

Troop 809 Outdoor Program Checklist

Adult Coordinator Outdoor Program Checklist

Event Name: _____

Location: _____

Depart: _____

Return: _____

Scout-in-Charge: _____

Adult Coordinator: _____

Check each item as it is completed. Ask Scoutmaster for assistance.

Pre-trip Administration

- Tour Permit
- Reservations/permits 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
- Accident forms ready

Transportation

- Drivers identified
- Names: _____
- _____
- _____
- Driver Insurance info ready
- Person hauling trailer: _____
- Other: _____

Equipment

- Gear Needed for Program: _____
- First Aid Kit ready
- Adult Patrol box organized
- Adult Tents ready
- Extra fuel ready
- Adult Menu planned
- Adult Food purchased
- Adults informed of special personal gear required

Program

- Patrol in Charge: _____
- Scout program agenda reviewed
- Backup activities ready
- Adult duty roster completed
- Adults informed of program agenda
- Adult songs and skits selected

Post-trip Administration

- Turn in notes and docs to Outdoors Coordinator
- Inform Scoutmaster of any problems

Adult Coordinator OR Scout-in-Charge Outdoor Program Checklist

These items should be handled by either the adult coordinator or scout-in-charge depending on abilities.

Pre-trip

- Distance: _____
- Depart time: _____ Arrive: _____
- Return time: _____ Arrive: _____
- Permission Slip distributed
- Make reservations
- Maps and directions copied
- Nearest town: _____
- Nearest medical facility: _____
- Police number: _____
- Emergency number: _____
- Other: _____

Post-trip

- Turn in payments to Treasurer
- Turn in attendance to Outdoors Coordinator

Scout-in-Charge Outdoor Program Checklist

Event Name: _____

Location: _____

Depart: _____

Return: _____

Scout-in-Charge: _____

Adult Coordinator: _____

Check each item as it is completed. Ask Scoutmaster for assistance or clarification.

Pre-trip Administration

- Copy Maps and directions
- Departure time: _____
- Arrival time: _____
- Return time: _____
- Arrival time: _____
- Will a rest stop be needed? _____
- Chaplain identified and ready
- Bugler identified and ready? _____
- First Aid Kit ready
- Estimated Attendance turned in to adult coordinator
- Patrol menus accepted
- Campout Agenda Planned
- Campfire Planned
- Agenda reviewed with adult
- Other: _____

Departure Responsibilities

- Take Attendance
- Distribute Maps and directions
- Patrol boxes, food, tents loaded
- Troop gear loaded (rope bag, special needs)
- Scouts in uniform

Arrival

- Tell drivers where to park
- Choose general location for patrol campsites
- Announce time for PLC meeting
- Lead PLC meeting
- Answer patrol leader questions

Program

- Post Campout agenda
- Prepare locations and gear for activities
- Solicit volunteers for activity leaders
- Monitor participation and success of activities
- Ensure campfire is ready before sunset

Post-trip Administration

- Schedule a Scoutmaster Conference
- Make notes of successes, failures, concerns

Patrol Leader Outdoor Program Checklist

Event Name: _____

Location: _____

Depart: _____

Return: _____

Scout-in-Charge: _____

Adult Coordinator: _____

Check each item as it is completed. Ask Sr. Patrol Leader or Scoutmaster for assistance or clarification.

Pre-trip Responsibilities

- Estimated Attendance turned in to Scout-in-Charge
- Patrol menu completed
- Food purchased
- Patrol tents dry and ready
- Patrol box ready
- Patrol skits/songs ready for campfire

Departure and Set-Up Responsibilities

- Turn in payments and permissions to Scout-in-Charge
- Ensure your patrol mates have rides
- Review campout program with patrol
- Choose patrol campsite
- Lead patrol in setting up camp
- Attend PLC meeting
- Lead patrol in active participation

Post-trip Responsibilities

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