

Planning for Troop campouts and activities is a process that (ideally) starts 6 to 9 months before the Troop embarks / departs for the event. This process is described in the planning matrix, which is the first document in the list below. Download these files to a folder on your computer, and edit them for the activity you are planning and organizing. Build the planning portfolio; collect and retain additional files as you work through the planning process. Recruit adult leaders to assist in planning portions of the campout, and for the campout, such as grubmaster for the Crab (adult) patrol. Keep the Troop 266 Assistant Scoutmaster (ASM) for Outdoor Programs apprised of your planning progress, and of any assistance needed.

**Documents for Troop 266 Campout & Activity Planning**

1. Planning matrix – Excel & PDF
2. Camp / State Park / Scout Ranch reservation (record)
3. Program, Activity, or outfitter reservation and details (record)
4. Merit Badge planning, Merit Badge counselor
5. Troop 266 webpage & email announcement template (build from #3, #4) – Word & PDF
6. Permission form – Word & PDF
7. Waiver form(s) – if required for program or activity – Word & PDF
8. Roster / spreadsheet: record name, paid, age, phone, drivers, certificates, etc. – Excel
9. Transportation & Vehicle rental - reservations
10. Troop meeting / activity planning (via SPL) – Word & PDF
11. BSA Medical forms
12. Packing list – Word & PDF
13. Campout duty roster – Word & PDF
14. BSA Tour permit – PDF & online
15. Meal planning / nutrition
16. Driver packet - PDF
17. Campout / Activity report to Troop Adult Committee – Word & PDF

**Description of Documents and Planning Steps for Troop 266 Campouts and Activities****1. Planning matrix – Excel & PDF**

This planning matrix or table lists key planning activities from 6 months before the campout to 1 week after the campout. This is your planning tool. Add information specific to the campout, such as name of activity and campsite, specific dates, and name of Patrol-in-Charge. Refer back to this planning matrix on a regular basis to identify next steps and to check that your planning is on-track to be ready for the campout on day of departure. You may find it helpful to insert key dates and tasks into a hardcopy or electronic calendar and To-Do list. Keep the Troop 266 Assistant Scoutmaster (ASM) for Outdoor Programs apprised of your planning progress, and of any assistance needed. Abbreviations:

GB = Greenbar, Scout leadership council

QM = Quartermaster

IOLS = Introduction to Outdoor Leadership Skills

SM = Scoutmaster

MB = Merit Badge

SPL = Senior Patrol Leader

OC = Outdoor Coordinator (ASM)

WUUMC = West University United Methodist Church

PV = PV Rentals (vans, truck) in Bellaire

YPT = Youth Protection Training

2. Camp / State Park / Scout Ranch reservation (record)

The Troop 266 Assistant Scoutmaster (ASM) for Outdoor Programs, i.e. the Outdoor Coordinator or OC, may already have made reservations at a State Park, Scout Reservation, or other authorized camping site. If so, the OC should provide you with the reservation information. If not, then you must confer with the OC to identify and reserve a campground suitable for the proposed program or activity. Some State Parks are quite popular, and reservations must be made months in advance, or the campground will be full. Most State Parks place a limit on the number of campers allowed at each campsite. You will need an estimate for the number of Scouts and adults who will participate in the campout. The OC and other experienced adult leaders can assist you with this.

3. Program, Activity, or outfitter reservation and details (record)

Where required, the Troop 266 Outdoor Coordinator or OC, will have already made arrangements at a Scout Reservation, or with a BSA-approved instructor or outfitter, for the proposed program or activity (e.g. climbing, canoeing, cycling, shooting, etc.). If so, the OC should provide you with the reservation information. If not, then you should confer with the OC to identify and make arrangements for the proposed program or activity. You will need an estimate for the number of Scouts and adults who will participate in the program or activity. The OC and other experienced adult leaders can assist you with this.

The Troop Scouting program is scout-led. The adult campout leader/planner (you) should have a pre-existing strong relationship with the patrol leader in charge. If not, start working on that relationship. Work with the SPL and ASPL/Camping to develop a solid campout program. The SPL and ASPL/Camping should develop the agenda, etc. Much of the responsibility for developing the program rests with the patrol-in-charge, guided by the adult patrol advisor and Senior Patrol Leader (SPL).

4. Merit Badge planning, counselor

The campout program frequently involves a BSA Merit Badge. The activities planned for the campout should be those which cannot be completed before, during, or following a regular Troop meeting. For example, reviewing First Aid procedures or learning knots to use in belaying can be done at a Troop Meeting.

On the campout planning matrix, "Communicat advcmt & troop mtg prep to GB and schdule troop mtgs" should take place approximately four months prior to the campout. This affords the Greenbar Scout leadership council time to work these activities into the plans for the regular Troop meetings. Include the Troop adult leader for advancement coordination in this process. He or she can assist you in identifying Merit Badge counselors in the BSA Golden Arrow District (GAD) who may be available to assist in training sessions at Troop meetings, and to verify completion of MB requirements during or following the campout.

5. Troop 266 webpage & email announcement template / blank (build from #3, #4)

A significant portion of the information transmitted to Scouts and parents and leaders in the Troop is done through the Troop website. Parents will be looking for the webpage on the Troop website with the campout information, including links to documents and forms. You may prepare a draft of the webpage using the Word file, and send to the Troop webmaster to post the page. Include salient details such as campout dates, location(s), activities, and links to required forms. If desired,

you can lookup additional information about the campsites and activity locations from websites such as the Texas Parks and Wildlife Department (<http://www.tpwd.state.tx.us>). You will need to prepare the campout permission form and supporting forms, as described in the following sections. Transmit files to the Troop webmaster to upload and post on the Troop website. Also draft a message for group distribution through the Troop 266 Yahoo! group email distribution, and include permission forms and waivers. Send draft message to Webmaster for vetting and publication.

#### 6. Permission form

Complete each field of the blank activity permission form.

Patrol-in-Charge is determined at the adult planning meeting following early summer Un-campout Greenbar planning meeting. Permission forms should be posted to the Troop 266 website camping page at least four (4) weeks before the campout. Permission forms should be due two Troop meetings prior to the campout; exceptions to this rule should be discussed with the OC. Costs should include program or activity fees, per-person campsite or State Park entry fees, and group meals if applicable. Costs for Scout transportation are borne by annual dues and are not included in the per-person campout cost. Confer with the OC and TC for per-person cost for adult transportation and meals. Costs for Scout meals are handled separately, by each Scout patrol grubmaster.

Prepare the itinerary for the campout using the permission form and previous campouts as a guide. The permission form, waivers, draft webpage announcement, campsite and activity reservations should be presented to the Troop Committee meeting the month prior to the campout. The Troop Committee typically meets at WU UMC on the first Wednesday of each month. The Troop Committee will review and provide feedback on the plans for the campout. Incorporate edits into final documents and transmit files to the Troop webmaster to upload and post on the Troop website. Have blank permission forms available for handout at Troop and Committee meetings. Transmit files to the Troop webmaster to upload and post on the Troop website.

#### 7. Waiver form(s) required for program or activity

Check with the outfitter, program or activity organizer, and government departments such as Texas Parks and Wildlife (TPWD) <http://www.tpwd.state.tx.us> for waiver forms that participants must complete. Include the waiver forms with the campout permission form, and have blank forms available for handout at Troop and Committee meetings. Transmit files to the Troop webmaster to upload and post on the Troop website.

#### 8. Roster / spreadsheet: record name, paid, age, phone, drivers, certificates, etc.

Example rosters are included as spreadsheet Tabs in the Excel planning matrix file.

Customize the roster for your planning needs. Record Scout and adult information as you collect completed permission slips, payment, and waiver forms. Payment goes to the Troop Treasurer.

At a minimum, you should plan to collect the following information for each Scout: Name (Last, First), payment received, completed permission slip received, and applicable waivers received. You may also find it useful to record each Scout's Patrol, and maintain a count (by Patrol) of how many Scouts are attending the campout.

You will need this same information for adults, plus their BSA ID number and training certifications. Use the BSA Tour Permit as a guide for the information you will need to collect, and the

certifications that your adult leaders must have. Youth Protection Training (YPT) is the absolute minimum training that adults must complete in order to participate in BSA activities. Resident camps in the state of Texas longer than 72 hours require each adult to have completed In-Person YPT within the past two years. Online YPT is acceptable for long term camps outside of Texas. Each BSA activity must have one adult leader trained in First Aid and one adult leader trained in CPR. Licensed medical professionals such as doctors and nurses satisfy this requirement.

Depending upon the program or activity for the campout, you will need to ensure adult leaders have completed additional BSA training, such as Climb-on-Safely for campouts or day outings involving climbing and rappelling. Refer to the BSA Guide for Safe Scouting to ensure you are familiar with its requirements. Confer with the Troop ASM for Adult Training to determine which adults hold BSA training certifications that you may need on the campout. Grubmaster duties for the Crab (adult) patrol should be separate from the role of campout organizer that you are fulfilling.

The minimum number of adult leaders needed for a campout is four. Consult the Troop SM and OC for minimum training and qualifications needed for adults who participate with our Scouts in BSA Outdoor programs. BSA rules require a minimum of 2-deep leadership. For the first 10 Scouts you must have 2 adult leaders, plus an additional adult leader for every 10 additional Scouts. You will need one driver for each vehicle; when using 7-passenger minivans you must recruit one adult for every six Scouts. Two adults are not required in every vehicle; follow BSA YPT guidelines.

Requirements for adult training are stated near the end of the Troop guidebook under "Adult Training", available online via the Troop 266 website:

[http://www.troop266.com/images/T266\\_Guidebook.doc](http://www.troop266.com/images/T266_Guidebook.doc)

"In order for an adult to participate on more than one campout or the winter or summer camps, an adult leader must complete the training listed in the Scoutmaster and Assistant Scoutmaster section. Exceptions to this policy may be approved by the Troop Committee." This means that for any adults who have signed up to attend the campout but do not satisfy the minimum training requirements, you must present their names to the Troop Committee for consideration and approval. Those adult(s) should be working diligently towards the completion of all their training requirements. The Troop Committee meets on the first Wednesday of each month; meeting dates and times are posted on the Troop website. Depending upon the campout dates, you should plan to present your adult roster at the Troop Committee on the month prior to the campout. Be prepared to also discuss program and logistics details of your campout planning, along with any needs or obstacles with which you require assistance, guidance, or feedback.

#### 9. Transportation & Vehicle rental - reservations

Transportation to and from the campout may be done with privately-owned vehicles (POVs) for some or all of the Troop transportation needs, and occasionally with rental vehicles.

POVs: Confirm with each driver that their vehicle has current registration, current state inspection, adequate automobile insurance, and is in good running condition. Each driver must have a valid driver license. Adequate automobile insurance is defined as insurance limits of at least 100/300/100 or \$100,000CSL. Adult drivers shall provide evidence to the troop (copy of policy declarations page with limits and effective policy dates). Drivers shall submit driver license, insurance information, and number of seatbelts in the POV to the Troop transportation and BSA Tour Permit coordinator. This is typically done annually in conjunction with Troop recharter in the Fall. You will need an estimate of the number of Scouts and adults, in order to figure out how many seatbelts are needed.

Rental: Where POVs lack capacity or insurance for transportation needs to and from the campout, Troop 266 uses PV Rentals in Bellaire, Texas. We also rent trucks to pull the Troop Trailer from PV Rentals, when a POV truck is not available.

Address: 5810 South Rice Avenue, Houston TX <http://www.pvrentals.com/> (713) 667-0665

Call PV Rentals to reserve 7-passenger minivans, plus one truck for the trailer. A 1/2-ton extended-cab pickup truck is usually sufficient to pull the trailer. Recruit a driver for the truck from the adult leaders. Confer with the OC for the proper ball hitch size needed to pull the trailer. You will need an estimate of the number of Scouts and adults, in order to figure out how many minivans you will need to reserve. PV does not charge a penalty for cancellations on the Thursday before the campout, so it is best to estimate high. In the week preceding the campout, after you have all permission slips submitted, review your headcount of Scouts and adults and re-verify the number of seats and vehicles needed for the campout. Do not check out vehicles that will be mostly empty for the weekend; this costs the Troop too much money.

Rental vehicles may be picked up on the Friday afternoon of the campout. The troop recommends that you do not park your personal vehicle at PV Rentals, because the side lot is locked on Sunday when you return from the campout, and does not open until the following Monday.

Rental vehicles may be returned on the Sunday afternoon following the campout; time-stamp one of the empty envelopes at the window, insert the vehicle key, and place in the drop-slot.

Note that PV Rental vehicles are not equipped with EZ Tag, and the Harris County Toll Road Authority (HCTRA) may not transfer charges from the minivan license plate (captured on Toll Road violation cameras) to your personal EZ Tag account. We recommend you avoid toll roads, but do use the HOV lane for Friday departure from WU UMC. HOV lanes are typically not active on Sunday. All toll fines and traffic or parking tickets billed to the troop by PV Rentals are the responsibility of the assigned vehicle driver. In order to provide insurance coverage under the Troop charter organization, West University United Methodist Church, requires that each driver hold a current and valid driver license issued by the State of Texas. All drivers should provide their driver license information to the Troop transportation and BSA Tour Permit coordinator.

#### 10. Troop meeting / activity planning (via SPL)

Refer to the campout planning matrix. Approximately 3 months before the campout, you should work with the SPL to "Plan MB and advancement / scout instructors". The Greenbar typically meets prior to the last Troop meeting of the month. The calendar of upcoming meetings and events can be found on the Troop website <http://www.troop266.com/home.html>. The goal is to assist the Greenbar in planning activities for the upcoming Troop meetings that prepare the Scouts for the merit badge, activity, or program scheduled for the campout. For example, if the campout activity is fishing, the Greenbar can teach first aid skills specific to fishing, such as removing hook that has lodged in your arm, or teaching the parts of several types of rods and reels.

The Troop Advancement coordinator can assist you in identifying merit badge and advancement requirements. The Troop Advancement coordinator can also assist you in finding merit badge counselors and adult leaders to assist with the preparations and lessons.

An excellent online resource in researching merit badge and advancement requirements is the BSA website <http://www.scouting.org> Advancement requirements can be found at <http://www.scouting.org/sitecore/content/Home/BoyScouts/AdvancementandAwards.aspx>

For merit badges go to the merit badge page <http://www.scouting.org/meritbadges.aspx>

Another excellent online resource is the website <http://meritbadge.org>

Approximately 1 month before the campout, you should work with the SPL and the PL of the Patrol-in-Charge to “Produce campout agenda that is scout-led, fun & adventure”. The agenda should include specific steps and materials to accomplish the broadly stated campout program or activity.

#### 11. BSA Medical forms

Every Scout and adult participating in BSA Troop 266 campouts and activities must have a current BSA medical record on file with the Troop health and safety coordinator. Medical records are typically good for one year, and do not need to be completed for each campout. Confer with the Troop health and safety coordinator to identify Scouts and adults who lack current BSA medical records, and notify them. Prior to your Friday departure to the campsite, the Troop health and safety coordinator should provide you with a portfolio containing a copy of the medical record for each Scout and adult participating in the campout. Retain these records for the weekend, and return the portfolio to the Troop health and safety coordinator following the campout.

#### 12. Packing list

A standard campout packing list is available for download from the Troop website “Camping” page: [http://www.troop266.com/images/Minimum\\_campout\\_packing\\_list\\_02-01-2010.doc](http://www.troop266.com/images/Minimum_campout_packing_list_02-01-2010.doc)

If activity participants are required or suggested to bring special equipment, you may consider drafting a campout packing list specific to the campout you are planning, include the special items at the bottom of the packing list, and forward to the Troop webmaster to post to the Campout page. Confer with OC and the webmaster for items which might require a campout-specific packing list.

#### 13. Campout duty roster

Each patrol is responsible for assigning Scouts in that patrol to standard campout duties.

A standard campout duty roster is available for download from the Troop website “Camping” page: [http://www.troop266.com/images/Patrol\\_Campout\\_and\\_Duty\\_Roster\\_1\\_.doc](http://www.troop266.com/images/Patrol_Campout_and_Duty_Roster_1_.doc)

#### 14. Meal planning / nutrition

Each patrol is responsible for assigning a Scout in that patrol as Grubmaster. The Grubmaster is **not** responsible for all meal planning, food procurement, transportation, cooking, and cleaning. The Grubmaster **is** responsible for ensuring that all of these activities, tasks, and chores are being done. The campout duty roster is a valuable tool for planning these tasks in a thorough, complete, efficient, and equitable manner.

Patrols are encouraged to eat healthy for each meal on the campout. A food pyramid menu planner form is available for download from the Troop website “Camping” page: [http://www.troop266.com/images/Food\\_Pyramid\\_menus\\_1\\_.xls](http://www.troop266.com/images/Food_Pyramid_menus_1_.xls)

#### 15. BSA Tour permit

Every BSA Troop must have an approved tour permit on file with their district prior to embarking upon the campout or activity. Troop 266 is part of the BSA Golden Arrow District (GAD), which is part of the BSA Sam Houston Area Council (SHAC). Confer with the Troop Tour Permit coordinator for required information, deadlines, and procedures. The Tour Permit coordinator will submit the

tour permit electronically, but will probably need the completed Tour Permit form that you have prepared, to have this information in one source when submitting the online application.

You should also use the BSA Tour Permit as a guide for the information you will need to collect, and the certifications that your adult leaders must have. Youth Protection Training (YPT) is the absolute minimum training that adults must complete in order to participate in BSA activities. Each BSA activity must have one adult leader trained in First Aid and one adult leader trained in CPR. Licensed medical professionals such as doctors and nurses satisfy this requirement.

Driver license information is required for each driver. Per BSA guidelines, vehicles with over 12 passengers require a Commercial Driver License. Troop 266 policy is to use 7-passenger minivans from PV Rentals.

Depending upon the program or activity for the campout, you will need to ensure that adult leaders have completed additional BSA training, such as Climb-on-Safely for campouts or day outings involving climbing and rappelling. Confer with the Troop ASM for Adult Training to determine which adults hold BSA training certifications that you may need on the campout.

#### 16. Driver packet

The driver packet includes information needed by the vehicle navigator and driver to know the route to the campsite and to any follow-on program or activity areas. Include the following minimum info:

- (1) Directions with Map from WU UMC to campsite.
- (2) Directions with Map from campsite to program or activity area, if applicable.
- (3) Return directions with Map from campsite to WU UMC.
- (4) Directions with Map from campsite to nearest emergency room facility.
- (5) Directions with Map from program or activity area to nearest emergency room facility.
- (6) Contact information for each adult participating in the campout.
- (7) Contact information for Troop adult leaders not on the campout.
- (8) Contact information for the nearest emergency room facilities.

You can use Google maps or a similar mapping application to prepare the maps. Select a scale which is legible when printed on standard 8.5x11 paper. You may also elect to include maps and information specific to the campsite or program area, such as the TPWD campsite map for the State Park at which the Troop will be camping that weekend.

You may distribute driver packets by email in advance of the Friday afternoon departure.

Also bring hardcopies for drivers and navigators who lack the required information.

#### 17. Campout / Activity report to Troop Adult Committee

The final steps after a Troop activity or campout are to:

- (1) Submit expenses for reimbursement to the Troop Treasurer, and
- (2) Prepare the campout report to the Troop Adult Committee.

Notify all adults with reimbursable expenses from the campout to submit receipts to the campout leader. Include on each receipt the adult's name, and amount to be reimbursed. Complete the expense summary and send one consolidated expense report and reimbursement request to the Troop Treasurer, listing all reimbursements from the campout.

The Troop Treasurer will arrange for reimbursement. Checks may be written and distributed by the Troop Treasurer during a Troop meeting, or given to the campout coordinator (you) for distribution, or mailed directly to the home of each reimbursee.

The final document that you will prepare is the campout report to the Troop Committee.

The Troop Committee typically meets at WU UMC on the first Wednesday of each month. Plan to submit your report and review with the Troop Committee in the first or second month following the campout.

See the list of accompanying files for a Word document to use as a template for the campout report to the Troop Committee. The Troop currently does not have an official or approved format for this report. The report does not have to be anything fancy. The report should address four basic areas:

- (1) Finances,
- (2) Program,
- (3) Attendance
- (4) Meals,
- (5) Issues & Lessons Learned.

You will see in the report that finances can take up a big chunk of the report. The Committee and the Treasurer need to know if we, as a Troop, are falling behind in our balance, and then decide what we might need to do about that (Increase annual dues to cover higher transportation costs? Increase activity fees to include State Park entry costs? etc.) Your input to this assessment is an accurate accounting of the costs incurred and reimbursed for the campout that you organized and led. This information is vital for the Troop Treasurer and Troop Committee to assess costs, and maintain the Troop finances with sufficient funds to conduct the Scouting program and activities.

For the section on Program, insert your original announcements and edit for past tense. You can spend lots of time describing the program, but the Committee is looking for basic questions and answers:

- (a) What was the purpose of the campout / activity (i.e. fishing, rock-climbing, advancement for Tenderfoots, summer camp, etc.)?
- (b) What did we do to make that program work?
- (c) What went right, what went wrong, and why?
- (d) What steps do we need to take to followup on the program?
- (e) Include merit badge and advancement requirements completed. Include service projects conducted during or in conjunction with the campout.

For Attendance, use the roster of Scouts and adults you prepared, and update to show the list of who actually attended. Include full last names, and separate first names (rather than "3x Joe Scout").

For Menu, list the cooking theme given by the Top Chef, along with any issues that need to be addressed or resolved. Examples of issues might be: "Senior Patrol Leader or Top Chef must give lesson on basic sanitation and cooking hygiene before next campout" or "Patrol boxes must be



inventoried and restocked by Patrol quartermasters prior to next campout; the following items were missing or in poor condition:" etc.

For a day outing, the group probably either brought sack lunches or ate elsewhere. You can state "None", or "Sack lunches" as appropriate.

For Lessons Learned, include items that you consider worthy of consideration by the Troop Committee, SM and ASMs, OC, and campout leaders. Include any issues that may need to be addressed by the Committee or SM, such as repeat no-shows or behavior & discipline issues.

## **SUMMARY**

Thank you for your time and dedication in planning and preparing for a Troop campout. Done well and properly, the time you have invested over multiple months will give our Scouts a rewarding and well-run camping experience. This paper is not intended to replace BSA IOLS training, which is a fundamental requirement for adults leading Scouts in BSA Outdoor programs. The purpose of this paper is to map out in broad terms the steps, procedures, and documents typically encountered when planning a Troop campout. Foresight is your ally; procrastination is your enemy. Review the planning matrix timeline at least once each month, and more frequently as you find necessary. Take action in a timely manner to secure the reservations, permissions, personnel, and material needed for the campout and any program or activities. Get the documents finalized and vetted through the OC and Troop Committee at least one month before the campout. Promptly get the documents posted to the Troop website, emailed through the Yahoo!group account, and print hardcopies for distribution at Troop meetings. Recruit other adult leaders to participate in the campout and assist you with the preparations. The Troop goal is one adult per patrol. BSA requirements for 2-deep leadership apply. Most of all, **HAVE FUN!**

❖ Matt Ryan, Scoutmaster, Troop 266

# Troop 266 Campout Planner Quick Guide

MMM YYYY

	6 mos	4 mos	3 mos	4 wks	3 wks	2 wks	1 wk	depart	in camp	return	1 wk post
<b>Adult Leader</b>	Determine site with Scout leaders if necessary, 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 estimd # attendees (reserve as "WUUMC-T266")	Contact Transportn Chair to begin Tour Permit process ( <b>ESSENTIAL</b> )	Get MB cards from Advncmt Chr	Obtain trailer & shed keys	Pickup vans & truck	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 necessary
	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 verify 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
	<b>Review this checklist with Patrol in charge to determine changes and additional items depending on the campout activity.</b>		Review BSA training required per program activities. Vet YPT & current certification with Adult Training Coordinator.		<a href="#">Visit SHAC Tour Permit site FYI</a>	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; re-verify adult training, including drivers	Verify all med form copies are in hand; no form = 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
	<b>Meet with Outdoor Coordinator to discuss the process, review standards &amp; answer questions even if you've done this before.</b>				Recruit drivers; review BSA policy; verify valid DL	Recruit/delegate Crab patrol menu, food & gear volunteer/s	Prepare driver maps to site/s incl nearest emergency med	Distribute maps & info to drivers			Submit campout report to Committee Chair
						Permission Forms Due - all collected	Obtain & carry tax exempt cert	Verify tour permit is complete			
<b>Scout Leaders: Patrol</b>	Determine sites w GB approval	Communicat advcmt & troop mtg prep to GB and schdule 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.	SPL provides direction to PLs for breakdown and stowing of patrol and troop gear; Break camp by patrols	QM makes sure all Patrol QMs have turned in gear and good condition verified
	<b>Review this checklist with Adult Leader for changes and add'l items dep on campout activity.</b>		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.	SPL leads Troop in policing campsite/s for Leave No Trace	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	Chaplain's Aide leads Sunday chapel	Troop QM submit inventory of equipment missing or to repair
						Final communications re times, items not prepped, etc			Chaplain's Aide Sunday chapel plan reviewed by SM	SPL directs trailer unload; Troop QM distribute gear for cleanup	
						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		

**HEADER: [ACTIVITY] \_\_\_\_\_**

**DATE: MMM DD-DD, YYYY**

Description of activity or program area.

Activities planned for this campout include: \_\_\_\_\_

Scouts should plan to bring clothing and shoes appropriate for [ACTIVITY]\_\_\_\_\_. Use the layer method and bring a daypack to hold stow excess clothes as you warm up. Refer to the permission form [and the outfitter checklist] for more information on clothing and equipment.

Scouts will have the opportunity to work on requirements for the \_\_\_\_\_ Merit Badge.

Outfitter information: \_\_\_\_\_

The cost for this campout will be \$\_\_\_\_ per person. Scouts should bring [EDIT] \$15 - 20 for lunch on the Sunday return trip, and to cover spending money for other stops along the way. Each camper should bring a sack dinner on Friday for the trip out to the campsite. Meals at the campsite will be handled separately by each patrol, including the cost of the food. Meals at the campsite will include Saturday breakfast, sack lunch, dinner, and Sunday breakfast.

Signed permission form [with waiver(s)] and payment is due by **MMM DD, YYYY**.

For additional information, contact adult organizer \_\_\_\_\_. <email: [\\_\\_\\_\\_\\_@\\_\\_\\_\\_\\_](#)>

PERMISSION FORM < Webmaster post web-link >  
Permission Form 2012.doc  
Permission Form 2012.pdf

OUTFITTER RELEASE FORM < Webmaster post web-link >  
rock-about-release-form.pdf

TEXAS PARKS & WILDLIFE DEPARTMENT (TPWD) RELEASE FORM < Webmaster post weblink>  
tpwd-release-form.pdf

OUTFITTER TYPICAL ITINERARY AND EQUIPMENT LIST < Webmaster post web-link >  
enchanted-rock-one-day-checklist-itinerary.pdf

[WEBMASTER MAY ELECT TO REFER TO STANDARD TROOP DOCUMENTS FOR THE  
FOLLOWING ITEMS]

TROOP 266 CAMPOUT PACKING LIST < Webmaster post web-link >  
campout\_packing\_list\_2012.doc  
campout\_packing\_list\_2012.pdf

COLD WEATHER CAMPING GUIDELINES < Webmaster post web-link >

TROOP 266 PATROL CAMPOUT AND DUTY ROSTER < Webmaster post web-link >



TROOP 266 ACTIVITY PERMISSION SLIP

ACTIVITY \_\_\_\_\_

ADULT LEADER(S) \_\_\_\_\_; Ph: \_\_\_\_\_ e: \_\_\_\_\_

PATROL-IN-CHARGE LEADER: \_\_\_\_\_, \_\_\_\_\_ Patrol Leader

PERMISSIONS DUE \_\_\_\_\_

ITINERARY

Tuesday, \_\_\_\_\_ Patrols pack trailer with personal gear
Friday, \_\_\_\_\_ 4:30pm Meet at Church parking lot to load vehicles; scouts bring sack dinner.
5:00pm Depart to \_\_\_\_\_
9:30pm Crackerbarrel
Saturday, \_\_\_\_\_ 8:00am All-day program with \_\_\_\_\_
Sunday, \_\_\_\_\_ TBD Campfire
9:00am Scouts-Own service
9:30am Advancement program; \_\_\_\_\_ patrol-in-charge
\_\_\_\_\_ am Final pack-up and depart for Houston
\_\_\_\_\_ pm Estimated return to Church parking lot
SCOUTS DO NOT LEAVE UNTIL DISMISSED BY SENIOR PATROL LEADER.

ACTIVITY FEE \$\_\_\_\_\_ activity fee, non-refundable, payable in advance by check to T266
POCKET MONEY \$\_\_\_\_\_ for snacks en route Friday & lunch en route on Sunday

REMINDERS

Class A Uniform is required for travel and will be inspected by SPL prior to all travel.
Class B Uniform is acceptable for non-travel activity.
Personal Tents permitted for Star scouts and higher.
Not allowed: Clothing with logos and camouflage; electronic gear & cell phones in vehicles only.
Be prepared and bring appropriate gear. Could be cold, could be hot, could be dry, could be wet.
Seat belts must be worn at all times. If driver ticketed, parent pays ticket and insurance costs.
Behavior: The Scout Oath and Law guide us throughout this activity, as well as rules and directions from the Troop leadership, campgrounds, outfitters and property owners. Violations first receive warning; the second time, parents will be called to immediately return the Scout home.
Current Medical Forms must be on file with the Troop Health and Safety Director to participate.
Scouts attend the full campout unless ok'd by the Scoutmaster.

■ ■ ■ ■ DETACH HERE ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ DETACH HERE ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ DETACH HERE ■ ■ ■ ■ ■ ■ ■ ■ ■ ■

\_\_\_\_\_, Date: \_\_\_\_\_ NAME \_\_\_\_\_ PATROL: \_\_\_\_\_

I consent to the participation of the scout named above to participate in the activity. I hereby release the chartered organization, drivers, and leaders of Troop 266 from any liability and all claims for any injuries which may be received during this activity either at the destination or in traveling to or from the activity. In order to facilitate the return of my Scout for medical or disciplinary reasons, I can be reached at contact information below. In the event of illness or accident in the course of this activity, I request measures be instituted without delay as judgment of troop leadership and medical personnel dictates.

Parent/guardian name: \_\_\_\_\_ Phone/s : \_\_\_\_\_

Parent/guardian email/s: \_\_\_\_\_

Alternate Adult Contact: \_\_\_\_\_ Phone/s: \_\_\_\_\_

Alternate Adult Contact Relationship to Scout: \_\_\_\_\_

ADULTS/PARENTS ONLY: I will drive [ ]to [ ]from this event in [ ]my vehicle [ ]rental van
I am registered with Troop 266 [ ] Y [ ] N Current BSA YPT training [ ] Y [ ] N
BSA Position Training. [ ] Y [ ] N BSA IOLS training. [ ] Y [ ] N

Parent/guardian sign: \_\_\_\_\_ [ ] I am including or attaching \$\_\_ payable to "Troop 266"
[ ] I am including a completed waiver form

TROOP 266 ACTIVITY PERMISSION SLIP

ACTIVITY \_\_\_\_\_

ADULT LEADER(S) [Adult Name(s)]; [Phone number(s)]; [email address(es)]

PATROL-IN-CHARGE LEADER: [Scout Name], \_\_\_\_\_ Patrol Leader

PERMISSIONS DUE [Day], [MMM DD, YYYY]

ITINERARY

Tuesday, [MMM DD, YYYY] Patrols pack trailer with personal gear
Friday, [MMM DD, YYYY] 4:30pm Meet at Church parking lot to load vehicles; scouts bring sack dinner.
5:00pm Depart to \_\_\_\_\_
9:30pm Crackerbarrel
Saturday, [MMM DD, YYYY] 8:00am All-day [Activity] program with \_\_\_\_\_
HH:MM [Edit for additional program/activity events]
TBD Campfire
Sunday, [MMM DD, YYYY] 9:00am Scouts-Own service
9:30am Advancement program; \_\_\_\_\_ patrol-in-charge
HH:MMam Final pack-up and depart for Houston
HH:MMpm Estimated return to Church parking lot
SCOUTS DO NOT LEAVE UNTIL DISMISSED BY SENIOR PATROL LEADER.

ACTIVITY FEE \$\_\_ activity fee, non-refundable, payable in advance by check to T266
POCKET MONEY [EDIT]\$15-\$20 for snacks en route Friday & lunch en route on Sunday

REMINDERS

Class A Uniform is required for travel and will be inspected by SPL prior to all travel.
Class B Uniform is acceptable for non-travel activity.
Personal Tents permitted for Star scouts and higher.
Not allowed: Clothing with logos and camouflage; electronic gear & cell phones in vehicles only.
Be prepared and bring appropriate gear. Could be cold, could be hot, could be dry, could be wet.
Seat belts must be worn at all times. If driver ticketed, parent pays ticket and insurance costs.
Behavior: The Scout Oath and Law guide us throughout this activity, as well as rules and directions from the Troop leadership, campgrounds, outfitters and property owners. Violations first receive warning; the second time, parents will be called to immediately return the Scout home.
Current Medical Forms must be on file with the Troop Health and Safety Director to participate.
Scouts attend the full campout unless ok'd by the Scoutmaster.

■ ■ ■ ■ DETACH HERE ■ ■ ■ ■ ■ ■ ■ ■ DETACH HERE ■ ■ ■ ■ ■ ■ ■ ■ DETACH HERE ■ ■ ■ ■ ■ ■ ■ ■

[CAMPOUT NAME], MM/DD-DD NAME \_\_\_\_\_ PATROL: \_\_\_\_\_

I consent to the participation of the scout named above to participate in the activity. I hereby release the chartered organization, drivers, and leaders of Troop 266 from any liability and all claims for any injuries which may be received during this activity either at the destination or in traveling to or from the activity. In order to facilitate the return of my Scout for medical or disciplinary reasons, I can be reached at contact information below. In the event of illness or accident in the course of this activity, I request measures be instituted without delay as judgment of troop leadership and medical personnel dictates.

Parent/guardian name: \_\_\_\_\_ Phone/s : \_\_\_\_\_

Parent/guardian email/s: \_\_\_\_\_

Alternate Adult Contact: \_\_\_\_\_ Phone/s: \_\_\_\_\_

Alternate Adult Contact Relationship to Scout: \_\_\_\_\_

ADULTS/PARENTS ONLY: I will drive [ ]to [ ]from this event in [ ]my vehicle [ ]rental van
I am registered with Troop 266 [ ] Y [ ] N Current BSA YPT training [ ] Y [ ] N
BSA Position Training. [ ] Y [ ] N BSA IOLS training. [ ] Y [ ] N

Parent/guardian sign: \_\_\_\_\_ [ ] I am including or attaching \$\_\_ payable to "Troop 266"
[ ] [EDIT]I am including a completed waiver form







## Troop 266 Meeting Plan

Date: \_\_\_\_\_

Activity	Description	Run By	Time
Pre-Meeting	<ul style="list-style-type: none"> <li>• Set-up for program, meetings, Green Bar, etc.</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> </ul>		
Opening Ceremony	<ul style="list-style-type: none"> <li>• Flag Ceremony</li> <li>• Scout Oath &amp; Law</li> <li>• _____</li> <li>• _____</li> </ul>	SPL	7:30
Announcements	<ul style="list-style-type: none"> <li>• Adult Announcements</li> <li>• Scout Announcements</li> <li>• _____</li> </ul>	SPL, Adult Leaders	7:35
Troop Business	<ul style="list-style-type: none"> <li>• Upcoming Campout</li> <li>• _____</li> <li>• _____</li> </ul>		
Activity	<ul style="list-style-type: none"> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> </ul>	Normally SPL, ASPLs, PLs, or other troop leader	7:45-  8:20
Game/Secondary Activity	<ul style="list-style-type: none"> <li>• _____</li> <li>• _____</li> <li>• _____</li> </ul>		8:30
Closing	<ul style="list-style-type: none"> <li>• Scoutmaster's Minute</li> <li>• _____</li> <li>• _____</li> <li>• Retire colors</li> </ul>	Scout- master, SPL	8:40



[ACTIVITY] \_\_\_\_\_ **CAMPOUT PACKING LIST (revised MM/DD/YYYY)**

**TRAVEL GEAR—to/from campout** (label all items w/laundry markers):

- Full Class A Scout uniform (no neckerchief): cotton shirt, convertible pants, underwear, belt, socks, **RECENTLY WATERPROOFED** hiking shoes
- Personal identification
- \$15-20 cash

**BACK PACK:**

**In front pocket of pack:**

- Rain jacket / poncho
- Back pack rain cover
- Head lamp with NEW batteries, flashlight
- Smart wool gloves (depending on weather); Beanie
- Leatherman or knife
- Chapstick

**Outside pack:**

- 2 nalgene bottles—**LABEL ONE “SMELLABLE” with duct tape**

**Attached to pack with carabineers or straps:**

- Whistle
- Large mug with lid (*REI: Fair Share Mug*)
- Sleeping bag
- Sleeping Bag mattress pad

**Inside pack - NOTE: be prepared for cool weather, use layer method with sweaters and running tights**

- Sleeping clothes: Gym shorts/t-shirt (long underwear/knit hat depending on weather)
- Synthetic fleece jacket (depending on weather)
- Personal First Aid Kit: toothbrush/toothpaste, moleskin/blister band-aids, shampoo, deodorant, Purell, personal medical prescriptions, sunscreen, hand lotion, insect repellent, toilet paper
- Spork—eating utensil
- Small bathing towel inside plastic zip-lock bag
- Compass
- 2 Class B T-shirts
- 2 convertible shorts w/mesh liner OR shorts + underwear
- 2 Smart Wool hiking socks
- Cool Max wide brim hat or baseball cap

**ITEMS TO BE BROUGHT AS PATROL, CHECKED OUT FROM TROOP/PATROL QUARTERMASTER:**

- Tent w/ground cloth
- Liquid fuel camp stove; 22-ounce liquid fuel canister; fuel filter funnel  
OR Coleman stove and fuel canisters
- Cooking gear: pots, utensils, dutch oven
- Special cooking/cleaning items: spices, **bic lighter**, scrubbie, camp suds, matches
- Food
- Dining fly

**EXTRA ITEMS & NOTES [EDIT]:**

- Gloves for climbing – optional
- Daypack, book-bag, (or use backpack) for water, gear, sack lunch, poncho, extra clothes
- Sunscreen and insect repellent (if not in First Aid kit)

**REFER TO PATROL QUARTERMASTER LIST!!**



# Troop 266

## Campout Duty Roster & Menu

Patrol Name: \_\_\_\_\_

Event: \_\_\_\_\_

<p><b>Patrol Leader for Event:</b> _____</p> <p><b>Quartermaster for Event:</b> _____</p> <p><b>Grubmaster for Event:</b> _____</p> <p style="text-align: center;">-----MENU-----</p>	<p style="text-align: center;"><b>Duty Roster</b></p> <hr/> <p style="text-align: center;"><b>Preparation Before Campout:</b></p> <p><b>Buy Food:</b> _____</p> <p><b>Bring Cook Box:</b> _____</p>
<p style="text-align: center;"><b>Saturday Breakfast:</b></p>	<p><b>Fire/Stoveman:</b> _____</p> <p><b>Cook/s:</b> _____</p> <p><b>Cleanup/s:</b> _____</p>
<p style="text-align: center;"><b>Saturday Lunch:</b></p>	<p><b>Fire/Stoveman:</b> _____</p> <p><b>Cook/s:</b> _____</p> <p><b>Cleanup/s:</b> _____</p>
<p style="text-align: center;"><b>Saturday Dinner:</b></p>	<p><b>Fire/Stoveman:</b> _____</p> <p><b>Cook/s:</b> _____</p> <p><b>Cleanup/s:</b> _____</p>
<p style="text-align: center;"><b>Sunday Breakfast:</b></p>	<p><b>Fire/Stoveman:</b> _____</p> <p><b>Cook/s:</b> _____</p> <p><b>Cleanup/s:</b> _____</p>
<p style="text-align: center;"><b>Other Notes and Duties:</b></p>	<p><b>Take Patrol Box home, clean &amp; rtn Tues</b> _____</p> <p><b>Take tents home to dry &amp; return Tuesday:</b> _____ _____ _____</p>

SPL Approval: \_\_\_\_\_ Top Chef Approval: \_\_\_\_\_





	BREAD	FRUIT	VEGGIES	MEAT	MILK	FATS
<b>MEAL:</b> Saturday lunch						
<b>INGREDIENTS:</b>						
<b>MEAL:</b> Saturday dinner						
<b>THE SECRET INGREDIENT:</b> <i>APPLES</i>						
<b>INGREDIENTS:</b>						
<b>MEAL:</b> Sunday breakfast						
<b>INGREDIENTS:</b>						
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\_\_\_\_\_  
 Approved by Top Chef

\_\_\_\_\_  
 Date







# TROOP 266

## Crab Patrol Menu

MMM DD, YYYY



Number of Adults = \_\_\_\_\_  
 Crab Grub Master = \_\_\_\_\_

<b>Friday</b>	<b>DD</b>	Dinner	Cracker Barrel
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<b>Saturday</b>	<b>DD</b>	Breakfast	Orange Juice
			Coffee
			Bacon
			Banana Fritters
			Waffles
Lunch	Chicken & Sausage Gumbo		
	Grilled peppers and onions		
	Crackers		
Dinner	Pasta Carbonara		
	Chopped Caesar Salad		
	Dutch Oven Blue Peach Cobbler		

<b>Sunday</b>	<b>DD</b>	Breakfast	Orange Juice
			Coffee
			Chilled Fruit
			Muffins

**UTENSILS NEEDED:**

- 1 Large Frying Pan
- 1 Large boiling pot
- 1 Waffle Iron
- V knives, spoons
- 1 Large Bowl
- V Various Bowls
- V Measuring cups

**Grocery List**

V Various cheese/meat/crackers
2 Orange Juice
1 Coffee
2 Bacon
6 Bananas
2 Bisquick
1 Powered Sugar
1 Chicken
2 Andouille Sausages
V Gumbo spices
1 Rice
2 Onions
1 Crackers
V Peppers
1 Butter
V Drinks for lunch and dinner
1 pound dry pasta
2 tablespoons extra-virgin olive oil
4 ounces pancetta or slab bacon, cubed or sliced into small strips
4 garlic cloves, finely chopped
2 large eggs
1 cup freshly grated Parmigiano-Reggiano, plus more for serving
Freshly ground black pepper
1 handful fresh flat-leaf parsley, chopped
Lettuce
Cesar Dressing
Ground cinnamon
1/3 cup sugar
1/2 cup baking mix (recommended Bisquick)
2 (16-ounce) cans sliced peaches in heavy or light syrup
1 pint fresh blueberries
2-1/4 cups baking mix - Bisquick)
1/4 cup sugar
1/4 cup (1/2 stick) butter, melted
1/2 cup milk
Cinnamon sugar
V Chilled Fruit
V Muffins

**NOTES:**

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# TOUR PLANNING WORKSHEET

For office use  
 Tour plan No. \_\_\_\_\_ Date received \_\_\_\_\_ Date reviewed \_\_\_\_\_

Date \_\_\_\_\_  
 Pack  Troop/team  Crew  Contingent unit/crew Unit No. 266 Chartered organization West U Methodist Church  
 Council name/No. Sam Houston / \_\_\_\_\_ District Golden Arrow  
 Purpose of this trip is Campout  
 From (city and state) Houston, TX to \_\_\_\_\_  
 Mileage round trip \_\_\_\_\_ Dates \_\_\_\_\_ to \_\_\_\_\_ Total days 2

**Itinerary:** It is required that the following information be provided for *each day* of the tour. (Note: Speed or excessive daily mileage increases the possibility of accidents.) Attach an additional page if more space is required. Include detailed information on campsites, routes, and float plans, and include maps for wilderness travel as required by the local council.

Date	Travel		Mileage	Overnight stopping place (Check if reservations are cleared.)	✓
	From	To			
	Houston			none	✓
	-	-		list campout location	✓
		Houston		none	✓

**Type of trip:**  Day trip  Short-term camp (less than 72 hours)  Other (OA Weekend, etc.) \_\_\_\_\_  
 Long-term camp (longer than 72 hours)  High-adventure activities

Party will consist of (number): ____ Cub Scouts    ____ Boy Scouts    ____ Varsity Scouts ____ Venturers—male    ____ Venturers—female ____ Adults—male    ____ Adults—female <u>0</u> Total	Party will travel by (check all that apply): <input type="checkbox"/> Car <input type="checkbox"/> Bus <input type="checkbox"/> Train <input type="checkbox"/> Plane <input type="checkbox"/> Canoe <input checked="" type="checkbox"/> Van <input type="checkbox"/> Boat <input type="checkbox"/> Foot <input type="checkbox"/> Bicycle <input type="checkbox"/> Other _____
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**Leadership and Youth Protection Training:** Boy Scouts of America policy requires at least two adult leaders on all BSA activities. Coed Venturing crews must have both male and female leaders older than 21 for overnight activities. All registered adults must have completed **BSA Youth Protection training**. At least one registered adult who has completed BSA Youth Protection training must be present at all events and activities. Youth Protection training is valid for two years from the date completed.

Adult leader responsible for this group (must be at least 21 years old):  
 Name \_\_\_\_\_ Age \_\_\_\_\_ Scouting position \_\_\_\_\_ Expiration date 01/31/2012  
 Address \_\_\_\_\_ Member No. \_\_\_\_\_  
 City Houston State TX Zip code \_\_\_\_\_  
 Phone \_\_\_\_\_ E-mail \_\_\_\_\_ Youth Protection training date \_\_\_\_\_

Assistant adult leader name(s) (minimum age 18, or 21 for Venturing crews):  
 Name \_\_\_\_\_ Age \_\_\_\_\_ Scouting position \_\_\_\_\_ Expiration date 01/31/2012  
 Address \_\_\_\_\_ Member No. \_\_\_\_\_  
 City Houston State TX Zip code \_\_\_\_\_  
 Phone \_\_\_\_\_ E-mail \_\_\_\_\_ Youth Protection training date \_\_\_\_\_

**Attach a list with additional names and information as outlined above.**

- Our travel equipment will include a first-aid kit and a roadside emergency kit.
- The group will have in possession an Annual Health and Medical Record for every participant.

We certify that appropriate planning has been conducted using the Sweet 16 of BSA Safety, qualified and trained supervision is in place, **permissions** are secured, health records have been reviewed, and adult leaders have read and are in possession of a current copy of **Guide to Safe Scouting** and other appropriate resources.

Chris Lane - Committee Chair;  
 \_\_\_\_\_  
Committee chair or chartered organization representative Adult leader

Unit single point of contact (not on tour) name Mark Miller Telephone (832) 216-2527

**Tour involves:**  Swimming  Boating  Climbing  Orientation flights (attach **Flying Plan** required)  
 Wilderness or backcountry (must carry **Wilderness Use Policy** and follow principles of **Leave No Trace**)  
 Other (specify) \_\_\_\_\_

**Activity Standards:** Where swimming or boating is included in the program, **Safe Swim Defense** and/or **Safety Afloat** are to be followed. If climbing/rappelling is included, then **Climb On Safely** must be followed. At least one person must be current in CPR/AED from any recognized agency to meet **Safety Afloat** and **Climb On Safely** guidelines. At least one adult on a pack overnighter must have completed **Basic Adult Leader Outdoor Orientation (BALOO)**. At least one adult must have completed **Planning and Preparing for Hazardous Weather** training for all tours and activities. Basic First Aid is recommended for all tours, and **Wilderness First Aid** is recommended for all backcountry tours.

Expiration date of commitment card/training (two years from completion date)							Three-year validity	
Name	Age	Youth Protection	Planning and Preparing for Hazardous Weather	BALOO (no expiration)	Safe Swim Defense	Safety Afloat	Aquatics Supervision/Paddlecraft Safety	Aquatics Supervision/Swimming and Water Rescue
Name	Age	CPR Certification/Agency		CPR Expiration Date	First-Aid Certification/Agency		First Aid Expiration Date	
Name	Age	NRA Instructor and/or RSO						
		No. _____	<input type="checkbox"/> Rifle <input type="checkbox"/> Shotgun <input type="checkbox"/> Pistol (Venturing only) <input type="checkbox"/> Range Safety Officer <input type="checkbox"/> Muzzle-loading rifle <input type="checkbox"/> Muzzle-loading shotgun					
		No. _____	<input type="checkbox"/> Rifle <input type="checkbox"/> Shotgun <input type="checkbox"/> Pistol (Venturing only) <input type="checkbox"/> Range Safety Officer <input type="checkbox"/> Muzzle-loading rifle <input type="checkbox"/> Muzzle-loading shotgun					

**Unauthorized and Restricted Activities:** The BSA's general liability policy provides coverage for bodily injury or property damage that is made and arises out of an official Scouting activity as defined by the *Guide to Safe Scouting*. Volunteers, units, chartered organizations, and local councils that engage in unauthorized activities are jeopardizing their insurance coverage. PLEASE DO NOT PUT YOURSELF AT RISK.

**INSURANCE**

**All vehicles MUST be covered by a liability and property damage insurance policy.** The amount of this coverage must meet or exceed the insurance requirement of the state in which the vehicle is licensed and comply with or exceed the requirements of the country of destination for travel outside the United States. It is recommended, however, that coverage limits are at least \$50,000/\$100,000/\$50,000 or \$100,000 combined single limit. Any vehicle designed to carry 10 or more passengers is required to have limits of \$100,000/\$500,000/\$100,000 or \$500,000 combined single limit. In the case of rented vehicles the requirement of coverage limits can be met by combining the limits of personal coverage carried by the driver with coverage carried by the owner of the rented vehicle.

KIND, YEAR, AND MAKE OF VEHICLE	NUMBER OF SAFETY BELTS	OWNER'S NAME	VALID DRIVER'S LICENSE (Y or N)	All vehicles used in travel outside the United States must carry a public liability and property damage liability insurance policy that complies with or exceeds the requirements of that country. Attach an additional page if more space is required.	LIABILITY INSURANCE COVERAGE		
					Each Person	Each Accident	PROPERTY DAMAGE
Rental Van	8		Y		\$ 100000	\$ 300000	\$ 50000
Rental Van	8		Y		100000	300000	50000
Rental Van	8		Y		100000	300000	50000
Rental Van	8		Y		100000	300000	50000

If the vehicle to be used is designed to carry more than 15 people (including the driver), the driver must have a valid commercial driver's license (CDL). In some states (California, for example), this policy applies to drivers of vehicles designed to carry 10 or more people.

Name \_\_\_\_\_ CDL expires \_\_\_\_\_

Name \_\_\_\_\_ CDL expires \_\_\_\_\_

The local council may allow a list of the above information to be attached to or transmitted with the tour plan in order to expedite the process. Each unit may circle the names of the drivers for an event or an activity.

# TOUR PLAN

Pack  Troop/team  Crew  Contingent unit/crew No. 266

Chartered organization West U Methodist Church

Council name/No. Sam Houston

Plan covers all travel between Houston, TX and \_\_\_\_\_

Dates of trip from \_\_\_\_\_ to \_\_\_\_\_

Total youth \_\_\_\_\_ Total adults \_\_\_\_\_

**Tour plan No.** \_\_\_\_\_

**Date reviewed** \_\_\_\_\_

  
  

**Council stamp/signatures**

**Itinerary:** It is required that the following information be provided for *each day* of the tour. (Note: Speed or excessive daily mileage increases the possibility of accidents.) Attach an additional page if more space is required. Include detailed information on campsites, routes, and float plans, and include maps for wilderness travel as required by the local council.

Date	Travel		Mileage	Overnight stopping place (Check if reservations are cleared.)	✓
	From	To			
	Houston			none	✓
	-	-		list campout location	✓
		Houston		none	✓

Adult leader responsible for this group:

Name \_\_\_\_\_ Age \_\_\_\_\_ Scouting position \_\_\_\_\_ Expiration date 01/31/2012

Address \_\_\_\_\_ Member No. \_\_\_\_\_

City Houston State TX Zip code \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_ Youth Protection training date \_\_\_\_\_

Assistant adult leader:

Name \_\_\_\_\_ Age \_\_\_\_\_ Scouting position \_\_\_\_\_ Expiration date 01/31/2012

Address \_\_\_\_\_ Member No. \_\_\_\_\_

City Houston State TX Zip code \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_ Youth Protection training date \_\_\_\_\_

Unit single point of contact (not on tour) name Mark Miller Telephone (832) 216-2527



The tour plan is an important tool for conducting local, national, or international activities and is a checklist for best practices to be prepared for safe and fun adventure. Completing the tour plan may not address all possible challenges but can help to ensure that appropriate planning has been conducted, that qualified and trained leadership is in place, and that the right equipment is available for the adventure. In addition, the plan helps to organize safe and appropriate transportation to and from an event, and defines driver qualifications and minimum limits of insurance coverage for drivers and vehicles used to transport participants.

Times when a tour plan must be submitted for council review include:

- Trips of 500 miles or more
- Trips outside of council borders not to a council-owned property
- Trips to any national high-adventure base, national Scout jamboree, National Order of the Arrow Conference, or regionally sponsored event
- When conducting the following activities outside of council or district events:
  - Aquatics activities (swimming, boating, floating, scuba, etc.)
  - Climbing and rappelling
  - Orientation flights (process flying plan)
  - Shooting sports
  - Any activities involving motorized vehicles as part of the program (snowmobiles, boating, etc.)
- At a council's request

Please complete and submit this plan at least 21 days in advance to ensure your council has enough time to review the plan and assist you in updating the plan if it is found defective. When review is complete, the second half of the plan is returned to you to carry on your travels.

### TRANSPORTATION GUIDELINES

1. You will enforce reasonable travel speed in accordance with state and local laws in all motor vehicles.
2. If by motor vehicle:
  - a. *Driver Qualifications:* All drivers must have a valid driver's license and be at least 18 years of age. **Youth Member Exception:** When traveling to an area, regional, or national Boy Scout activity or any Venturing event under the leadership of an adult (21+) tour leader, a youth member at least 16 years of age may be a driver, subject to the following conditions: (1) Six months' driving experience as a licensed driver (time on a learner's permit or equivalent is not to be counted); (2) no record of accidents or moving violations; (3) parental permission has been granted to leader, driver, and riders.
  - b. If the vehicle to be used is designed to carry more than 15 people (including driver) the driver must have a commercial driver's license (CDL). In some states (for example, California), this guideline applies to 10 or more people.

Name: \_\_\_\_\_

CDL expiration date \_\_\_\_\_

Name: \_\_\_\_\_

CDL expiration date \_\_\_\_\_

- c. Driving time is limited to a maximum of 10 hours in one 24-hour period and must be interrupted by frequent rest, food, and recreation stops.
- d. Safety belts are provided, and must be used, by all passengers and driver. Exception: A school or commercial bus, when not required by law.
- e. Passengers will ride only in the cab if trucks are used.

### OUR PLEDGE OF PERFORMANCE

1. We will submit changes to notify the local council in the event our itinerary changes.
2. We will plan our activities by and adhere to the policies contained in the *Guide to Safe Scouting* and the *Sweet 16 of BSA Safety*.
3. We will use the *Safe Swim Defense* in any swimming activity, *Safety Afloat* in all craft activity on the water, and *Climb On Safely* for climbing activity.
4. We agree to enforce reasonable travel speed (in accordance with national, state, and local laws) and use only vehicles that are in safe mechanical condition.
5. We will apply for a fire permit from local authorities in all areas where it is required.
6. We will be certain that fires are attended at all times.
7. We will at all times be a credit to the Boy Scouts of America and will not tolerate rowdiness or un-Scoutlike conduct, keeping a constant check on all members of our group.
8. We will maintain high standards of personal cleanliness and orderliness and will operate a clean and sanitary camp, leaving it in a better condition than we found it.
9. We will not litter or bury any trash, garbage, or tin cans. All rubbish that cannot be burned will be placed in a tote-litter bag and taken to the nearest recognized trash disposal or all the way home, if necessary.
10. We will not deface natural or man-made objects.
11. We will respect the property of others and will not trespass.
12. We will not cut standing trees or shrubs without specific permission from the landowner or manager.
13. We will, in case of backcountry expedition, read and abide by the *Wilderness Use Policy* of the BSA.
14. We will notify, in case of emergency, our local council Scout executive, our parents, and our single point of contact.
15. If more than one vehicle is used to transport our group, we will establish rendezvous points at the start of each day and not attempt to have drivers closely follow the group vehicle in front of them.



**Final Report**

**Campout / Activity:** \_\_\_\_\_

**Date(s):** \_\_\_\_\_

**Campout / Activity Report**

- Refer to attached Agenda

**Menu**

- Refer to attached Menu

**Attendees**

- Refer to attached Roster

**Issues**

- Refer to attached Agenda \_\_\_\_\_

**Costs**

- Program & Educational material \$ \_\_\_\_\_
- Cracker Barrel for Troop \$ \_\_\_\_\_
- Campsite Reservations \$ \_\_\_\_\_
- Activity Charge \_\_\_\_\_ \$ \_\_\_\_\_

**Subtotal of non-transportation costs:** \$ \_\_\_\_\_

Receipts (\$40 x 26) \$ \_\_\_\_\_

**Surplus / (Deficit)** \$ \_\_\_\_\_

- Transportation
  - PV Rental \$ \_\_\_\_\_
  - Fuel \$ \_\_\_\_\_
  - Other \_\_\_\_\_ \$ \_\_\_\_\_

**Subtotal of Transportation costs:** \$ \_\_\_\_\_

• **Total of all costs** \$ \_\_\_\_\_

• **Total Surplus / (Deficit)** \$ \_\_\_\_\_



### TEXAS SALES AND USE TAX EXEMPTION CERTIFICATION

Name of purchaser, firm or agency <b>WEST UNIVERSITY UNITED METHODIST CHURCH</b>	
Address (Street & number, P.O. Box or Route number) <b>3611 UNIVERSITY BLVD.</b>	Phone (Area code and number) <b>(713)666-8111</b>
City, state, ZIP code <b>HOUSTON, TX 77005</b>	

*I, the purchaser named above, claim an exemption from payment of sales and use taxes (for the purchase of taxable items described below or on the attached order or invoice) from:*

Seller. \_\_\_\_\_

Street address: \_\_\_\_\_ City, State, ZIP code-

Description of items to be purchased or on the attached order or invoice:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Purchaser claims this exemption for the following reason:

**WE AREA TAX-EXEMPT NON-PROFIT RELIGIOUS ORGANIZATION. FEDERAL TAX ID #74-6001408**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I understand that I will be liable for payment of sales or use taxes which may become due for failure to comply with the provisions of the Tax Code: Limited Sales, Excise, and Use Tax Act; Municipal Sales and Use Tax Act; Sales and Use Taxes for Special Purpose Taxing Authorities; County Sales and Use Tax Art County Health Services Sales and Use Tax; The Texas Health and Safety Code; Special Provisions Relating to Hospital Districts, Emergency Services Districts, and Emergency Services Districts in counties with a population of 125,000 or less.

*I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate and, depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.*

Parent Leader

sign  
here

Purchaser

Title

Date

NOTE: This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle.

**THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID.**

Sales and Use Tax "Exemption Numbers" or "Tax Exempt" Numbers do not exist.

This certificate should be furnished to the supplier. Do **not** send the completed certificate to the Comptroller of Public Accounts.