

Troop 465 Campout Master Organizational Check-Off List

The following are all of the steps involved in planning and organizing a Troop campout/event. The specific tasks below should be undertaken by the listed personnel. It is contemplated that the planning and organizing will be accomplished through the combined efforts of many Troop members. However, the primary responsibility for the success of a specific event will rely mostly upon the efforts of the Lead Scout, with the willing assistance and guidance of the Lead Adult. The Troop Committee should oversee the planning and organizational efforts undertaken by them and assist as needed. Remember that the role of the Committee is not to dictate (except where health and safety issues may arise), but instead to mentor, guide and assist with those things that the Scout cannot do on his own. Additionally, the Committee should use its oversight authority to ensure that the Troop's outdoor program provides sufficient advancement opportunities for all members of the Troop.

The persons involved in the planning and execution of any campout or event are as follows:

Outdoor Chair – The Outdoor Chair is a member of the Troop Committee who works with the Lead Adults and Lead Scouts as they plan and organize the Troop's campouts and other outdoor events. Before any planning starts, he ensures that all campouts/events on the Troop's calendar have assigned Lead Adults and Lead Scouts, and he confirms with these individuals that they are willing and able to serve in these roles for the specific event. Thereafter, the Outdoor Chair serves these two individuals by finding and reserving camping sites at the requested desired locations, arranging for payment of deposits and assisting with transportation needs for Scouts and adult leaders. His role is to be generally available to help with whatever he is requested to do by the Lead Adult and Lead Scout.

Lead Adult – The Lead Adult works with the Lead Scout in developing and planning a specific campout or event. Lead Adults are generally the SM, ASMs or Committee Members who agree to be in charge of specific campouts and events. The Lead Adult is responsible for working with the Lead Scout to develop and plan an event that will be enjoyable for the Scouts and that will also provide opportunities for further advancement and skill development. He is 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.

Lead Scout - The Lead Scout will be in charge of the event, under the authority of the SPL. The Lead Scout should regularly review his progress with the SPL, and he should accept the feedback from the SPL/SM and others as he receives it. "Feedback" is a gift! The Lead Scout should use that gift to refine and improve his plan for the campout or event in question. He must also remember that "Proper Planning Prevents Poor Performance." Plan, Plan, and Plan! Finally, the Lead Scout must also plan for the unexpected. As Baden Powell would say, "Be Prepared" for whatever might happen – weather, injuries, etc. The Lead Scout should keep all of these aspects in mind when planning and organizing a campout or other event, and the Troop Committee through the Outdoor Chair should ensure that the Lead Scout is planning the specific campout/event in accordance with the foregoing principles.

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.
- _____ **Outdoor Chair** makes reservations or obtains appropriate permissions in writing for planned location (or calendars deadline for doing so as appropriate).

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.
- _____ **SPL** assigns dates for **Lead Scout's** presentations to PLC and Troop meeting.
- _____ **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: _____)

- _____ **Outdoor Chair** provides report to Troop Committee on plans for the upcoming event, details needing approval, funding requests, etc.
- _____ **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 Scout** makes 1st presentation at Troop meeting on the event, with basic details, cost, advancement opportunities, etc. (with emphasis on "Why you (a Scout) should attend this event")
- _____ **Lead Scout** requests initial sign-ups from Scouts interested in attending event and maintains roster until event completed; reminds Scouts needing scholarships to have their parents speak to Troop Committee.
- _____ **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.
- _____ **Outdoor Chair** provides Troop Committee with update on event, list of adults scheduled to attend, expected Scout attendance, scheduled activities, advancement opportunities to be made available during event and method for accomplishing same.
- _____ **Lead Scout** makes 2nd presentation at Troop meeting on the event, with basic details, cost, advancement opportunities, etc. (with emphasis on "Why you (a Scout) should attend this event").

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.
- _____ **Outdoor Chair** provides Troop Committee with update on event, list of adults scheduled to attend, expected Scout attendance, scheduled activities, advancement opportunities to be made available during event and method for accomplishing same.
- _____ **Lead Scout** makes 3rd presentation at Troop meeting on the event, with basic details, cost, advancement opportunities, etc. (with emphasis on "Why you (a Scout) should attend this event").

4 Weeks Prior to Event (Date: _____)

- _____ **Lead Scout** generates form for permission slips and requests posting to troop website; hard copies printed to distribute.
- _____ Troop QM distributes camping equipment lists to all first year scouts/families.
- _____ **Lead Scout** confirms with Troop Committee that medical forms for attendees are complete.

- _____ Troop QM reviews gear requirements and confirms availability of any specialized gear required (e.g., rifle, archery, caving, rock climbing and rappelling, canoeing, biking, etc.),
- _____ Troop QM checks Troop cooking/cleaning equipment—have all items distributed for cleanup after the last event been returned?
- _____ Troop QM and Committee QM complete repairs, if any, on needed Troop gear damaged during the last event.
- _____ **Lead Scout** makes 4th presentation of event details and status at Troop meeting.
- _____ **Lead Scout** begins collecting payments for fees and turns over to Committee Treasurer.
- _____ **SPL** distributes Troop campout planning guides (**SPL** to **ASPL**, patrol leader's and menu/duty rosters to the patrol leaders). Initial planning completed; forms returned to the SPL/SM for checks and approvals.
- _____ **Lead Adult** confirms Adults attending and reviews transportation arrangements; resolve all transportation issues at Troop meeting.

3 Weeks Prior to Event (Date: _____)

- _____ SM and SPL confirm determinations on transportation requirements, adult support, older Scout support, etc. If problems, plan of attack formulated.
- _____ **Lead Scout** and **SPL** present final weekend activity hourly schedule to Troop, with copy to SM.
- _____ **Lead Scout** presents brief presentation of advancement opportunities at Troop meeting and confirms with **SM/ASMs**.
- _____ Troop QM checks status of Troop supply boxes (troop fuels, Coleman lanterns, paper, condiments, cleaning supplies, games) and Patrol chuck boxes; Patrol QMs prepare restocking lists for their needs; Troop QM works with Committee QM to acquire all needed items by following week.
- _____ Troop QM checks status of Troop First Aid kit(s) and prepares restocking list; Troop QM works with Committee QM to acquire all needed items by following week.
- _____ **Lead Adult** confirms with driving adults, if and as needed. **Lead Adult** confirms that all adults and Scouts attending have current medical forms.

2 Weeks Prior to Event (Date: _____)

- _____ **Outdoor Chair** confirms location reservations (as required).
- _____ **Lead Scout** and **SPL/SM** confirm activity hourly schedule and advancement opportunities.
- _____ PLs collect permission slips/fee money from Scouts and submit to Lead Scout.
- _____ Troop QM restocks Troop supply boxes and confirms with Patrol QMs that chuck boxes are ready.
- _____ Troop QM restocks Troop First Aid kit(s).
- _____ Troop QM completes Troop QM's check-off list.
- _____ **SM** returns approved Troop campout planning guides to SPL and Patrol Leaders. Review corrections, if any, with the SPL to discuss with the Patrol Leaders.
- _____ **Lead Scout** confirms Scouts attending.
- _____ Patrol Leaders confirm Patrol Grubmaster assignments and collect food deposits. Patrol Grubmasters/Patrol Leaders decide exactly when food will be bought and delivered.
- _____ **SPL** confirms Patrol campout/event assignments and duties (should be done at PLC prior to event).
- _____ **Lead Scout** makes final presentation of event details and status at Troop meeting.
- _____ **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.

1 Week Ahead of Time (Date: _____)

- _____ **Lead Scout** drafts directions sheet and makes adequate copies for all drivers (or distributes by e-mail).
- _____ **Lead Scout** establishes meal points and meeting point(s).
- _____ **Lead Scout** identifies local hospital(s) and gets directions for same.
- _____ **Lead Scout** provides emergency contact number(s) to same.

Prior Week, Mid-Week (Date: _____)

_____ **Lead Scout** and **SPL** prepare final roster of Scouts attending and checklist confirming payment, permission slips, etc.

Prior Week, Late (Date: _____)

_____ Patrol Grubmasters purchase food and pre-pack same as needed.

_____ **Lead Scout** assembles all pertinent Troop documents (permits or reservation forms, troop emergency contact numbers, all directions, all maps, etc.)

_____ Troop QM assembles all specialized equipment and loads Troop trailer at prior meeting.

_____ **SPL** confers with all Patrol Leaders and them to bring their campout planning guides; also determines if there are any "last-minute" problems.

Departure Assembly (Date: _____)

_____ Troop QM supervises packing Troop gear (using check-off list).

_____ **SPL** assigns packing coordinators for packing of personal gear in the vehicles.

_____ **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.

_____ **SPL/Lead Scout** assigns seats for travel.

_____ 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

_____ 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.