

## TROOP 505 CAMPOUT PLANNING DUTIES AND GUIDELINES

### **3 to 9 months prior:**

Verify with the Camping Coordinator (currently Mark Wilson) that the camping location is reserved. Plan activities to be done during the outing – verify logistics, make reservations, etc.

### **2 months prior:**

Work with Camping Coordinator (CC) to prepare sign-up forms to hand out four weeks prior to the outing. Forms should be due two weeks prior to the outing. This includes preparing a budget of trip costs. We currently budget \$14 per scout or adult for food for normal weekend outings. Continue activity planning and coordinate with the Senior Patrol Leader (SPL) any scout training necessary. Coordinate with the Quartermaster (QM) for any special equipment needs. Any special purchases must be approved by the Troop Committee.

### **1 month prior:**

Hand out sign-up forms via troop mailboxes. Provide Scoutmaster and Webmaster (currently Bill Birch) with electronic versions for distribution. Continue activity planning and coordinate with the SPL any scout training necessary and youth leadership needed. Make an announcement at the troop meeting about the outing and sign-up form. Arrange for a slide show t a troop meeting about the outing, if desired.

### **2 weeks prior:**

Work with CC to organize submitted forms. Divide scouts into patrols for the outing, if necessary. Confirm scouts have menus planned and food quantities are adequate for the patrol size. Confirm adult who will pull the trailer. Identify adult in charge of menu planning, food buying and cooking at the outing for the adults. Verify, with CC, enough adults are attending the outing as well as enough drivers and seat belts for all attending. Give a list of any special equipment needs to the Quartermaster.

### **1 week prior:**

Verify QM is clear on equipment needed. Confirm that a Knox security code, Troop closet key and trailer keys are available for the load-out. Confirm all handouts, props, etc. will be brought to the load-out. Confirm final number of attendees. Identify food buyers and confirm with them the number of scouts they will be buying for. Identify any food intolerances in the group and make sure the food buyer is aware of this. Coordinate with the QM to make sure food boxes and coolers are given to the food buyers. Make an announcement at the troop meeting about departure time. Secure enough cash for Sunday lunch (\$7 per person) on the way home and gas reimbursement, if necessary. Secure a signed check from the Treasurer to pay for any camping fees that were not pre-paid. Confirm medical records book will be brought to the load-out. Confirm with CC that the BSA Tour Permit has been secured.

### **Departure Day:**

Arrive early and coordinate load-out with QM. Answer any parent questions during drop-off. Have SPL for the outing verify all scouts are present. Confirm medical records book is present. Identify the adult who will be in charge of scout medications and have him/her collect and administer medications over the course of the outing. Give drivers maps to the camping location. Load vehicles and depart.

### **Return Day:**

Coordinate return at bank parking lot no earlier than noon. Give money to drivers for gas and lunch money, if necessary, prior to returning home. Upon arrival, work with QM to verify all equipment is returned to its proper location or taken home by scouts to be cleaned and/or dried. No scout should leave before all equipment is either put away or assigned to be taken home. Return all medications to parents of scouts.

### **Within two weeks following outing:**

Prepare a short summary of the outing for the Scoutmaster highlighting what went well and what did not. Give final accounting to the Troop Treasurer and submit any invoices for reimbursement. Inform QM of any equipment issues that arose during the outing. Give final attendance list to the Database Coordinator (currently Peter Fales) for the Troop database.