

Outdoor Activity Coordinator Planning Guide

Troop 339

This guide has been prepared to provide a relatively complete, chronological reference for adults who are planning troop activities.

Note: Many activities need not consider all the steps.

3 to 6+ months prior to the activity

Check community and school calendars to ensure activity dates don't conflict with major community activities or educational programs (graduation, band concerts, trips, etc.). If a serious conflict exists, consider rescheduling the activity. Normally, the troop activity calendar has considered this and attempted to schedule around known conflicts.

Determine if any reservations (campground, travel, etc.) are required for the activity. Make reservations if needed.

Note: Pay attention to any group size restrictions.

Note: Troop 339 usually reserves space for 25 - 30 scouts and 4-5 adults.

Determine if any additional permits other than the **BSA LOCAL TOUR PERMIT (Required)** are needed, and if so, apply for, and obtain as quickly as possible.

Note: These could include Wilderness Areas, U. S. Forestry Fire Permit, etc.

Attend troop committee meeting or troop meeting and request troop check from the Troop Treasurer for any reservation or permit fees.

Send activity information to the troop webmaster to update the troop's activity calendar, this information is just top level, such as a description of the activity, location, estimated costs, etc...

Determine if any special equipment is needed for the activity, find out who can supply the equipment and what the lead time is to get this equipment. If necessary, reserve the necessary equipment.

Attend troop committee meeting or troop meeting and obtain Scoutmaster approval for the activity.

Attend troop committee meeting or troop meeting and obtain Committee approval for the activity.

Read "Guide to Safe Scouting". (Available online @ www.scouting.org)

2 months prior to activity

Make announcement at the troop meeting about activity, have signup sheet (signup_sheet.doc) available, which should include participant's names whether individual is scout or adult and a column for adults who can/will drive scouts to and from the activity.

If activity involves High Adventure, make sure a properly trained trip leader is signed up for activity, if not, recruit one.

(Note: Troop 339 policy prohibits non-registered, untrained adults from leading High Adventure troop activities).

Make final arrangements/payments for obtaining any special equipment needed for activity.

Confirm all reservations

Consider a pre-planning trip if route or activity area is unfamiliar or new.

Work with the Patrol Leader's Council to develop an activity program / schedule.

1 month prior to activity

In conjunction with assigned scout trip leader, finalize itinerary, meeting place, times, return time/date, transportation logistics, and costs. Send details to troop webmaster.

If activity involves hiking/backpacking, have trip leader do a detailed route plan that includes identifying trails to be used, elevation changes, water sources, and prominent landmarks. Make sure time on trail matches planned itinerary.

Create emergency evacuation plan with scout trip leader. Find and record point of contact for activity area (park ranger or sheriff) and Emergency Contact Person. Record on the Activity Emergency Contact Sheet

Review outing checklist and permission slip with trip leader, modify as necessary, send to webmaster for downloads.

Fill-out and submit Local Tour Permit to Council. **(Required)**
Use Troop 339 Driver's Information List (drivers_list.doc) to comply with driver's listing / insurance requirements.

Fill-out and submit National Tour Permit to Council. **(May be required)**

Make sure all other permits and reservations are obtained or will be shortly.

Have individual patrols plan meals for activity. Review proposed menus with Patrol Leader's Council input, ensure menus are appropriate for activity, especially if individual patrols are responsible for meals.

Assign activity program responsibilities to individual patrols at the Patrol Leader's Council (PLC).

2 weeks prior to activity

Make a master roster list of participants (activity_roster.doc). Have space for fees, permission slips, special documentation (such as shooting release), and actual attendance.

Submit a complete list of scouts and adults that will be participating in the activity to the Troop Medical Forms Coordinator so that he/she can insure that the Troop Medical Binder is complete and up to date.

Note: All adults going on the activity should have at the least a Class 1 medical form filled out

Hold meeting for all adult participants to discuss logistics and transportation.

Note: It is especially important to identify all those adults who are providing transportation for scouts to and from the activity.

Assign drivers to transport troop and personal equipment.

Hand out permission slips and personal gear checklist to scouts and adults.

Assign Grubmasters from each patrol to buy food. Notify boy's parent/guardian personally by phone of boy's responsibility. Send assigned Grubmasters home with troop supplied food boxes and ice chests.

Assign boys from "New Scout Patrols" to eat and sleep with established patrols.

Ensure troop adult Quartermaster has adequate supply of consumable items available for activity / outing.

1 full week prior to activity

Final submission for all paperwork and fees from activity participants.

Note: This week is the deadline to be able to sign up for participation in the activity.

Make maps and printed directions for drivers for transportation to and from activity.

Perform gear inspection (pack check), with scout trip leader, if warranted.

Verify and update as necessary all cell phone numbers of individuals on the Driver's Information List all drivers who are transporting scouts to and from the activity. Contact all drivers to ensure they are still intending to transport to/from on this activity, know how to get to starting point, know not to stop alone with boys, and meet all driver qualification requirements.

Contact and document the individual on the "Safety Telephone List" who will be acting as the "Emergency Contact Person" in town for the duration of the activity.

Patrol leaders submit equipment lists to troop quartermaster.

Meeting Prior to Activity

Finalize activity roster with names, addresses, and telephone numbers of all scouts and adults participating in the activity.

Make and deliver four (4) copies of roster to the following people:

- 1 for the Scoutmaster

- 1 for Troop Senior Patrol Leader or his designate

- 1 for Hometown Emergency Contact Person

- 1 for Adult Trip Leader's use during the trip (later given to the Troop Advancement Chairman for advancement purposes.)

Quartermaster issues equipment to patrol leaders.

Load and secure required equipment for the activity into troop trailer.

Beginning of activity

Use final roster to check-off participant's attendance. Make sure all required paperwork for each scout and adult is available and complete.

Make sure all participants (scouts and adults) are adequately prepared for the activity, both physically and materially.

Note: If an individual is not prepared for the activity, do not compromise the individual's or group's safety by allowing them to go on the trip.

Make sure drivers have a list for all passengers traveling in their vehicles.

Pass out a copy of the Driver's Information Sheet to every driver driving to and from the activity.

Pass out a copy of the activity map and written directions to every driver.

Make sure the troop's first aid kit is on trip.

End of activity

Ensure that each diver has a map and directions for the return trip home.

Make sure drivers have a phone list with the scout's parents' home and cell phone numbers to arrange for the scout's pickup at the return point.

After activity

Contact Troop Advancement Chairman before the next meeting with a list of awards and patches earned during the activity so that they will be available for presentation at the next troop meeting.

Complete and ensure accuracy of the Activity Finance Form.
(activity_finance.doc)

Next Troop / PLC Meeting

Submit Local Tour Permit, final roster of attendees, and all completed blue merit badge cards to Troop Advancement Chairman for awards and patches earned during the activity.

(Note: This is necessary for each participating scout's advancement in rank)

Submit Activity Finance Form, to Troop Treasurer for troop financial bookkeeping.

(Note: This is necessary next year's troop budgeting process)

Return Troop Medical Information Binder to the troop travel box.

(Note: This is necessary next activity)

Pass out rank awards, merit badges, and patches at the next meeting.

Discuss with PLC any changes that would improve this or future activities.

Required Paperwork Worksheet

- () Local Tour Permit (BSA Form 3446C)
 - Completely filled out by activity planner, submitted and approved by Baltimore Area Council Representative
 - (BAC approved copy is kept in Activity Planning Binder)

- () Driver's Information Sheet (Local Troop 339 "Driver's Information Sheet")
 - (Kept in Activity Planning Binder)

- () Permission Slip for each participating scout.
 - (Kept in Activity Planning Binder)
 - _____ forms for _____ Scouts

- () Medical Form for each participant (Scouts and Adults).
 - (Kept in Troop Medical Information Binder)
 - _____ forms for _____ participants

- () OTC medicine form for each attending scout.
 - (Kept in Troop Medical Information Binder)
 - _____ forms for _____ scouts

- () Prescription Medicine form for each scout needing one.
 - (Kept in Troop Medical Information Binder)
 - (Form filled out completely and signed by parents/guardians)
 - (Prescription medicines will be in their original containers with proper labeling)
 - _____ forms for _____ Scouts

Activity Emergency Contacts List

() Ensure there is at least one cell phone available for emergency use.

1. Name: _____
Telephone Number: Cell (____) _____ - _____

2. Name: _____
Telephone Number: Cell (____) _____ - _____

() Emergency Contact Person in Hometown Area

Name: _____
Telephone Number: Home (____) _____ - _____
Telephone Number: Cell (____) _____ - _____
Telephone Number: Other (____) _____ - _____

() Nearest Medical Facility to activity / Directions

Name: _____
Address: _____
City / State: _____
Telephone Number: (____) _____ - _____
Telephone Number: (____) _____ - _____

() Ranger / Police / Sheriff Contact near the activity

Name: _____
Address: _____
City / State: _____
Telephone Number: (____) _____ - _____
Telephone Number: (____) _____ - _____

() Qualified First-Aid Provider at activity

Name: _____

Safety Worksheet

- () What are the Safety Requirements for this activity?
Ref: "Guide To Safe Scouting"

- () Find out and document the name and address of the nearest medical facility to the activity on the Safety Telephone List.
(Activity Emergency Contacts List)

- () Appoint and document the name, address and phone numbers of an adult that will act as an Emergency Contact Person that will be available and accessible in town during the duration of the activity.
(Activity Emergency Contacts List)

- () Document the name, address and phone numbers of a Park Ranger, Policeman or Sheriff that will be available and accessible in the activity area.
(Activity Emergency Contacts List)

- ()

Equipment Worksheet

() Number of Patrol Boxes Needed

1. Check with Troop Quartermaster to ensure all patrol boxes are clean and complete.

Meal / Duty Roster Planning Worksheet

General

Meal Planning is described in the Boy Scout Handbook pages 100-122

All scout patrols will use the same food menu for the entire weekend to minimize costs

Each patrol will plan 1 or 2 meals

Menu planning should be done 3 - 4 weeks before the activity

Menus will be approved by members of the PLC

How many meals are required?

	Scouts	Adults	Bkfast	Lunch	Dinner	CB
Fri Dinner	_____	+ _____	=		_____	
Fri Crackerbarrel	_____	+ _____	=			_____
Sat Breakfast	_____	+ _____	=	_____		
Sat Lunch	_____	+ _____	=	_____		
Sat Dinner	_____	+ _____	=		_____	
Sat Crackerbarrel	_____	+ _____	=			_____
Sun Breakfast	_____	+ _____	=	_____		
Sun Lunch	_____	+ _____	=	_____		

Totals

Note: Use these totals on the Budget Worksheet

() Ensure each participating patrol has a filled out Patrol Duty Roster for the activity.

() Assign a Grubmaster for each patrol.

Iron Eagles _____

Moose _____

Stags _____

Vipers _____

() Provide a shopping list for each grubmaster.

() Ensure adequate supply of Troop supplied consumables.

() What special cooking equipment is needed?

() How will food be safely transported?

Transportation Worksheet

- () Validate how many scouts and adults will be going on the activity

How many people will be attending the activity?

	Scouts	Adults
Fri	_____	_____
Late Arrivals	_____	_____
Sat	_____	_____
Late Arrivals	_____	_____
Early Depart	_____	_____
Sun	_____	_____
Early Depart	_____	_____

- () Map to and from activity

Note: Name, address, and telephone number of the location of the activity should be on the map

- () Written directions to and from activity

Note: Include mileage markers, familiar landmarks, and any other items that will help drivers

- () Ensure all drivers transporting scouts and equipment to and from the activity are annotated on the **DRIVER'S INFORMATION SHEET**

() Assignment to transport vehicles - *Going To Activity*

Driver: _____ Scout 1 _____
Scout 2 _____
Scout 3 _____
Scout 4 _____
Scout 5 _____
Scout 6 _____

Driver: _____ Scout 1 _____
Scout 2 _____
Scout 3 _____
Scout 4 _____
Scout 5 _____
Scout 6 _____

Driver: _____ Scout 1 _____
Scout 2 _____
Scout 3 _____
Scout 4 _____
Scout 5 _____
Scout 6 _____

Driver: _____ Scout 1 _____
Scout 2 _____
Scout 3 _____
Scout 4 _____
Scout 5 _____
Scout 6 _____

Driver: _____ Scout 1 _____
Scout 2 _____
Scout 3 _____
Scout 4 _____
Scout 5 _____
Scout 6 _____

() Assignment to transport vehicles - *Coming Home From Activity*

Driver: _____ Scout 1 _____
Scout 2 _____
Scout 3 _____
Scout 4 _____
Scout 5 _____
Scout 6 _____

Driver: _____ Scout 1 _____
Scout 2 _____
Scout 3 _____
Scout 4 _____
Scout 5 _____
Scout 6 _____

Driver: _____ Scout 1 _____
Scout 2 _____
Scout 3 _____
Scout 4 _____
Scout 5 _____
Scout 6 _____

Driver: _____ Scout 1 _____
Scout 2 _____
Scout 3 _____
Scout 4 _____
Scout 5 _____
Scout 6 _____

Driver: _____ Scout 1 _____
Scout 2 _____
Scout 3 _____
Scout 4 _____
Scout 5 _____
Scout 6 _____

Budget Worksheet

() Camping Fee

How many people will be attending the activity?

	Scouts	Adults		Fee	=	
Fri	_____	_____	X	_____	=	_____
Sat	_____	_____	X	_____	=	_____
Sun	_____	_____	X	_____	=	_____
				Total		_____ (A)

() Food Costs

Total Number of Breakfasts _____ X \$ 2.00 = _____

Total Number of Lunches _____ X \$ 3.00 = _____

Total Number of Dinners _____ X \$ 4.00 = _____

Total Number of Snacks _____ X \$ 1.00 = _____

Total _____ (A)

() Equipment Rentals

Equipment _____ X \$ _____ X Participants = _____

Equipment _____ X \$ _____ X Participants = _____

Equipment _____ X \$ _____ X Participants = _____

Equipment _____ X \$ _____ X Participants = _____

Total _____ (B)

() Activity Fees

Activity Fee X \$ _____ X Participants = _____

Total _____ (C)

() Transportation Costs

	Miles (to)	_____	
plus	Miles (from)	+ _____	
times	drivers	X _____	
times	mileage rate	X .25	
divided by	scouts	-:- _____	
	Total	_____	(D)

Book Tabs

Planning Guide
Time Line

Tour Permits
Driver's List

Permission Slips

Master Roster
Payment Sheet

Budget
Worksheet

Program
Worksheet

Food / Menu
Worksheet

Map / Directions
Worksheet

Required Equipment
Worksheet

Drivers/Transportation
Worksheet