

## Troop Activity Leader's Checklist

\*\*\*Start Planning Early\*\*\*

### Attend two Committee Meetings prior to the event:

- First Meeting - Outline the general plan for the event to Committee Members.
- Second Meeting - Go over plans in more detail for the event.

### Review Troop Files: (This information is in the file in the Adult Leader room.)

- Points of Contact
- Lessons Learned

### Make reservations: (Numbers of Scouts and Adults)

- Campsite/ Lodging
- Special Activities! Events (tours, rides, shows, etc.)
- Meals

### Tour Plans:

- Less than 500 miles - Local Permit, Submit request to Council two weeks prior to event.
- More than 500 miles - National Permit, Submit request to Council a month prior to event.

### Information Flyer: (Available at Troop meetings two to three weeks prior to the event, announce one month ahead.)

- Stuff mail boxes with flyers including the following information.
- Location of Event - Include phone numbers or other emergency contact method.
- Schedule - Where and When (itinerary), are Scouts returned to Scout Hut or delivered home?
- Costs - How much, When, and How Paid (Trips over 50 miles, drivers are paid actual gas costs, or \$.20 per mile for very long trips.)
- Activities - List the planned activities.
- Requirements - List any special (out of ordinary) equipment or clothing needed.
- Home Point of contact - This person at home is in contact with the group and call act as an information source or can contact the group in an emergency.

### Financial Records:

- Keep a current record of expenses, fees collected, and transactions with Troop Treasurer.

**Planning Activities:**

- Quarters- Tents, lodging, etc.
- Menus & Food - By Patrols or Troop, remember cracker barrels and Jurassic Patrol.
- Transportation - People and gear, including patrol boxes and any special equipment.
- Maps and Directions - Adequate maps & directions for each driver, "Rally Plan" for lost drivers
- SPL assigned - Coordinate with Scoutmaster.
- Chaplain's Aide - Notify. Schedule Chapel services. SM / SPL assign substitute if needed.
- Patrol Planning - Duty rosters (written), menus, food, tenting, special tasks or equipment
- Adult Supervision - Need to cover activities. " Two Deep Policy" ( At least 4 if remote or high adventure)

**One week prior: (or last meeting before event)**

- Medical / Permission Forms - Check for accuracy and medication requirements.
- Dues & Event Fees - Check for currency, are Scouts paid up? Payments are due at Troop Meeting. (Make provisions for collecting on day of departure if required.)
- Patrol Boxes - Double check for completeness and cleanliness.
- Coleman Fuel - Check supply and for extra stove tank.
- Do Not Forget the Jurassic Patrol!

**Day Prior and / or Day of Departure:**

- Transportation Plan: - Assign riders to vehicles. Review and secure equipment transportation.

**Pack and Take:**

**Responsible Person(s):**

- |   |  |
|---|--|
| <input type="checkbox"/> Tour Permit (returned from Council)    | Activity Leader                        |
| <input type="checkbox"/> Reservation Paperwork                  | Activity Leader                        |
| <input type="checkbox"/> Medical / Permission Forms             | Activity Leader                        |
| <input type="checkbox"/> First Aid Kit                          | Activity Leader                        |
| <input type="checkbox"/> Medicines and Instructions             | Each Scout / Parents / Activity Leader |
| <input type="checkbox"/> Patrol Boxes (with keys, Duty Rosters) | Patrol Leaders                         |

- |                          |                         |                    |
|--------------------------|-------------------------|--------------------|
| <input type="checkbox"/> | Food                    | Patrol Leaders     |
| <input type="checkbox"/> | Water Jugs              | Patrol Leaders     |
| <input type="checkbox"/> | Lanterns                | Patrol Leaders     |
| <input type="checkbox"/> | Stoves                  | Patrol Leaders     |
| <input type="checkbox"/> | Coleman Fuel            | Activity Leader    |
| <input type="checkbox"/> | Troop & Patrol Flags    | SPL/Patrol Leaders |
| <input type="checkbox"/> | Special Event Equipment | SPL/Patrol Leaders |

Re-check Dues and Fees Paid. (Collect if not paid.)

Do not forget the Jurassic Patrol!

**Day of Return:**

See that Patrol and Troop Equipment is cleaned, stored, and returned.

**After Returning:**

Inspect equipment - for cleanliness, needed repairs, proper storage (dry items if wet). Report discrepancies to Quartermaster and adult Equipment Manager.

See that every Scout is picked up by a parent or is delivered home (with supervision)

Document Trip / Activity:

Camping Nights (Scouts and Adults) - Report to Scoutmaster and/or Advancement Coordinator.

Summary Report - Any Records / information for Troop files and Historian. Place an Event Report in the file in the Leaders room with lessons learned and ideas for the next similar event.

Financial Report - Settle with Troop, Scouts, and drivers. Review with Treasurer.

Review Trip - At next Committee Meeting, Maybe at PLC. Address lesson learned. Write-up for web page!