

Troop 52 - Adult Leader Trip Checklist

2 to 4 Months Prior

1. Secure camping permits, reservations and down payments ALL ADVANCED FEES
2. Identify / define / schedule as needed any pre-requisites for Trip (ie. Swim test, canoe checkouts, camp pre-requisites, gear shake out, leader training requirements)
3. Scout / preview trip location if required

3-4 Weeks Prior

4. Confirm Web Participation Response form is posted 4 weeks in advance and that Troop e-mail is sent notifying Troop of Trip along with any special requirements
5. Create Permission Slip - Departure and Arrival times and format Word doc for posting on website 3 weeks prior to the event
6. Confirm schedule and time with Scoutmaster any pre-Trip activities (ie. gear shakeout, demonstrations/presentations)

2 Weeks Prior

7. Enforce two week cut off to organize patrols w/ Scoutmaster two Wednesdays before Friday departure and distribute list --so menu planning and PLs can delegate food purchase assignments and plan for the Trip
8. Tour Permit Info to Tour Permit Coordinator --Adults, Drivers names, trained status no later then 14 days prior to departure.
9. Insure Owl Patrol meal assignments are completed--DO NOT HAVE Scoutmaster assigned to a meal—who will have enough to do as is!!
10. Gear Checkout – confirm supply and condition of key troop gear required for trip working with Quartermasters

Day of Departure

11. Insure all drivers have maps and directions day of departure.
12. Have permits, tour permit, permission slips, fees to be paid on arrival
13. Arrange for barn key, Quartermasters and be present at barn early for efficient drop off and departure
14. Have materials, such as maps or other instructions, for Patrol Leaders as required

Trip Follow-up

15. Get attendee list to Advancement Coordinator for the records