

## Troop 506 Trip Coordinator's Checklist

Thank you for volunteering to coordinate a trip for Troop 506!

“Scouting is Outing.”

Troop outings are probably the most memorable and important part of a Boy Scout's career. If these trips are well planned and organized, the boys will have a positive experience that motivates them to stay involved in Scouting.

So, as a volunteer trip coordinator, you play a key role in our Troop's success! This checklist is a guide to help you make this event a positive experience for everyone.

Scout outings teach the boys many life skills, like:

- Planning
- Personal responsibility
- Leadership
- Teamwork
- Learning
- Having fun

While you are the primary coordinator for this trip, you are not alone. Please ask the Scoutmasters for guidance whenever necessary.

<b>Weeks Prior to Trip</b>	<b>Action</b>	<b>Key Details</b>
<b>10-12</b>	<b>Make reservations</b>	<ul style="list-style-type: none"><li>• Consult the Scoutmaster before reserving anything to confirm the Patrol Leaders' Council's plans for this trip. Topics to discuss: Where are we going? What do we want to do/accomplish?</li><li>• Primitive group campgrounds at state parks usually allow about 50 campers. Go to <a href="http://www.gastateparks.org">www.gastateparks.org</a> for info.</li><li>• Scout Campgrounds: to reserve a site at Camp Rotary, Scoutland, or Camp Rainey Mountain, call the Camping Department in the Jefferson, GA Scout office: 706-693-2446.</li><li>• If you need a check for a deposit, ask the Troop Treasurer. If you use your own credit card/check, provide proof to the Troop Treasurer for reimbursement.</li></ul>

Weeks Prior to Trip	Action	Key Details
8	<b>Distribute trip flyer</b>	<ul style="list-style-type: none"> <li>• Make an announcement at several troop meetings and distribute the flyer.</li> <li>• Also, distribute the flyer via email to the Committee Chairman for distribution to the troop e-mail list.</li> </ul> <p>Flyer details should include:</p> <ul style="list-style-type: none"> <li>• Dates</li> <li>• Times of departure and return to church</li> <li>• Planned Activities/Projects/Badges/Skills to work on/etc.</li> <li>• Prerequisites</li> <li>• Any special things to bring (activity-related)</li> <li>• Clothing recommendations</li> <li>• Trip cost per Scout and adult (includes cost of food, campground reservations, any activities, patches, etc.). Estimate the total cost, then divide by 30 to approximate. Include the cost of gasoline for the person who will be hauling the Troop trailer. This the only person who will be reimbursed for fuel.</li> <li>• Deadline for sign-up and nonrefundable cancellation</li> </ul>
7	<b>Coordinate trip activities</b>	<ul style="list-style-type: none"> <li>• Talk to the Senior Patrol Leader and Scoutmaster about possibilities.</li> <li>• Contact adults in the troop, park rangers, etc. to arrange any educational, skills, or merit badge related activities.</li> <li>• Contact adults and Scouts to coordinate having them lead organized activities on the trip</li> <li>• Are we having a campfire program? If so, ask the Senior Patrol Leader to assign this responsibility to someone.</li> <li>• Morning Reveille &amp; Evening Taps: There should be a flag raising and retirement each morning and night. Make sure the SPL assigns responsibility for this.</li> <li>• Sunday "Scouts Own" religious service should be prepared by the Troop Chaplain. SPL needs to ask Chaplain to do this in advance of the trip.</li> </ul>
2	<b>Finalize trip roster</b>	<ul style="list-style-type: none"> <li>• Scout headcount</li> <li>• Adult headcount</li> </ul>

<b>Weeks Prior to Trip</b>	<b>Action</b>	<b>Key Details</b>
<b>2</b>	<b>Submit Local Tour Permit (with vehicle insurance roster attached)</b>	<ul style="list-style-type: none"> <li>• Fill out page 1 of form</li> <li>• Instead of filling out page 2, simply attach Troop Vehicle Insurance Roster spreadsheet and circle the vehicles that are going on this trip</li> <li>• Fax to Scout Store for approval</li> </ul>
<b>2</b>	<b>Collect money</b>	<ul style="list-style-type: none"> <li>• Scouts</li> <li>• Adults</li> </ul>
<b>2</b>	<b>Determine transportation</b>	<ul style="list-style-type: none"> <li>• Make sure you have enough adult drivers with enough total seats per vehicle to take all Scouts and adults</li> </ul>
<b>2</b>	<b>Determine meals</b>	<ul style="list-style-type: none"> <li>• Scouts' meal menus should be planned by patrol in a troop meeting</li> <li>• Adults' meals – ask an adult or two to develop a menu and buy the adults' food.</li> <li>• Is potable water available at campsite?</li> </ul>
<b>2</b>	<b>Complete Duty Rosters</b>	<ul style="list-style-type: none"> <li>• Each Patrol needs to prepare a Duty Roster</li> </ul>
<b>2</b>	<b>Determine tent arrangements</b>	<ul style="list-style-type: none"> <li>• Who's tenting with whom?</li> <li>• Do we have enough tents?</li> </ul>
<b>2</b>	<b>Verify Medical Records</b>	<ul style="list-style-type: none"> <li>• Class 1 for weekend trips</li> <li>• Class 2 for summer camp</li> <li>• Do any Scouts have special medical conditions? Make all adults on the trip aware of this.</li> </ul>
<b>2</b>	<b>Verify First Aid Supplies &amp; Emergency Medical Information</b>	<ul style="list-style-type: none"> <li>• Check the Troop First Aid kit</li> <li>• Determine where the nearest hospital is located</li> </ul>
<b>2</b>	<b>Confirm equipment readiness</b>	<ul style="list-style-type: none"> <li>• Propane tanks full?</li> <li>• Stoves working?</li> <li>• Lanterns working?</li> <li>• Propane "trees" working?</li> <li>• Are we taking the Troop Trailer? If so, then which adult will be hauling it?</li> <li>• Grub boxes in order?</li> <li>• Potable water available at campsite?</li> <li>• Bring the Troop &amp; U.S. flags with rope to raise them in a tree, etc.</li> <li>• Will we be setting up an axe yard? Take the axes, rope, sharpening stones, etc.</li> </ul>
<b>1</b>	<b>Prepare driving directions</b>	<ul style="list-style-type: none"> <li>• Make copies of driving directions and/or e-mail them to all drivers</li> </ul>
<b>0</b>	<b>Depart on trip</b>	<ul style="list-style-type: none"> <li>• Complete a roll call in the parking lot before departure to verify headcounts of all adults and Scouts.</li> <li>• Confirm all Scouts are assigned to a vehicle.</li> </ul>

Weeks Prior to Trip	Action	Key Details
		<ul style="list-style-type: none"> <li>• Exchange cell phone numbers with adults.</li> <li>• Load Troop Trailer with gear and luggage.</li> </ul> <p>Basic equipment/supplies:</p> <ul style="list-style-type: none"> <li>• Tents</li> <li>• Each patrol's personal luggage</li> <li>• Food coolers/drygoods – verify that each patrol has brought food</li> <li>• Lanterns – minimum 1 per patrol</li> <li>• Stoves – minimum 1 per patrol &amp; adult "patrol"</li> <li>• Propane tanks – 1 per stove &amp; a few extras for lantern trees</li> <li>• Grub Boxes – 1 per patrol &amp; adult "patrol"</li> <li>• Dishwashing buckets &amp; burner</li> <li>• Water coolers – fill with ice at church before departure</li> <li>• Tarps/Pop-up shelters</li> <li>• Hammers/Axes/Saws</li> <li>• First Aid Kit</li> <li>• Medical Forms Notebook</li> </ul>
<b>0</b>	<b>Post-trip equipment/supplies replenishment or repairs</b>	<ul style="list-style-type: none"> <li>• Notify the Troop Scoutmaster (who will advise the Quartermaster) of any Scout Shed supplies that need to be replenished or equipment that needs to be repaired/replaced.</li> </ul>
<b>0</b>	<b>Submit expenses for reimbursement</b>	<ul style="list-style-type: none"> <li>• Submit receipts to the Troop Treasurer.</li> </ul>