

TROOP 774 OUTDOOR PROGRAM CHECKLIST

Adult Coordinator

Outdoor Program Checklist

Event Name: _____ Location: _____

Depart: _____ Return: _____

Scout-in-Charge: _____ Adult Co-ordinator: _____

check off each item as it is completed. Ask Scoutmaster for assistance.

Pre-trip Administration

- * Tour Permit (Local - National)
- * Reservations/permits completed
- * Estimated Expenses: _____
- * Other: _____

Safety

- * Adult in Charge: _____
- * Backup in Charge: _____
- * First-Aid Kit carrier: _____
- * First Aid certified: _____
- * CPR certified: _____
- * Swim Safety completed by: _____
- * Safety Afloat completed by: _____
- * Medical forms collected
- * Insurance forms ready
- * Accident forms ready

Transportation

* Drivers:

* _____

- * Driver Insurance info ready
- * Person hauling trailer: _____
- * Other: _____

Equipment

- * Gear Needed for Program: _____
- * First Aid Kit ready
- * Adult Patrol box organized
- * Adult Tents ready

- * Extra fuel ready
- * Adult Menu planned
- * Adult Food purchased
- * Adults informed of special personal gear required

Program

- * Patrol in Charge: _____
- * Scout program agenda reviewed
- * Backup activities ready

- * Adult duty roster completed
- * Adults informed of program agenda
- * Adult songs and skits selected

Post-trip Administration

- * Turn in notes and docs to Outdoors Coordinator
- * Inform Scoutmaster of any problems

Adult Coordinator OR Scout-in-Charge

Outdoor Program Checklist

These items should be handled by either the adult coordinator or scout-in-charge depending on abilities.

Pre-trip

- * Distance: _____
- * Depart time: _____ Arrive: _____
- * Return time: _____ Arrive: _____
- * Permission Slip distributed
- * Make reservations
- * Maps and directions copied

- * Nearest town: _____
- * Nearest medical facility: _____
- * Police number: _____
- * Emergency number: _____
- * Other: _____

Post-trip

- * Turn in payments to Treasurer
- * Turn in attendance to Advancement Chairperson

Scout-in-Charge

Outdoor Program Checklist

Event Name: _____ Location: _____

Depart: _____ Return: _____

Scout-in-Charge: _____ Adult Co-ordinator: _____

check off each item as it is completed. Ask Scoutmaster for assistance or clarification.

Pre-trip Administration

- * Copy Maps and directions
- * Departure time: _____
- * Arrival time: _____
- * Return time: _____
- * Arrival time: _____
- * Will a rest stop be needed?
- * Chaplain identified and ready
- * Bugler identified and ready
- * First Aid Kit ready (Inventory)
- * Estimated Attendance turned in to adult co-ordinator
- * Patrol menus accepted
- * Campout Agenda Planned
- * Campfire Planned
- * Agenda reviewed with adult
- * Other: _____

Scouts Attending paid

Departure Responsibilities

- * Take Attendance
- * Distribute Maps and directions
- * Patrol boxes, food, tents loaded
- * Troop gear loaded (rope bag, special needs)
- * Scouts in uniform

Arrival

- * Tell drivers where to park
- * Choose general location for patrol campsites
- * Announce time for PLC meeting
- * Lead PLC meeting
- * Answer patrol leader questions

Program

- * Post Campout agenda
- * Prepare locations and gear for activities
- * Solicit volunteers for activity leaders
- * Monitor participation and success of activities
- * Ensure campfire is ready before sunset

Post-trip Administration

- * Schedule a Scoutmaster Conference
- * Make notes of successes, failures, concerns

Patrol Leader

Outdoor Program Checklist

Event Name: _____ Location: _____

Depart: _____ Return: _____

Scout-in-Charge: _____ Adult Co-ordinator: _____

check off each item as it is completed. Ask Sr. Patrol Leader or Scoutmaster for assistance or clarification.

Pre-trip Responsibilities

- * Estimated Attendance turned in to Scout-in-Charge
- * Patrol menu completed
- * Food purchased
- * Patrol tents dry and ready
- * Patrol box ready
- * Patrol skits/songs ready for campfire

Departure and Set-Up Responsibilities

- * Turn in payments and permissions to Scout-in-Charge
- * Ensure your patrol members have rides
- * Review campout program with patrol
- * Choose patrol campsite
- * Lead patrol in setting up camp
- * Attend PLC meeting
- * Lead patrol in active participation

Post-trip Responsibilities

- * Assign tent drying to scouts
- * Assign patrol box cleaning to a scout
- * Turn in outing feedback to Scout-in-Charge
- * Inform Quartermaster of equipment needs