

Troop 465 Campout Master Organizational Check-Off List

The following are all of the steps involved in planning and organizing a Troop campout/event. The specific tasks below should be undertaken by the listed personnel. It is contemplated that the planning and organizing will be accomplished through the combined efforts of many Troop members. However, the primary responsibility for the success of a specific event will rely mostly upon the efforts of the Lead Scout, with the willing assistance and guidance of the Lead Adult. The Troop Committee should oversee the planning and organizational efforts undertaken by them and assist as needed. Remember that the role of the Committee is not to dictate (except where health and safety issues may arise), but instead to mentor, guide and assist with those things that the Scout cannot do on his own. Additionally, the Committee should use its oversight authority to ensure that the Troop's outdoor program provides sufficient advancement opportunities for all members of the Troop.

The persons involved in the planning and execution of any campout or event are as follows:

Outdoor Chair – The Outdoor Chair is a member of the Troop Committee who works with the Lead Adults and Lead Scouts as they plan and organize the Troop's campouts and other outdoor events. Before any planning starts, he ensures that all campouts/events on the Troop's calendar have assigned Lead Adults and Lead Scouts, and he confirms with these individuals that they are willing and able to serve in these roles for the specific event. Thereafter, the Outdoor Chair serves these two individuals by finding and reserving camping sites at the requested desired locations, arranging for payment of deposits and assisting with transportation needs for Scouts and adult leaders. His role is to be generally available to help with whatever he is requested to do by the Lead Adult and Lead Scout.

Lead Adult – The Lead Adult works with the Lead Scout in developing and planning a specific campout or event. Lead Adults are generally the SM, ASMs or Committee Members who agree to be in charge of specific campouts and events. The Lead Adult is responsible for working with the Lead Scout to develop and plan an event that will be enjoyable for the Scouts and that will also provide opportunities for further advancement and skill development. He is also responsible for recruiting other adult leaders to attend, provide transportation, serve as a Grubmaster for the adults on the trip, and supervise the Scouts during the campout/event. The Lead Adult must be a registered leader or have another registered leader with him on the trip.

Lead Scout - The Lead Scout will be in charge of the event, under the authority of the SPL. The Lead Scout should regularly review his progress with the SPL, and he should accept the feedback from the SPL/SM and others as he receives it. "Feedback" is a gift! The Lead Scout should use that gift to refine and improve his plan for the campout or event in question. He must also remember that "Proper Planning Prevents Poor Performance." Plan, Plan, and Plan! Finally, the Lead Scout must also plan for the unexpected. As Baden Powell would say, "Be Prepared" for whatever might happen – weather, injuries, etc. The Lead Scout should keep all of these aspects in mind when planning and organizing a campout or other event, and the Troop Committee through the Outdoor Chair should ensure that the Lead Scout is planning the specific campout/event in accordance with the foregoing principles.

ACTIVITY: _____

DATE: _____

Within 30 days after approval of Annual Troop Calendar by Troop Committee

- _____ **Outdoor Chair** notifies and confirms acceptance of assignments by **Lead Adult** and **Lead Scout**.
- _____ **Lead Scout**, with guidance from **Lead Adult**, **SPL** and **SM**, develops theme/subject and list of possible activities for event.
- _____ **Lead Adult** confirms with **Outdoor Chair** on need for reservations or other permission(s) for planned location of campout/event and both calendar deadline for payment of deposits.
- _____ **Outdoor Chair** makes reservations or obtains appropriate permissions in writing for planned location (or calendars deadline for doing so as appropriate).

150 days Prior to Event (Date: _____)

- _____ **Outdoor Chair** notifies **Lead Scout** and **Lead Adult** of required fees/costs for location and any special transportation requirements.
- _____ **SPL** assigns dates for **Lead Scout's** presentations to PLC and Troop meeting.
- _____ **Lead Scout**, with guidance from **Lead Adult**, prepares preliminary cost estimate for campout/event and provides same to **SPL**, **SM** and **Outdoor Chair**.

120 days Prior to Event (Date: _____)

- _____ **Outdoor Chair** provides report to Troop Committee on plans for the upcoming event, details needing approval, funding requests, etc.
- _____ **Lead Scout** presents a report to PLC on his event, with details on time & date, location, theme/subject, etc. Requests assistance from **SPL** and **Lead Adult** as needed. PLC approves, suggests changes, provides guidance, etc.
- _____ **Lead Scout** makes 1st presentation at Troop meeting on the event, with basic details, cost, advancement opportunities, etc. (with emphasis on "Why you (a Scout) should attend this event")
- _____ **Lead Scout** requests initial sign-ups from Scouts interested in attending event and maintains roster until event completed; reminds Scouts needing scholarships to have their parents speak to Troop Committee.
- _____ **Lead Adult** requests initial sign-ups from adult leaders and maintains roster until event completed.

90 days Prior to Event (Date: _____)

- _____ **Lead Scout** provides **Lead Adult** with 1st status report on event - expected attendance, theme/subject development, scheduled activities, advancement opportunities and any special needs for event.
- _____ **Lead Adult** provides report to **Outdoor Chair** on event status and works to resolve any issues with location, transportation and need for additional adult leaders, if required; also provides information on expected attendance and advancement opportunities to be made available during event and method for accomplishing same.
- _____ **Outdoor Chair** provides Troop Committee with update on event, list of adults scheduled to attend, expected Scout attendance, scheduled activities, advancement opportunities to be made available during event and method for accomplishing same.
- _____ **Lead Scout** makes 2nd presentation at Troop meeting on the event, with basic details, cost, advancement opportunities, etc. (with emphasis on "Why you (a Scout) should attend this event").

60 days Prior to Event (Date: _____)

- _____ **Lead Scout** provides **Lead Adult** with 2nd status report on event - expected attendance, theme/subject development, scheduled activities, advancement opportunities and any special needs for event.
- _____ **Lead Adult** continues to provide **Outdoor Chair** with updates on event status and works to resolve any issues with location, transportation and need for additional adult leaders, if required; provides updated information on expected attendance.
- _____ **Outdoor Chair** provides Troop Committee with update on event, list of adults scheduled to attend, expected Scout attendance, scheduled activities, advancement opportunities to be made available during event and method for accomplishing same.
- _____ **Lead Scout** makes 3rd presentation at Troop meeting on the event, with basic details, cost, advancement opportunities, etc. (with emphasis on "Why you (a Scout) should attend this event").

4 Weeks Prior to Event (Date: _____)

- _____ **Lead Scout** generates form for permission slips and requests posting to troop website; hard copies printed to distribute.
- _____ Troop QM distributes camping equipment lists to all first year scouts/families.
- _____ **Lead Scout** confirms with Troop Committee that medical forms for attendees are complete.

- _____ Troop QM reviews gear requirements and confirms availability of any specialized gear required (e.g., rifle, archery, caving, rock climbing and rappelling, canoeing, biking, etc.),
- _____ Troop QM checks Troop cooking/cleaning equipment—have all items distributed for cleanup after the last event been returned?
- _____ Troop QM and Committee QM complete repairs, if any, on needed Troop gear damaged during the last event.
- _____ **Lead Scout** makes 4th presentation of event details and status at Troop meeting.
- _____ **Lead Scout** begins collecting payments for fees and turns over to Committee Treasurer.
- _____ **SPL** distributes Troop campout planning guides (**SPL** to **ASPL**, patrol leader's and menu/duty rosters to the patrol leaders). Initial planning completed; forms returned to the SPL/SM for checks and approvals.
- _____ **Lead Adult** confirms Adults attending and reviews transportation arrangements; resolve all transportation issues at Troop meeting.

3 Weeks Prior to Event (Date: _____)

- _____ SM and SPL confirm determinations on transportation requirements, adult support, older Scout support, etc. If problems, plan of attack formulated.
- _____ **Lead Scout** and **SPL** present final weekend activity hourly schedule to Troop, with copy to SM.
- _____ **Lead Scout** presents brief presentation of advancement opportunities at Troop meeting and confirms with **SM/ASMs**.
- _____ Troop QM checks status of Troop supply boxes (troop fuels, Coleman lanterns, paper, condiments, cleaning supplies, games) and Patrol chuck boxes; Patrol QMs prepare restocking lists for their needs; Troop QM works with Committee QM to acquire all needed items by following week.
- _____ Troop QM checks status of Troop First Aid kit(s) and prepares restocking list; Troop QM works with Committee QM to acquire all needed items by following week.
- _____ **Lead Adult** confirms with driving adults, if and as needed. **Lead Adult** confirms that all adults and Scouts attending have current medical forms.

2 Weeks Prior to Event (Date: _____)

- _____ **Outdoor Chair** confirms location reservations (as required).
- _____ **Lead Scout** and **SPL/SM** confirm activity hourly schedule and advancement opportunities.
- _____ PLs collect permission slips/fee money from Scouts and submit to Lead Scout.
- _____ Troop QM restocks Troop supply boxes and confirms with Patrol QMs that chuck boxes are ready.
- _____ Troop QM restocks Troop First Aid kit(s).
- _____ Troop QM completes Troop QM's check-off list.
- _____ **SM** returns approved Troop campout planning guides to SPL and Patrol Leaders. Review corrections, if any, with the SPL to discuss with the Patrol Leaders.
- _____ **Lead Scout** confirms Scouts attending.
- _____ Patrol Leaders confirm Patrol Grubmaster assignments and collect food deposits. Patrol Grubmasters/Patrol Leaders decide exactly when food will be bought and delivered.
- _____ **SPL** confirms Patrol campout/event assignments and duties (should be done at PLC prior to event).
- _____ **Lead Scout** makes final presentation of event details and status at Troop meeting.
- _____ **Lead Adult** prepares final roster of Adults attending and confirms transportation arrangements.
- _____ **Lead Adult** checks long-range weather forecast for area of activity; if any potential problems, notify **Lead Scout**, **SPL** and **SM**; resolve any safety issues and contact Scouts as needed.

1 Week Ahead of Time (Date: _____)

- _____ **Lead Scout** drafts directions sheet and makes adequate copies for all drivers (or distributes by e-mail).
- _____ **Lead Scout** establishes meal points and meeting point(s).
- _____ **Lead Scout** identifies local hospital(s) and gets directions for same.
- _____ **Lead Scout** provides emergency contact number(s) to same.

Prior Week, Mid-Week (Date: _____)

_____ **Lead Scout** and **SPL** prepare final roster of Scouts attending and checklist confirming payment, permission slips, etc.

Prior Week, Late (Date: _____)

_____ Patrol Grubmasters purchase food and pre-pack same as needed.

_____ **Lead Scout** assembles all pertinent Troop documents (permits or reservation forms, troop emergency contact numbers, all directions, all maps, etc.)

_____ Troop QM assembles all specialized equipment and loads Troop trailer at prior meeting.

_____ **SPL** confers with all Patrol Leaders and them to bring their campout planning guides; also determines if there are any "last-minute" problems.

Departure Assembly (Date: _____)

_____ Troop QM supervises packing Troop gear (using check-off list).

_____ **SPL** assigns packing coordinators for packing of personal gear in the vehicles.

_____ **Lead Scout** distributes maps and directions to all drivers; **Lead Adult** distributes cash to all drivers if reimbursing for fuel.

_____ **Lead Adult** reviews directions and any planned meal stopping points.

_____ **SPL/Lead Scout** assigns seats for travel.

_____ Before departure, **Lead Scout** and **Lead Adult** place copies of all rosters (Scout and adults) and all other documents from event into an envelope marked "Outdoor Chair", which shall be left in the Scoutmaster's office at the Scout Hut, to be used in the event of an emergency.

After the Event

_____ Pack all gear away in storage, clean and dry; distribute leftover opened food

_____ Assign Scouts to clean cookware (and if necessary, to dry dining flies/tarps)

_____ Assist Patrol Grubmasters in collecting balances owed on food costs

_____ Survey Scouts, Scoutmaster and Adult Leaders in Start/Stop/Continue debrief for event and complete Start/Stop/Continue report.

_____ **Lead Adult, Lead Scout** and **Outdoor Chair** provide copies of ALL planning checklists and reports for Outdoor Program Archive Binder, which shall be retained by Troop.

Troop 465 Outdoor Chair Campout Organizational Check-Off List

The following represents the basic "to do" list for the **Outdoor Chair's** responsibilities in helping to coordinate a typical weekend or extended Troop camping event or outing. Consistent communication with the Lead Adult is crucial to ensuring that these events provide fun, Scouting fellowship and advancement opportunities for our Troop's Scouts. By the time you begin, it's likely that the selected event/activity—what we're doing, where we're doing it, has already been scheduled on our Troop's annual calendar. Your role may also include what occurs prior to the timeline in this Check List. That will be determined by your willingness to help, along with the needs of the Troop as determined by the Committee and the Scoutmaster. Your goal as the **Outdoor Chair** is to assist the Troop Committee and Scoutmaster in providing and promoting an outdoor program for our Troop that is purpose-driven, well-planned, eagerly anticipated, well-attended and fondly-remembered by our Scouts.

ACTIVITY: _____

DATE: _____

Within 30 days after approval of Annual Troop Calendar by Troop Committee

- _____ **Outdoor Chair** notifies and confirms acceptance of assignments by Lead Adult and Lead Scout.
- _____ Lead Adult confirms with **Outdoor Chair** on need for reservations or other permission(s) for planned location of campout/event and both calendar deadline for payment of deposits.
- _____ **Outdoor Chair** makes reservations or obtains appropriate permissions in writing for planned location (or calendars deadline for doing so as appropriate).

150 days Prior to Event (Date: _____)

- _____ **Outdoor Chair** notifies Lead Scout and Lead Adult of required fees/costs for location and any special transportation requirements.
- _____ Lead Scout, with guidance from Lead Adult, prepares preliminary cost estimate for campout/event and provides same to SPL, SM and **Outdoor Chair**.

120 days Prior to Event (Date: _____)

- _____ **Outdoor Chair** provides report to Troop Committee on plans for the upcoming event, details needing approval, funding requests, etc.

90 days Prior to Event (Date: _____)

- _____ Lead Adult provides report to **Outdoor Chair** on event status and works to resolve any issues with location, transportation and need for additional adult leaders, if required; also provides information on expected attendance and advancement opportunities to be made available during event and method for accomplishing same.
- _____ **Outdoor Chair** provides Troop Committee with update on event, list of adults scheduled to attend, expected Scout attendance, scheduled activities, advancement opportunities to be made available during event and method for accomplishing same.

60 days Prior to Event (Date: _____)

- _____ Lead Adult continues to provide **Outdoor Chair** with updates on event status and works to resolve any issues with location, transportation and need for additional adult leaders, if required; provides updated information on expected attendance.
- _____ **Outdoor Chair** provides Troop Committee with update on event, list of adults scheduled to attend, expected Scout attendance, scheduled activities, advancement opportunities to be made available during event and method for accomplishing same.

2 Weeks Prior to Event (Date: _____)

_____ **Outdoor Chair** confirms location reservations (as required).

Departure Assembly (Date: _____)

_____ Before departure, Lead Scout and Lead Adult place copies of all rosters (Scout and adults) and all other documents from event into an envelope marked "**Outdoor Chair**", which shall be left in the Scoutmaster's office at the Scout Hut, to be used in the event of an emergency.

After the Event

_____ Lead Adult, Lead Scout and **Outdoor Chair** provide copies of ALL planning checklists and reports for Outdoor Program Archive Binder, which shall be retained by Troop.

Troop 465 Campout Lead Adult Check-Off List

Lead Adult – As the **Lead Adult**, you will work with the Lead Scout in developing and planning a specific campout or event that will be enjoyable for the Scouts and that will also provide opportunities for further advancement and skill development. You are also responsible for recruiting other adult leaders to attend, provide transportation, serve as a Grubmaster for the adults on the trip, and supervise the Scouts during the campout/event. The **Lead Adult** must be a registered leader or have another registered leader with him on the trip. Keep in mind that you will generally be in charge and responsible for the safety and welfare of the Scouts and other adults with you on the campout/event.

ACTIVITY: _____

DATE: _____

Within 30 days after approval of Annual Troop Calendar by Troop Committee

- _____ Outdoor Chair notifies and confirms acceptance of assignments by **Lead Adult** and Lead Scout.
- _____ Lead Scout, with guidance from **Lead Adult**, SPL and SM, develops theme/subject and list of possible activities for event.
- _____ **Lead Adult** confirms with Outdoor Chair on need for reservations or other permission(s) for planned location of campout/event and both calendar deadline for payment of deposits.

150 days Prior to Event (Date: _____)

- _____ Outdoor Chair notifies Lead Scout and **Lead Adult** of required fees/costs for location and any special transportation requirements.
- _____ Lead Scout, with guidance from **Lead Adult**, prepares preliminary cost estimate for campout/event and provides same to SPL, SM and Outdoor Chair.

120 days Prior to Event (Date: _____)

- _____ Lead Scout presents a report to PLC on his event, with details on time & date, location, theme/subject, etc. Requests assistance from SPL and **Lead Adult** as needed. PLC approves, suggests changes, provides guidance, etc.
- _____ **Lead Adult** requests initial sign-ups from adult leaders and maintains roster until event completed.

90 days Prior to Event (Date: _____)

- _____ Lead Scout provides **Lead Adult** with 1st status report on event - expected attendance, theme/subject development, scheduled activities, advancement opportunities and any special needs for event.
- _____ **Lead Adult** provides report to Outdoor Chair on event status and works to resolve any issues with location, transportation and need for additional adult leaders, if required; also provides information on expected attendance and advancement opportunities to be made available during event and method for accomplishing same.

60 days Prior to Event (Date: _____)

- _____ Lead Scout provides **Lead Adult** with 2nd status report on event - expected attendance, theme/subject development, scheduled activities, advancement opportunities and any special needs for event.
- _____ **Lead Adult** continues to provide Outdoor Chair with updates on event status and works to resolve any issues with location, transportation and need for additional adult leaders, if required; provides updated information on expected attendance.

4 Weeks Prior to Event (Date: _____)

_____ **Lead Adult** confirms Adults attending and reviews transportation arrangements; resolve all transportation issues at Troop meeting.

3 Weeks Prior to Event (Date: _____)

_____ **Lead Adult** confirms with driving adults, as needed. **Lead Adult** confirms that all adults and Scouts attending have current medical forms.

2 Weeks Ahead of Time (Date: _____)

_____ **Lead Adult** prepares final roster of Adults attending and confirms transportation arrangements.

_____ **Lead Adult** checks long-range weather forecast for area of activity; if any potential problems, notify Lead Scout, SPL and SM; resolve any safety issues and contact Scouts as needed.

Departure Assembly (Date: _____)

_____ Lead Scout distributes maps and directions to all drivers; **Lead Adult** distributes cash to all drivers if reimbursing for fuel.

_____ **Lead Adult** reviews directions and any planned meal stopping points.

_____ Before departure, Lead Scout and **Lead Adult** place copies of all rosters (Scout and adults) and all other documents from event into an envelope marked "Outdoor Chair", which shall be left in the Scoutmaster's office at the Scout Hut, to be used in the event of an emergency.

After the Event

_____ Pack all gear away in storage, clean and dry; distribute leftover opened food

_____ Assign Scouts to clean cookware (and if necessary, to dry dining flies/tarps)

_____ Assist Patrol Grubmasters in collecting balances owed on food costs

_____ **Outdoor Chair, Lead Adult** and **Lead Scout** survey Scouts, Scoutmaster and Adult Leaders in Start/Stop/Continue debrief for event and complete Start/Stop/Continue report.

_____ **Lead Adult, Lead Scout** and **Outdoor Chair** provide copies of ALL planning checklists and reports for Outdoor Program Archive Binder, which shall be retained by Troop.

Troop 465 Campout Lead Scout Check-Off List

The following represents the basic "to do" list for a typical weekend or extended Troop camping event or outing. It is assumed that certain aspects of the activity—what we're doing, where we're doing it, permission and/or reservations, deposit fees, etc., have already been long accomplished (in many cases, a year in advance!) If not, then these aspects must be completed first! As the **Lead Scout**, it will be your responsibility to develop the theme/subject for the campout. In doing so, you might want to consider what you and your fellow Scouts might want to do or accomplish on the campout/event. Are there places to hike, things to see, side trips worth including? What kinds of advancement activities can be included in the event – aquatics, cooking, orienteering, or maybe even survival skills? Planning a fun campout or event will require you to ask questions of your fellow Scouts and the adult leaders in the Troop; to investigate the campout/event location and the surrounding area; and to use your imagination! Remember—you want everyone to be excited about going and to continue talking about how much fun they had when they get to the next Troop meeting. If that happens on your event, then you can be sure that you have done an excellent job!

ACTIVITY: _____ DATE: _____

Within 30 days after approval of Annual Troop Calendar by Troop Committee

- _____ Outdoor Chair notifies and confirms acceptance of assignments by Lead Adult and **Lead Scout**.
- _____ **Lead Scout**, with guidance from Lead Adult, SPL and SM, develops theme/subject and list of possible activities for event.

150 days Prior to Event (Date: _____)

- _____ Outdoor Chair notifies **Lead Scout** and Lead Adult of required fees/costs for location and any special transportation requirements.
- _____ SPL assigns dates for **Lead Scout**'s presentations to PLC and Troop meeting.
- _____ **Lead Scout**, with guidance from Lead Adult, prepares preliminary cost estimate for campout/event and provides same to SPL, SM and Outdoor Chair.

120 days Prior to Event (Date: _____)

- _____ **Lead Scout** presents a report to PLC on his event, with details on time & date, location, theme/subject, etc. Requests assistance from SPL and Lead Adult as needed. PLC approves, suggests changes, provides guidance, etc.
- _____ **Lead Scout** makes 1st presentation at Troop meeting on the event, with basic details, cost, advancement opportunities, etc. (with emphasis on "Why you (a Scout) should attend this event")
- _____ **Lead Scout** requests initial sign-ups from Scouts interested in attending event and maintains roster until event completed; reminds Scouts needing scholarships to have their parents speak to Troop Committee.

90 days Prior to Event (Date: _____)

- _____ **Lead Scout** provides Lead Adult with 1st status report on event - expected attendance, theme/subject development, scheduled activities, advancement opportunities and any special needs for event.
- _____ **Lead Scout** makes 2nd presentation at Troop meeting on the event, with basic details, cost, advancement opportunities, etc. (with emphasis on "Why you (a Scout) should attend this event").

60 days Prior to Event (Date: _____)

- _____ **Lead Scout** provides Lead Adult with 2nd status report on event - expected attendance, theme/subject development, scheduled activities, advancement opportunities and any special needs for event.
- _____ **Lead Scout** makes 3rd presentation at Troop meeting on the event, with basic details, cost, advancement opportunities, etc. (with emphasis on "Why you (a Scout) should attend this event").

4 Weeks Prior to Event (Date: _____)

- _____ **Lead Scout** generates form for permission slips and requests posting to troop website; hard copies printed to distribute.
- _____ **Lead Scout** confirms with Troop Committee that medical forms for attendees are complete.
- _____ **Lead Scout** makes 4th presentation of event details and status at Troop meeting.
- _____ **Lead Scout** begins collecting payments for fees and turns over to Committee Treasurer.

3 Weeks Prior to Event (Date: _____)

- _____ **Lead Scout** and SPL present final weekend activity hourly schedule to Troop, with copy to SM.
- _____ **Lead Scout** presents brief presentation of advancement opportunities at Troop meeting and confirms with SM/ASMs.

2 Weeks Prior to Event (Date: _____)

- _____ **Lead Scout** and SPL/SM confirm activity hourly schedule and advancement opportunities.
- _____ PLs collect permission slips/fee money from Scouts and submit to **Lead Scout**.
- _____ **Lead Scout** confirms Scouts attending.
- _____ **Lead Scout** makes final presentation of event details and status at Troop meeting.

1 Week Ahead of Time (Date: _____)

- _____ **Lead Scout** drafts directions sheet and makes adequate copies for all drivers (or distributes by e-mail).
- _____ **Lead Scout** establishes meal points and meeting point(s).
- _____ **Lead Scout** identifies local hospital(s) and gets directions for same.
- _____ **Lead Scout** provides emergency contact number(s) to same.

Prior Week, Mid-Week (Date: _____)

- _____ **Lead Scout** and SPL prepare final roster of Scouts attending and checklist confirming payment, permission slips, etc.
- _____ Lead Adult checks long-range weather forecast for area of activity; if any potential problems, notify **Lead Scout**, SPL and SM; resolve any safety issues and contact Scouts as needed.

Prior Week, Late (Date: _____)

- _____ **Lead Scout** assembles all pertinent Troop documents (permits or reservation forms, troop emergency contact numbers, all directions, all maps, etc.)

Departure Assembly (Date: _____)

- _____ **Lead Scout** distributes maps and directions to all drivers; Lead Adult distributes cash to all drivers if reimbursing for fuel.
- _____ SPL/**Lead Scout** assigns seats for travel.
- _____ Before departure, **Lead Scout** and Lead Adult place copies of all rosters (Scout and adults) and all other documents from event into an envelope marked "Outdoor Chair", which shall be left in the Scoutmaster's office at the Scout Hut, to be used in the event of an emergency.

After the Event

- _____ Lead Adult, **Lead Scout** and Outdoor Chair provide copies of ALL planning checklists and reports for Outdoor Program Archive Binder, which shall be retained by Troop.

**BSA Troop 465
SPL Weekend Campout Planning Guide**

Date this Form was completed _____

Name of Campout/Event _____

Camp Schedule and Permission Slip Approvals Check Off List

	SPL	S/ASM
Schedule	_____	_____
Permission slip	_____	_____

Attach a copy of the camp schedule and permission slip

Status of SPL and ASPLs

List the SPL and **all** ASPLs in the Troop below (including yourself), in alphabetical order, then check off their status for this campout.

Name	Definitely Attending	Definitely NOT Attending	Undecided
1)	_____	_____	_____
2)	_____	_____	_____
3)	_____	_____	_____

Senior Patrol Leaders for this Campout

Note! - Must be listed above as Definitely Attending the Campout!

SPL/Acting SPL: _____

ASPL/Acting ASPL: _____

ASPL/Acting ASPL: _____

Adult Leaders

List the Adult Leaders in the Troop below, in alphabetical order, then check off their status for this campout.

Name	Definitely Attending	Definitely NOT Attending	Undecided
1)	_____	_____	_____
2)	_____	_____	_____
3)	_____	_____	_____
4)	_____	_____	_____
5)	_____	_____	_____
6)	_____	_____	_____
7)	_____	_____	_____
8)	_____	_____	_____
9)	_____	_____	_____
10)	_____	_____	_____

Parents

List all other Adults (i.e., Parents) attending the campout below.

1) _____	4) _____
2) _____	5) _____
3) _____	6) _____

Scouts

Conduct a preliminary survey of the Patrols to determine how many of their Scouts are definitely attending and whether or not they are short of experienced Scouts (i.e., no 1st Class Scouts attending the campout).

# Scouts Attending	Patrol Leader	Asst. Patrol Leader	Grubmaster
Eagle _____	_____	_____	_____
Cougar _____	_____	_____	_____
Scorpion _____	_____	_____	_____
Bobcat _____	_____	_____	_____
Wolf _____	_____	_____	_____
Total	_____		

Patrol Menu/Duty Roster Approvals Check-Off List (Attach a copy of each Patrol Menu and Duty Roster)

	SPL	S/ASM
Eagle	_____	_____
Cougar	_____	_____
Scorpion	_____	_____
Bobcat	_____	_____
Wolf	_____	_____

TROOP 465 CAMPFIRE PROGRAM

Place _____	Campers notified: _____	Area set up by _____
Date _____	Campfire planning meeting _____	_____
Time _____	M.C. _____	Campfire built by _____
Camp Director's approval: _____	Song leader _____	Fire put out by _____
_____	Cheerleader _____	Cleanup by _____

Spot	Title of Stunt, Song or Story	By _____	Time
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20	Closing		

THE CAMPFIRE PROGRAM PLANNER

How to use this sheet: Be sure that every feature of this campfire program upholds Scouting's highest traditions.

1. In a campfire planning meeting, fill in the top of the "Campfire Program" sheet (over)
2. On the "Campfire Program Planner" (below), list all units and individuals who will participate in the program
3. From each get and write down the name, description, and type of song, stunt or story they have planned.
4. The master-of-the-campfire organizes songs, stunts, and stories in a good sequence, considering timing, variety, smoothness, and showmanship.
5. M.C. makes out the campfire program sheet (over).
6. Copies of the program are given to all participants.

Cheer Planner	Spot

Song Planner	Spot

Campfire Program Planner			
Group or Individual	Description	Type	Spot

Troop 465 Patrol Leader's Weekend Campout Planning Guide

Patrol Name: _____ Date this Form was filled out: _____

Name of Campout: _____

Status of Patrol Scouts

List all the Scouts in your Patrol below (including yourself), in alphabetical order, then check off their status for this campout.

	Name	Attending	Definitely Attending	Definitely NOT Undecided
1)	_____	_____	_____	_____
2)	_____	_____	_____	_____
3)	_____	_____	_____	_____
4)	_____	_____	_____	_____
5)	_____	_____	_____	_____
6)	_____	_____	_____	_____
7)	_____	_____	_____	_____
8)	_____	_____	_____	_____

Double Check! Have you accounted for every single one of your Patrol's Scouts on the above List? "No" is NOT an acceptable answer! If a Scout is missing from the planning session(s), you MUST call him immediately and determine his status!

Once you have completed your Patrol Status List, inform the SPL of your results. If your Patrol is going to be short of experienced Scout help, make sure the SPL is aware of that fact. Once the SPL has discussed the campout with each Patrol Leader, he will inform you of which non-Patrol Senior Scouts and Adult Leaders will be assigned to your Patrol.

Names of non-Patrol Scouts and Adult Leaders assigned to your Patrol by the SPL:

- | | |
|----------|----------|
| 1) _____ | 4) _____ |
| 2) _____ | 5) _____ |
| 3) _____ | 6) _____ |

Patrol Leaders for this Campout - Note! - Must be Definitely Attending the Campout! If your Patrol has no experienced Scouts attending, you may use an assigned Scout as the Acting Patrol Leader.

Patrol Leader/Acting Patrol Leader: _____

Asst. Patrol Leader/Acting Asst. Patrol Leader: _____

Determine the total number of people eating with this Patrol - Add the totals for Scouts definitely attending, non-Patrol Scouts and Adult Leaders assigned.

Total Number of People eating with this Patrol: _____

Type of Campout (circle one):	Backpacking	Car-Camping	_____ Other (Specify)
Will Friday's Dinner be (circle one):	Fast-Food	In-Camp	Not Applicable
Will Saturday's Breakfast be (circle one):	In-Camp	Out-of-Camp	_____ Other (Specify)
Will Saturday's Lunch be (circle one):	In-Camp	Out-of-Camp	_____ Other (Specify)
Will Saturday's Dinner (circle one):	In-Camp	Out-of-Camp	_____ Other (Specify)
Will Sunday's Breakfast be (circle one):	Normal/Cook	Fast/No-Cook	Fast-Food
Will Sunday's Lunch be (circle one):	Fast/No-Cook	Fast-Food	Not Applicable
Other: _____	Normal/Cook	Fast/No-Cook	Fast-Food
Other: _____	Normal/Cook	Fast/No-Cook	Fast-Food

Review the above information with the menu planners before they start planning the menu. Use the Troop Menu/Duty Roster Planning Guide. When complete, give the Guide to the SPL for review. You may NOT buy food until your Menu has been approved (i.e., signed off on) by both the SPL and the SM.

Name of Patrol Grubmaster(s): _____

Junior Scout Advancement

For all Scouts below First Class who are attending this campout, list the top four OUTDOOR requirements they need to advance to their next rank. Please write out the Requirement (for example, write out "Totin' Chip" or "Useful Camp Gadget," not "2nd # 4a" or "TF # 6.")

If specialized equipment is needed (e.g., for map and compass, Totin' Chip, knots), make sure that: (A) the Scout involved is aware of what he needs to bring to the campout; and (B) the SM (or ASM in charge) is aware of what the Troop needs to bring to the campout.

All Junior Scouts attempting to advance should be encouraged to bring their Scout Handbooks on every campout

Name: _____
 Requirements: _____

Name: _____
 Requirements: _____

Name: _____
 Requirements: _____

Name: _____
 Requirements: _____

Name: _____
 Requirements: _____

Name: _____
 Requirements: _____

Name: _____
 Requirements: _____

Name: _____
 Requirements: _____

