Guide to Planning Troop 1916 Outings

Thank you for volunteering to plan our troop outing. Your role is to research activity options and make reservations, plan the activity according to BSA and troop requirements, set up the online sign-up, send out information about the outing, collect permission slips and payment and coordinate with troop leadership on outing logistics. All required forms and guides are in the resource center of the troop website at [www.troop1916.com/resources](http://www.troop1916.com/resources).

When planning an activity, you will coordinate with the following team:

* Scoutmaster (SM) and Committee Chair (CC) – Your link to the Patrol Leaders Council (PLC) for decisions about the proposed activity.
* Committee Outdoor Program Chair – Supports the parent planner to keep all on track according to the troop outing planning guide. Your main resource for activity ideas, including vendors and camp sites. Also maintains the outing calendar and signup sheet, prepares the outing and medical binders, and updates emergency and medical information.
* Outdoor Program Assistant Scoutmaster (ASM) – Supports the Scouts on outing logistics to ensure Quartermaster (QM) and Grubmaster (GM) address gear and food and Patrol Leaders do necessary planning, i.e., know who is coming, the agenda, and job allocation. Ensures: 1) an adult attending the activity knows the arrangements and will safeguard paperwork (troop contact list, permission slips, emergency plan, medical information); 2) designations are made for acting Senior and Assistant Senior Patrol Leaders (SPL/ASPL), Patrol Leaders (PL), Senior QM and Patrol QMs if necessary; 3) GM is assigned; 4) equipment is in working order and available for use, coordinating with Senior and Patrol QMs; 5) each Patrol completes the Patrol Outing Planner; and 6) required number of trained adult leaders are participating.

**3 Months out:**

* Check the dates of the activity you are planning on the Troop calendar.
* Identify any special requirements for type of outing using the following resources:
* BSA Guide to Safe Scouting

<http://www.scouting.org/scoutsource/HealthandSafety/GSS/toc.aspx>

* Guidance on a variety of safety topics and specific activities

<http://www.scouting.org/scoutsource/HealthandSafety/Guidelines_Policies.aspx>

* Troop resources online <http://www.troop1916.com/resource-center>
* Tour Activity Plan – required for long distance trips and high adventure activities

<http://www.scouting.org/scoutsource/HealthandSafety/TourPlanFAQ.aspx>

* Start researching outfitter and campsite options.  Complex or high adventure activities like skiing, white water rafting, canoeing, summer camp, and high adventure camp will require earlier start. Discuss options with SM/CC and Troop Committee.
* The NCAC Where to Go Camping Guide is a useful resource.

<http://c.ymcdn.com/sites/www.ncacbsa.org/resource/group/a595a952-9280-4a28-ae15-64ddf770bd5a/where_to_go_camping_guide_2_.pdf>

* Contact campground and vendor to verify availability for the desired dates.
* Get on PLC meeting agenda/attend PLC meeting to discuss options and get input on outing from the Scouts.

**2 Months out:**

* Confirm decision on date and location with SM and CC/Troop Committee.  Make reservations with campground, outfitter, etc. Clear any future changes with the Scoutmaster/PLC and CC/Troop Committee.
* Make deposit to hold reservation, if necessary. Arrange with Troop Treasurer to send a check if there is sufficient lead time. Disbursements/deposits in excess of $50 must be pre-approved by the Troop Committee or CC.

**6 Weeks out:**

* Set up a Sign-Up Genius page and tailor a permission slip, based on the recommended template. Send informational email about the outing out to Troop via Wiggio with:
* Sign-Up Genius link
* When (start and end times)
* Location and directions
* Summary of trip and activities
* How to pack/gear to bring
* How much? Set the outing fee taking into account all costs, i.e., $5 per head per meal and water plus additional costs of wood, camp site and activity fees, etc. Your trip must break even financially. Consult with CC as needed.
* Due date for response, ideally two weeks prior to outing
* Permission slip and any waiver forms required by the outfitter
* Send weekly reminder/update emails from this point forward.

**4 Weeks out:**

* From this point forward, publicize outing, collect permission slips and payment, and have permission slips available at Troop meetings.  Deliver payments to Troop Treasurer.
* Complete Tour Permit where required. Log in to [www.myscouting.org](http://www.myscouting.org) and select the tour and activity plan link under your “Unit Tool.”
* Send weekly reminder/update email with permission slip and required waivers.

**3 Weeks out:**

* Send weekly reminder/update email.
* Continue to collect permission slips at Tuesday meetings; have blank permission slips available.
* Confirm with Outdoor ASM that a GM has been assigned. The Outdoor ASM will send the Grubmaster Guide to the assigned Scout (and parents).

**2 Weeks out:**

* Outing registration, payment and permission slips due.
* Run list of participants from Sign-Up Genius. Confirm with SM and CC who the designated adult leadership will be for the outing. There must be two trained adults at a minimum; one adult for every 10 Scouts.
* Advise Outdoor ASM of gear and clothing for outing for communication to SPL/PLC.
* Remind Outdoor ASM to have Senior and Patrol Quartermasters check troop and patrol gear to insure all needed items are available and in good working order. Determine what gear will need transporting.
* Remind Committee Outdoor Program Chair to fill out the Outing Emergency Plan Worksheet and assign Medic and Assistant Medic to handle medications and be aware of food and sting allergies and other medical needs on the outing.
* Request Committee Outdoor Program Chair put together Outing Binder that will travel with the designated Adult Leader (often the Scoutmaster) to include:
* Final participant list from Sign-Up Genius
* Driver and passenger list
* Troop Contact List, with extra copies for other adult leaders going on the outing
* Medical/Special Needs summary
* Emergency Plan with driving directions to closest medical facilities
* Request Committee Outdoor Program Chair put together Medical Binder to travel with the designated outing Adult Leader (often the SM) to include:
  + Medical/Special Needs Summary Form (duplicates copy in Outing Binder)
* Health Forms
* Check that Committee Outdoor Program Chair/ Troop Registrar have updated Medical Binder with Medical/Special Needs summary and any new/updated medical forms.
* Remind Registrar to run an updated troop contact sheet.
* Assign transportation responsibilities, considering room for troop and personal gear in addition to people. Check the troop car list (under development) for passenger capacities. Drivers must have enough seatbelts for all passengers. It is recommended that at least one van or SUV be available to transport each patrol’s gear whenever the troop does not bring the trailer.
* Ask Outdoor ASM to verify PLC is working on troop and patrol outing planning, i.e., training, expectations, and patrol outing planner with attendees, itinerary, and duty roster.
* Send email outing reminder.

1 **Week out**:

* Confirm participants and drivers by email; run updated list of participants from Sign-Up Genius.
* Work with Outdoor ASM to ensure First Aid Kit(s) are available and expired materials have been restocked.
* Send final outing information email. Update your recommended gear to bring based weather forecast. Include cell phone number of the designated Outing Adult Leader and Local Troop Emergency Contact from Emergency Plan. (Check with Committee Outdoor Program Chair if you don’t know who this will be for the outing.)

**Day of Outing:**

* Ensure Outing and Medical Binders are delivered to the designated responsible adult.
* Collect remaining permission slips. Transfer all signed permission slips to Outing Binder.
* Remind Medic to collect medicines in a Ziploc bag.

**Post-outing:**

* Send a report on the outing, and list of attendees to the Troop mailing list from within our Wiggio account.

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| Troop Contacts for Outing Planning:  Adults  Scoutmaster:  Committee Chair:  Outdoor ASM:  Committee Outdoor Program Chair  Treasurer:  Advancement Chair/Registrar:  Scouts  Senior Patrol Leader:  Assistant Senior Patrol Leader:  Bulldog Patrol Leader:  Yeti Patrol Leader:  Senior Quartermaster:  Bulldog Quartermaster:  Yeti Quartermaster: | Matt Salt  Karen Cavallo Miller  Francesca Costantino  Kim Cooper  Shelly Coopersmith  Marie-Marie Adams  Max Miller  Joseph Cooper  Matthew Harrington  Antonio “Nino” Bravo  Charlie Salt  Ian Forrer  Gabe Smedes |