

Troop 1459 BSA - Trip Planning Checklist Helper

Event :	Planned Dates :	Troop 1459 Coordinator :
Contact @ Camp:		Phone # :
Emergency Phone # :		Backup :

Planning BEFORE the Event:

Estimate Costs: (5 wks prior)	Food & Camping & Fees – per person and total \$\$	
Signup Sheet (4 wks prior)	Ensure MINIMUM 2 adults committed Who will tow trailer?	
Communicate (4 wks prior)	Announce at meeting, post on web, flyer to parents... When leaving the Church? (6pm standard Fri night)	
Tour Permit (3 wks prior)	Approved by committee / council	
Monies (2 wks prior OR schedule)	Collect Monday before event (avoid last minute collection)	
GO / NOGO Decision (1 week prior)	Determine when you will cancel, who to notify. Check on weather conditions - raingear. Fires allowed?	
Permission Slips (up to departure)	Include emergency # at event, obtain parent's phone / cell #s Medications needed (held by adult on trip). Get troop medical file.	
Maps for Drivers (available at departure)	Copy maps & clear directions for all drivers. Extra maps for 'stay behind' parents in case of emergency.	
Theme & Goals for weekend (2 wks prior)	With SM, SPL determine theme – fun, advancement (who needs?), activities preparation	
Equipment Check (2 wks prior)	Bikes = helmets, Camping = dry tents, etc. Trailer check over with QM. Consumables – firewood, matches, garbage bags, propane...	
Patrol PLANNING	Determine menus, who are PLs, individual	

(1 week prior)	equipment review. Prepare list of food & equipment needed for weekend -> QM	
FOOD / Consumables (before departure)	SPL, PL, QM Patrol or Troop purchase? Assign RI.	

Departure - READY TO GO ?

Head Count	# Boys, #Adults – ensure nobody left at rest stops (count often)	
Permission Slips?	Everybody have one? Medications gathered – adult assigned? Monies all collected? Personal equipment (raingear, bags, etc)?	
Driver Huddle	Discussion: Maps for all? Agree on stopping points. Use CB 26 AND exchange Cell phone numbers. Flash headlights to stop.	

DURING the Event :

PATROLS	SM, SPL : Break up troop into 5-6 boy patrols. Assign Patrol Leaders for each patrol.	
QUARTERMASTER	Help him to unload, load, maintain equipment	
POST DUTY ROSTER	SPL : Clearly indicate duties for weekend including: Meals, activities, setup, tear down, clean-up, campfire, get wood...	
POST SCHEDULE	Schedule for events, activities. Include religious service and meeting at end to discuss weekend, ride home.	
POST ATTENDEES	List of attendees – note latecomers (when?) and early departures (when?) Note assignments for travel.	
TROOP DISCUSSION	SM, SPL : Rules for the weekend. Buddy System. Absences. Review Schedule, duty roster. Expectations. Latecomers, early departures. No electronics. Theme & Activities planned.	
CAMP SETUP	1 st Aid Kit, names on tents, construct camp aids, garbage bag, dig garbage pit, etc..	
ADVANCEMENT	Seek out those who need advancement. Cooking, Camping, fire preparation, etc.. Assign senior scouts to help.	

