

Troop 465 Campout Lead Adult Check-Off List

Lead Adult – As the **Lead Adult**, you will work with the Lead Scout in developing and planning a specific campout or event that will be enjoyable for the Scouts and that will also provide opportunities for further advancement and skill development. You are also responsible for recruiting other adult leaders to attend, provide transportation, serve as a Grubmaster for the adults on the trip, and supervise the Scouts during the campout/event. The **Lead Adult** must be a registered leader or have another registered leader with him on the trip. Keep in mind that you will generally be in charge and responsible for the safety and welfare of the Scouts and other adults with you on the campout/event.

ACTIVITY: _____

DATE: _____

Within 30 days after approval of Annual Troop Calendar by Troop Committee

- _____ Outdoor Chair notifies and confirms acceptance of assignments by **Lead Adult** and Lead Scout.
- _____ Lead Scout, with guidance from **Lead Adult**, SPL and SM, develops theme/subject and list of possible activities for event.
- _____ **Lead Adult** confirms with Outdoor Chair on need for reservations or other permission(s) for planned location of campout/event and both calendar deadline for payment of deposits.

150 days Prior to Event (Date: _____)

- _____ Outdoor Chair notifies Lead Scout and **Lead Adult** of required fees/costs for location and any special transportation requirements.
- _____ Lead Scout, with guidance from **Lead Adult**, prepares preliminary cost estimate for campout/event and provides same to SPL, SM and Outdoor Chair.

120 days Prior to Event (Date: _____)

- _____ Lead Scout presents a report to PLC on his event, with details on time & date, location, theme/subject, etc. Requests assistance from SPL and **Lead Adult** as needed. PLC approves, suggests changes, provides guidance, etc.
- _____ **Lead Adult** requests initial sign-ups from adult leaders and maintains roster until event completed.

90 days Prior to Event (Date: _____)

- _____ Lead Scout provides **Lead Adult** with 1st status report on event - expected attendance, theme/subject development, scheduled activities, advancement opportunities and any special needs for event.
- _____ **Lead Adult** provides report to Outdoor Chair on event status and works to resolve any issues with location, transportation and need for additional adult leaders, if required; also provides information on expected attendance and advancement opportunities to be made available during event and method for accomplishing same.

60 days Prior to Event (Date: _____)

- _____ Lead Scout provides **Lead Adult** with 2nd status report on event - expected attendance, theme/subject development, scheduled activities, advancement opportunities and any special needs for event.
- _____ **Lead Adult** continues to provide Outdoor Chair with updates on event status and works to resolve any issues with location, transportation and need for additional adult leaders, if required; provides updated information on expected attendance.

4 Weeks Prior to Event (Date: _____)

_____ **Lead Adult** confirms Adults attending and reviews transportation arrangements; resolve all transportation issues at Troop meeting.

3 Weeks Prior to Event (Date: _____)

_____ **Lead Adult** confirms with driving adults, as needed. **Lead Adult** confirms that all adults and Scouts attending have current medical forms.

2 Weeks Ahead of Time (Date: _____)

_____ **Lead Adult** prepares final roster of Adults attending and confirms transportation arrangements.

_____ **Lead Adult** checks long-range weather forecast for area of activity; if any potential problems, notify Lead Scout, SPL and SM; resolve any safety issues and contact Scouts as needed.

Departure Assembly (Date: _____)

_____ Lead Scout distributes maps and directions to all drivers; **Lead Adult** distributes cash to all drivers if reimbursing for fuel.

_____ **Lead Adult** reviews directions and any planned meal stopping points.

_____ Before departure, Lead Scout and **Lead Adult** place copies of all rosters (Scout and adults) and all other documents from event into an envelope marked "Outdoor Chair", which shall be left in the Scoutmaster's office at the Scout Hut, to be used in the event of an emergency.

After the Event

_____ Pack all gear away in storage, clean and dry; distribute leftover opened food

_____ Assign Scouts to clean cookware (and if necessary, to dry dining flies/tarps)

_____ Assist Patrol Grubmasters in collecting balances owed on food costs

_____ **Outdoor Chair, Lead Adult** and **Lead Scout** survey Scouts, Scoutmaster and Adult Leaders in Start/Stop/Continue debrief for event and complete Start/Stop/Continue report.

_____ **Lead Adult, Lead Scout** and **Outdoor Chair** provide copies of ALL planning checklists and reports for Outdoor Program Archive Binder, which shall be retained by Troop.