Entrance Fee _____

Extra Fees _____

Fri Dinner _____

Total Per scout _____

OUTING NAME: _____

NAME: _____

EQUIPMENT: ALL THIS MUST BE DONE 8 WEEKS PRIOR TO THE EVENT

Unique equipment like Radios, PFD's, Rope Axe, ECT....

TROOP FIRST AID KIT (MUST go on all outings exception of Backpacking but smaller kit needed)

Who has the Kit _____

Who is in charge of the Kit _____

TROOP MEDICAL RECORDS (MUST go on all outings NO EXCEPTIONS)

Who has them _____

What is it	Where is it/Who has it	How many	Reason why you need it

Quartermaster's Signature _____

THE FOLLOWING WILL BE DONE 10 WEEKS PRIOR TO THE EVENT:

DATE _____

STEP 3: Announcements

DATE TASK COMPLETED

All of the following things are to be done by the youth leader or the youth leader's assistant.

☐

_____ (1 Months Prior) Get sign up sheet and keep up to date with the sign ups

☐

_____ (1 Month Prior) Post Announcement on troop website
www.bsatroop648.org

☐

_____ (2 Months Prior) Make announcements at Troop Weekly Meeting

☐

_____ (2 Months Prior) Make a Flyer that is approved by the PLC

STEP 4: Sign-up Sheet

- (5 days prior) Get sign up sheet master list submitted and give one to Mr. Finnegan, Mr. Cole, the SPL and ASPL of outings
- get menus planned and have a list of the buyers of food/Grub master
- Call boys who aren't on your list to see if they are going if so have them immediately call their grub master

OUTING NAME: _____

NAME: _____

- Get drivers **FINALIZED AND CONFIRMED** (Tuesday before)

Step 5: Questions that NEED answering

Are you taking the trailer and if so who is pulling the Trailer? _____

How many adults are going? _____

How many scout do you have going? _____

How many total seats do you have? _____

Do you have enough seats for every signed up scout plus a few extra and adults? _____

Are you going? _____ **YES** _____

Are fires allowed? _____

Temperature range of the outing location? _____ Fahrenheit

Possibility of rain

Yes Maybe NO

Is their a reliable water source?

Are there restrooms?

EXTRA QUESTIONS FOR BACKPACKING AND HIGH ADVENTURE

How long is the Trail? _____ Miles

Elevation Gain? _____ Feet

YES or NO

Difficulty: 1-being easy, 5-being ok, 10-being **REALLY DIFFICULT**

The following **MUST** be done 5 weeks prior to the event

Once packet is completed you **MUST** get the signature's 4 weeks prior to the event

ADULT ADVISOR'S

SIGANTURE _____

YOUTH OUTING PLANNER

SIGNATURE _____

ASPL OF OUTINGS SIGNATURE _____

OUTDOOR PROGRAM

COMMITTEE MEMBER'S

SIGNATURE _____ **(MR.FINNEGAN)**

SPL SIGNATURE _____

SCOUTMASTER

SIGNATURE _____ **(MR.COLE)**

OUTING NAME: _____

NAME: _____

STEP 5: AFTER OUTING

**The youth leader and the adult advisor will do a
Start Stop and Continue**

NAME: _____
NAME OF OUTING: _____
DATE OF OUTING: _____

Start (something we should start doing)

-
-
-

Stop (something that was bad that we should stop doing)

-
-
-

Continue (something's that were good that we should continue doing)

-
-
-

NAME: _____
NAME OF OUTING: _____
DATE OF OUTING: _____

Start (something we should start doing)

-
-
-

Stop (something that was bad that we should stop doing)

-
-
-

Continue (something's that were good that we should continue doing)

-
-
-