

Campout Organizational Check-Off List

Event Planning Guide

3 Weeks Ahead of Time

- _____ Make or check reservations. Confirm camping fees, permits, maps, etc. Reservations may be needed as much as 12 months out. Check!
- _____ If not already done, start a Receipts File.
- _____ Local Tour Permit Completed, Signed, and Faxed to Council.
- _____ Troop Permission Slips Generated, Photocopied, and Distributed to Scouts/Families.
- _____ Fresh Troop "Bare-Bones" Camping Lists Distributed to all First Year Scouts/Families
- _____ Quick Review of Troop Medical Forms and Emergency Numbers Sheet - Are All New Scouts (and Adults) Included?
- _____ If specialized gear is required for the activity (e.g., rifle, archery, caving, rock climbing and repelling, canoeing, biking, etc.), Quick Review of the Gear.
- _____ Quick Check of Troop Cooking/Cleaning Equipment - Have All Items been returned to the Troop after the last event?
- _____ Leadership plan? At least 4 adults per trip; 1 must be a registered SM or ASM
- _____ Start a transportation plan (2 adults per vehicle)
- _____ Complete repairs, if any, on needed Troop Gear damaged during the last event.

2 Weeks Ahead of Time

- _____ Distribute Troop Campout Planning Guides (SPL/SM to the SPL, Patrol Leader's and Menu/Duty Rosters to the Patrol Leaders). Initial Planning Completed; Forms Returned to the SPL/SM for Checks and Approvals.
- _____ SM and SPL Make Initial Determinations on Transportation Requirements, Adult Support, Senior Scout Support, etc. If problems, Plan of Attack formulated.

- _____ Initial Weekend Activity Hourly Schedule Planned Out.
- _____ Check Status of Troop Supplies (Stove Fuel etc.)
- _____ Check Status of Troop First Aid Kit(s). Prepare Restocking List; Assign Person to Acquire all Needed Items by Following Week.

1 Week Ahead of Time

- _____ Confirm Reservations (as required).
- _____ Confirm Return of Signed Tour Permit from Council.
- _____ Confirm Activity Hourly Schedule.
- _____ Collect Permission Slips/Money from Scouts.
- _____ Restock Troop Supplies.
- _____ Restock Troop First Aid Kit(s).
- _____ Coordinate and execute gear pull (don't forget the adults)
- _____ Return Approved Troop Campout Planning Guides to the SPL and Patrol Leaders. Review Corrections, if Any, with the SPL to discuss with the Patrol Leaders. (Who are the adults eating with?)
- _____ Confirm Scouts and Adults Attending. Review Transportation Situation; if problems, attempt to resolve at Troop Meeting.
- _____ Confirm Food-Buying Scouts. Review Troop Food Shelves with Food Purchasers to Avoid Needless Purchases.

Prior Week, Early

- _____ Produce Stip Maps for All Drivers. Establish Meal Points and In-Case-Of-Separation Re-Assembly Point(s).
- _____ Determine Local Hospital(s); Get Directions.
- _____ Confirm a Tele-tree Contact Parent; Give Emergency Contact Number(s) to Same.
- _____ Confirm that there is a Troop "Picture Taker".

Prior Week, Mid-Week

- _____ Draft Up an Assembly Check-Off List (Scouts/Adults Present, Permission Slip(s) In, Money In).
- _____ Check Long-Range Weather Forecast for Area of Activity; If any Potential Problems, have SPL Establish a Tele-tree to Advise Scouts (especially Newer Scouts).

Prior Week, Late

- _____ Make sure the Church is going to be open.
- _____ Vehicle plan locked in
- _____ Troop Trailer coordination complete.
- _____ Assemble all Pertinent Troop Paper (Tour Permits, Other Permits or Reservation Forms, Troop Medical Forms, Troop Emergency Contact Numbers, All Directions, All Maps, Extra Blank Checks and Cash, Troop Roster, Troop Advancement Records, etc.)
- _____ Have SPL Call and Remind Patrol Leaders to Bring their Campout Planning Guides and Determine if there are any "Last-Minute" Problems.
- _____ Confirmational Calls to Attending and Driving Adults, if and as needed.

Assembly

- _____ Open Troop Closets
- _____ Supervise arrival of Scouts and arranging of gear
- _____ Assign Greeter (Give Him/Her the Troop Check-Off List, plus Extra Permission Slips)
- _____ Assign Scouts to fill and load water jugs.
- _____ Assign Packing Coordinators for Packing of Personal Gear in the Vehicles.
- _____ Distribute Maps and Directions to All Drivers; if we're using the Toll Road, distribute Cash to all drivers (and remind them to save receipts.)
- _____ Review Directions out of Town and Planned Meal Stopping Point.
- _____ Have SPL Assign Seats for Travel.
- _____ Lock Scout closets.