

Troop 214

Outdoor Planning Checklist

Event Name: _____ Location: _____

Depart: _____ Return: _____

Scout-in-Charge: _____ Adult Coordinator: _____

check off each item as it is completed. Ask Scoutmaster or Adult in Charge for assistance.

Pre-trip Planning – (4 to 6 months prior)

- Tour Plan (3- 4 weeks prior) _____
- Reservations completed _____
- Estimated Expenses: _____
- Other: _____

Safety

- Adult in Charge: _____
- Backup in Charge: _____
- First-Aid Kit carrier: _____
- First Aid certified: _____
- CPR certified: _____
- Swim Safety completed by: _____
- Safety Afloat completed by: _____
- Medical forms collected _____
- Insurance forms ready _____

Transportation

- Drivers identified _____
- Names: _____
- Distance: _____
- Depart time: _____
- Arrive: _____
- Return time: _____
- Arrive: _____
- Will a rest stop be needed?
- Permission Slip distributed ____
- Nearest town: _____
- Nearest medical facility: _____
- Police number: _____
- Emergency number: _____
- Other: _____
- Maps and Directions copied: _____
- Person hauling trailer: _____
- Other: _____

Equipment

- Gear Needed for Program: _____
- First Aid Kit ready (Inventory) _____
- Patrol boxes organized _____

- o Tents ready _____
- o Extra fuel ready _____
- o Menu planned (Sample) _____
- o Food purchased (Sample) _____
- o Special personal gear required _____

Program

- o Patrol in Charge: _____
- o Scout program agenda reviewed _____
- o Backup activities ready _____
- o List of Scouts Attending _____
- o List of Adults attending _____
- o Adult duty roster completed (Sample) _____
- o Adults informed of program agenda _____
- o Campout agenda (Sample) _____
- o Prepare locations and gear for activities _____
- o Solicit volunteers for activity leaders _____
- o Monitor participation and success of activities _____

Pre-trip Responsibilities

- o Attendance turned in _____
- o Patrol menu completed (Sample) _____
- o Food purchased (Sample) _____
- o Patrol tents dry and ready _____
- o Patrol box ready (Sample) _____
- o Patrol skits/songs ready for campfire (Samples) _____

Departure and Set-Up Responsibilities

- o Turn in payments and permissions _____
- o Ensure your patrolmates have rides _____
- o Review campout program with patrol _____
- o Choose patrol campsite _____
- o Lead patrol in setting up camp _____
- o Lead patrol in active participation _____
- o Chaplain identified and ready _____
- o Bugler identified and ready _____
- o First Aid Kit ready (Inventory) _____
- o Agenda reviewed with adult _____
- o Other: _____
- o Take Attendance _____
- o Distribute Maps and directions _____
- o Patrol boxes, food, tents loaded _____
- o Troop gear loaded (rope bag, special needs) _____
- o Scouts in uniform (Class A or Class B) _____

Post-trip Responsibilities

- o Assign tent drying to scouts
- o Assign patrol box cleaning to a scout
- o Turn in outing feedback to Scout-in-Charge
- o Inform Quartermaster of equipment needs