

Troop 266 Campout Planning

November 2010

	6 mos	4 mos	3 mos	4 wks	3 wks	2 wks	1 wk	departur	in camp	return	1 wk post	
Adult Leader	Determine site with Scout leaders if nec, reserve	Make sure adults on campouts are or plan to be fully trained (YPT, IOLS, position)	Plan MB and advancement / adult instructors	Reserve minivans @PV-Bellaire for est # attendees (reserve as "WUUMC-T266")	Contact Transportation Chair to begin Tour Permit process (ESSENTIAL)	Get MB cards from Advncmt Chr	Obtain trailer & shed keys		Check in and pay as nec	Within program & logistical limits, try to time return for between 12:30 and 3:00pm	Verify Health & Safety checks over first aid kit & replaces items as nec	
	Initiate coord w/ Pack 266 if appropriate	Some activities may req specific adult training certs (esp water activities)		Mentor patrol in charge to produce a campout agenda that is scout-led, fun & adventure	Contact Health & Safety to make all have current med forms on file	Make sure Top Chef determines cooking contest reqs	Obtain state park pass from SM or OC		Provide mentoring supervision to scout leaders for all camp tasks.		Send receipts to treasurer for reimburse	
	Review this checklist with Patrol in charge to determine changes and additional items depending on the campout activity.						Recruit Crab volunteer for troop Friday night cracker barrel (cheese/crackers; fruit; cookies; jerky; etc)	Get BSA med forms (copies) for adults and scouts from Health & Safety	Verify all med form copies are in hand: no forms = no departure.	Crackerbarrel after set-up. Precede it with SPL campout agenda review and Chaplain's Aide philmont grace.		Complete MB cards & give to Advancmt Chair
	Meet with Outdoor Coordinator to discuss the process, review standards & answer any questions even if you have done this before.						Recruit Crab patrol menu, food & gear volunteer/s	Prepare maps to site/s incl nearest emergency med	Distribute maps to drivers			Submit campout report to Committee Chair
								Obtain & carry tax exempt cert	Verify tour permit is complete			
Scout Leaders	Determine sites w GB approval	Communicate advcmt & troop mtg prep to GB and schdl troop mtgs	Plan MB and advancement / scout instructors	Post permission & waiver form/s on website and distribute at troop meeting	Work on MB or other adv req's	Work on MB or other adv req's	Work on MB or other adv req's	Pack key items: troop flags/banner; first aid kit; popup shelters	On arrival: SPL leads survey of site for safety and assigns patrol camp areas.		QM makes sure all Patrol QMs have turned in gear and good condition verified	
	Review this checklist with Adult Leader for changes and add'l items dep on campout activity.			Put campout info on web site or update it	Produce campout agenda that is scout-led, fun & adventure		1-2 wks out, Troop QM checks out to Patrol QMs tents, stoves & gear. On Tuesday prior, pack trailer. (firewood, water jugs & ice chests go in pickup.)		Set up camp by patrols.		Shed & trailer orderly and ready for next campout	
							Prep copies or lists of all MB req's & advancement for each scout		Chaplain's Aide leads Philmont grace before all meals			
							Final communications re times, items not prepped, etc		Chaplain's Sunday chapel plan reviewed by SM			
							Up to last minute pre-departure: check weather. Print out weather.com. Advise scouts of unexpected conditions!		Campfire agenda plan reviewed with SM: patrol skits & songs			