

Troop 290 Campout/Event Planning Check List

Event: _____ Dates: _____

Scout Planner: _____ Ph #: _____

Adult Advisor: _____ Ph #: _____

Necessary Documents Required

- File Tour Permit at Scout office if going out of Council area
 - o Local Tour Permit (< 500 miles) to be filed 2 weeks prior
 - o National Tour Permit (> 500 miles) to be filed at least 45 days prior
- Verify Permission Slips for every scout is signed by Parent/Guardian
- Verify Medical Forms for every scout and adult is signed by their Doctor and Parent/Guardian

Four-Six Months Prior

- Make lodging reservations
 - o Search for locations or places on the internet, AAA books, personal references
 - o Call and get information about pricing and reservation requirements
 - o Reserve campsite/cabin accommodations
 - o If early deposit required, make payment and submit receipt to the Treasurer (Mrs. Barr)
- Make reservations for the event with an estimated number of attendees (both scouts & adults)

Two-Three Months Prior

- Determine a "Cost Per Person" for the trip and communicate to the troop
- Determine if adults will pay all or a portion, or will the troop pay for the adults?
- If a Council/District event, contact Scout office and register/reserve an estimated number of scouts/adults attending
- Determine timeline for the trip
 - o Actual departure date/time
 - o Actual return date/time
- File National Tour Permit at Scout office (if trip is out of council and more than 500 miles). Form is posted on troop website. Mr. Maes has driver license & vehicle info.

One Month Prior

- Determine "Scoutmaster-in-charge" if not SM and the "2nd in charge" adult
 - o _____
 - o _____
- Determine Adults Attending (at least 2 adults for every 12 boys)
 - o _____
 - o _____
 - o _____
- Determine additional Drivers (other than attending adults)
 - o _____
 - o _____
 - o _____

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- Begin collecting a \$20 deposit from those planning to attend
- Begin announcing event at troop meetings (for a number of weeks in a row). Talk up the event and promote everyone to go!

Two Weeks Prior

- Collect at least \$20 deposit from attendees – This ensures attendance and/or costs covered.
- Determine what special equipment is needed besides the usual trailer stuff. Connect with QM and QM Advisor once list is generated.
- File Local Tour Permit at Scout office (if trip is out of council and less than 500 miles). Form is posted on troop website. Mr. Maes has driver license & vehicle info.
- Continue to announce event at troop meetings. Talk up the event and promote everyone to go!

Patrol To-Dos - 2 Weeks Prior

- Menus – Decide which scout will do the planning/buying for his patrol – planner/buyer should be the same person and that person should be going on the trip
 - Meeps _____
 - Wolverines _____
 - Ninjas _____
 - Old Goats _____
- Adult/Scout Planners and Patrol Leaders determine who is going and enforce pre-payment

Day of Departure and Day of Return

- Create and bring driving directions and road maps and pass out to drivers
- Bring Troop Roster for Adult/Scout Planner so they can check-off who is present before departure
- Bring blank Troop Roster – Make sure the SPL fills it out the day we leave
- Bring blank Patrol Duty Rosters – Make sure the PLs fill them out the day we leave
- SPL and PLs should ride in the same car with the SM, so final plans and be discussed
- Collect balance of the money from everyone in attendance before departure
- Collect receipts from food buyers before departure
- Submit receipts and collected money to Treasurer (Mrs. Barr) for reimbursement. Make sure all receipts have Name/Address on them so a check can be mailed.