

## Troop 494 Outing Checklist

| Done | Ahead of Outing          | Responsible Person | Explanation   |
|------|--------------------------|--------------------|---|
|      | 6 months ahead*          | Outing Coordinator | 1) Check with person who suggested the outing location for ideas of which exact campsite, activities, number of days etc. Consider any holidays, school activities, for possible conflicts.   |
|      | 6 months ahead           | Outing Coordinator | 2) Reserve campsites – enough for 30-35 people  |
|      | 6 months ahead           | Committee Chair    | 3) Committee Chair should remind parents of any issues they can prepare for - new bikes may be needed, hiking backpacks may be needed, etc.   |
|      | 1 month ahead            | Outing Coordinator | 4) Post sign-up sheet(s) for scouts and drivers – allow signees to delete their own records. Include # of seats, # of bikes, etc.   |
|      | 1 month ahead            | SM and ASMs        | 5) Make sure that provisions are in place to check equipment, such as bikes ahead of time: prelim test ride, etc.   |
|      | Two weeks ahead          | SPL & PLC          | 6) PLC discussion of outing. Any special issues should be identified as well as planning by the boys as to what they wish to do specifically.   |
|      | Two weeks ahead          | Outing Coordinator | 7) Optional: may attend PLC to hear the above discuss, ask questions, provide answers etc. Otherwise needs to obtain info from this meeting.  |
|      | Two weeks ahead          | Committee Chair    | 8) Committee Chair at parents meeting – discussion of outing including special equipment or clothing needed, sign-up of drivers, etc.   |
|      | Last two weeks           | SM and ASMs        | 9) If water outing, make sure that water supervision will be available (enough supervision, trained leaders in water safety) Make sure the any needed safety equipment is available.  |
|      | Last two weeks           | Scout              | 10) Scout duties:<br>a) monitor the scout sign-ups and make temporary trip only patrol reassignment for cooking purposes<br>b) keep the PLs informed so they will know how many to buy for<br>c) (On an outing, not everyone goes, so some rearrangement of duties for Instructors and Troop Guides may be needed to be made by scout in charge/SPL.) make sure that any scouts cooking with a new method – understand instructions – supervise maybe should be Instructor or Troop Guide. Any other troop guide responsibilities too.<br>d) oversee the leave no trace inspection with SPL |
|      | Last two weeks           | Outing Coordinator | 11) Keep in touch with High Adventure Assistant Scout Masters (Mark Fisher and Ivan Humpreys) about their plans - if any for the outing.  |
|      | Last week                | SM and ASMs        | 12) Make sure that scout equipment is being transported by Quartermaster or other   |
|      | Last two weeks or before | Outing Coordinator | 13) fax tour permit to the SCCC office.**<br>a) Needs to be signed by Ed and an Assistant Scout Master<br>b) Needs to be accompanied by copy of groups insurance list – unless they accept that we have this on file with them.   |
|      | Last week or so          | SPL                | 14) Scouts will plan their food at the last scout meeting – make sure any last minute items are communicated to them and parents  |

\*Most critical for popular places such as Angel Island, and popular times such as summer. Some outings demand even much longer lead times, (submarine stay, and Philmont).

\*\*Tour Permit in Parent Handbook and on the SCCC website: [http://www.sccc-scouting.org/sccc/resources/forms/local\\_tour.pdf](http://www.sccc-scouting.org/sccc/resources/forms/local_tour.pdf)

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| Last week or so | Outing Coordinator     | 15) Determine if enough drivers have signed up –( if not let Committee Chairman know, beat the bushes.)<br>Enough adults during the outing and with the right mix of equipment, skills, etc.? (Enough adults biking with the boys, enough drivers with bike racks, enough drivers to act as SAG for a bike trip, enough trained supervisors for water outing?<br>a) Do a preliminary check of who can ride/ is planning to ride with whom (this will probably change at the last minute)<br>b) Keep in touch with SM or ASM in charge of the trip with this info. |
| Last week or so | Adult Food Coordinator | Needs to be in the loop about who is going – what food is needed.   |
| Last week or so | All                    | 15) Other issues: weather etc. is fallback needed?  |
| Day of Outing   | Outing Coordinator     | 14) Bring maps to any and all locations for the outing (camp location, activity location etc.)  |
| At campsite     | Outing Coordinator     | Show the approved tour permit to the ranger or ther   |