

This event planner is designed mainly from over-night camping or backpacking point of view. To capture preparation for other type of event, the SIC can customize it for your own need. **The idea is to train you to think through the entire preparation process.** (Revised on 01/13/2012)

Troop 495 Scout-in-Charge Event Planner

SIC Name: Albert Su

AIC (Adult-in-Charge) Name:

Trip: War Canoe

Dates of Event: May 16-17, 2015

Note From SIC About This Event:

Please specify the purpose of the event, any special attention to pay, etc:

The Focus of this event is boating.

Gathering Place and Time:

Please specify where and when for the troop to get together for the event to start.

Meet at CCIC San Jose at 12:00 pm

BSA 10 essentials:

Always remind everyone that he should not leave home for the outdoors without these basic items. They could save your life. <http://www.scoutingmagazine.org/issues/0403/d-outs.html>

1. POCKETKNIFE OR MULTIPURPOSE TOOL
2. FIRST-AID KIT
3. EXTRA CLOTHING

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4. FLASHLIGHT OR HEADLAMP WITH EXTRA BATTERIES
5. RAIN GEAR
6. WATER BOTTLE
7. MAP AND COMPASS
8. MATCHES AND FIRE STARTER
9. SUN PROTECTION AND SUNGLASSES
10. TRAIL FOOD

NOTE:

-MINIMUM: 2 ADULTS

- AT LEAST ONE OF THE ADULTS HAS TO BE A REGISTERED LEADER WITH BSA-SIC/SPL TO CHECK THE STATUS OF REGISTERED LEADER UNDER <TRAINING> TAB OF ROSTER

- SIC/SPL TO CHECK WHETHER ANY ADDITIONAL ADULT TRAINING IS REQUIRED FOR THE ACTIVITY


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Location(s) of the Event: (100% ready 4 weeks prior to the event)

You should provide:

- Each event location, by a link to Google map, to show which cities or major highway it is close to.
- Map of each event area, which can be a link to a zoomed-in Google map, or a pdf file already given by the park.
- Direction from CCIC to these locations

State Park


A

Chinese Church In Christ
1490 Saratoga Ave
San Jose, CA 95130
(408) 364-2242

1. Head **northeast** on **Saratoga Ave** toward **Los Felice Dr**

0.5 mi
2. Turn right onto **Payne Ave**

0.9 mi
3. Turn right onto **San Tomas Expy**

2.4 mi
4. Slight right to merge onto **CA-17 S** toward **Santa Cruz**

0.7 mi
5. Take the exit toward **Gilroy**

1.1 mi
6. Merge onto **CA-85 S**


9.8 mi
7. Take the exit on the left onto **Hwy 101 S/US-101 S**

31.5 mi
8. Merge onto **CA-156 E** via the ramp to **San Juan Bautista/Hollister**

3.4 mi
9. Turn left onto **The Alameda**

0.2 mi
10. Take the 3rd right onto **Franklin St**

0.2 mi


B

Fremont Peak State Park
10700 San Juan Canyon Rd
San Juan Bautista, California 95045

Weather at the Event Location(s): (100% ready 3 days prior to the event)

You should provide the weather forecast as accurate as possible.

Warn people if the weather condition can become extreme.

Oct 26

Mostly cloudy **71°** Lo 46

Oct 27

Abundant sunshine **64°** Lo 44

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Tour Plan: *(SIC provides the required data to Camping Chair at least 2 weeks prior)*

When does SIC need a tour plan?

- Trips **outside of council borders** not to a council-owned property (excluding trips to Camp Chesebrough or Camp Hi-Sierra)
- 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:
 - o **Aquatics** activities (swimming, boating, floating, scuba, etc.)
 - o **Climbing** and rappelling
 - o Orientation **flights** (process flying plan)
 - o **Shooting** sports
 - o Any activities involving **motorized vehicles** as part of the program (snowmobiles, boating, etc.)

Does not need	<input type="checkbox"/>
Approved	<input type="checkbox"/>

(Check one box)

Campsite Reservation: *(SIC provides the required data to Camping Chair to make reservations; better do it as early as possible; some popular place needs 6 months prior)*

Does not need	<input type="checkbox"/>
Confirmed	<input checked="" type="checkbox"/>

(Check one box)

Campsite name	Campsite number	Max # of occupants	# of cars allowed	Arrival date (mm/dd)	Earliest check-in time	Departure date (mm/dd)	Latest check-out time	Length of stay	Has fire ring?
Doe Flats		50		10/26	2 pm	10/27	12pm	1 day	Y

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SIC must remember to bring the confirmation letter to the event.

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Scouts Sign-Up: *(Sign-up starts at least one month prior; about 80% finalized one week prior; 100% finalized 3 days prior)*

		Name	Health Form valid?	Stay overnight?	If arrive late, when?	If leave early, when?
SPL						
ASPL						
S h a r k s	PL*	Eric Su		Y		
	APL					
		Daniel Zhu		Y	3:30	
		Sheldon Gong		Y		
		Dylan Zhang		Y		
F o x e s	PL*	Albert Su		Y		
	APL	Calvin Xu		Y		
		Curtis Chan		Y		
		Garrick Ho		Y		
		Bryan Su		Y		
		Kelvin Shao		Y		
E a g l e s	PL*	Joshua Chin		Y		
	APL					
		Leon Hua		Y		
		Evan Wang		Y		
		Lucas Hong		Y	4:00	
		Patrick Ho		Y		
		Thomas Zhang		Y		
		Kevin Kuo		Y		

(PL*: In case both PL and APL are absent, choose the most senior scout of the patrol as the acting PL)

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Adults Sign-Up: (Sign-up starts at least one month prior; about 80% finalized one week prior; 100% finalized 3 days prior)

- Minimal **2 adults at any time**, and at least 1 adult has **Youth Protection Training**
- For all tours and activities, at least 1 adult has **Preparing for Hazardous Weather Training**
- For swimming or boating, **Safe Swim Defense** and/or **Safety Afloat** are to be followed
- For climbing/rappelling, **Climb On Safely** must be followed.
- At least one adult on a pack overnigher must have completed **Basic Adult Leader Outdoor Orientation**.

Name	Youth Protection Training date	Hazardous Weather Training date	Safe Swim Defense	Climb On Safety	Basic Adult Leader Outdoor Orientation	Stay overnight?	If arrive late, when?	If leave early, when?
Diquan Gong						Y		
Amy Su						?		
Eric Su	Y		Y		Y	Y		
Kany Chan	Y	Y			Y	Y		
Jin Wang	Y					Y		
May Chin						Y		

Transportation: (100% finalized at least 3 days prior to the event)

- 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 conditions listed on page 4 of http://www.scouting.org/filestore/pdf/680-014_fillable.pdf
- All vehicles MUST be covered by a liability and property damage insurance policy (refer to page 2 of http://www.scouting.org/filestore/pdf/680-014_fillable.pdf)

	Driver	Scouts	Driver	Scouts	Driver	Scouts
T o d e s t i n a t i o n	Diquan Gong	Sheldon G.			Amy Su	Patrick Ho
		Daniel Z.				Eric Su
		Dylan Z.				Calvin Xu
	Eric Su Kany Chan	Albert Su	Jin Wang	Evan Wang	May Chin	Joshua Chin
		Bryan Su		Curtis Chan		Thomas Z.
		Garrick Ho		Leon Hua		Daniel Lien
		Kelvin Shao		Kevin Kuo		
E a c	Diquan Gong	Sheldon G.			Amy Su	Patrick Ho
		Daniel Z.				Eric Su
		Dylan Z.				Calvin Xu

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k h o n e						
	Eric Su	Albert Su	Jin Wang	Evan Wang	May Chin	Joshua Chin
	Kany Chan	Bryan Su		Curtis Chan		Thomas Z.
		Garrick Ho		Leon Hua		Daniel Lien
		Kelvin Shao		Kevin Kuo		

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Patrol Food Planning Assignment: *(should have pretty good idea one week prior to the event when the headcount data is firming up; 100% finalized 3 days prior to the event)*

In case of high adventure trip:

- Your items should provide **2500 to 3500 calories per day**.
- Keep the weight of the food at round **1 to 2 pounds per day** (< 2.2 pounds/day for backpacking trip)

Prepared by: Garrick

For Patrol: Foxes

For date: 10/26 **Day#:** _____

Meal	Food		Calories/ serving	Weight/ serving (for backpacking trip only)	Equipment needed to prepare
	Item	Quantity			
Breakfast (check the <input type="checkbox"/> box if self-prepared; set Calories/serving subtotal to 800)					
	subtotal:				
Lunch (check the <input type="checkbox"/> box if self-prepared; set Calories/serving subtotal to 800)					
	subtotal:				
Snack (check the <input type="checkbox"/> box if self-prepared; set Calories/serving subtotal to 0)					
	subtotal:				
Dinner (check the <input type="checkbox"/> box if self-prepared; set Calories/serving subtotal to 800)	Bread	20 slices	370		
	Bacon	2 packs	240		
	Cheese	15 slices	113		
	Pickles	2 slices	8		
	Lettuce	2 heads	20		
	Ketchup	1 bottle	20		
subtotal:		771			
Total for the day:			771		

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Prepared by:

garrick

For Patrol: foxes

For date: 10/27

Day#:

Meal	Food		Calories/ serving	Weight/ serving (for backpacking trip only)	Equipment needed to prepare
	Item	Quantity			
Breakfast (check the <input type="checkbox"/> box if self-prepared; set Calories/serving subtotal to 800)	Egg	15	204		
	Tater tots	1 bag	160		
	Apple	10	45		
	Carrot	1 bag	70		
	Rest of Bacon	1 bag	240		
subtotal:			719		
Lunch (check the <input type="checkbox"/> box if self-prepared; set Calories/serving subtotal to 800)					
	subtotal:				
Snack (check the <input type="checkbox"/> box if self-prepared; set Calories/serving subtotal to 0)					
	subtotal:				
Dinner (check the <input type="checkbox"/> box if self-prepared; set Calories/serving subtotal to 800)					
	subtotal:				
Total for the day:			719		

Duplicate one sheet for each patrol, and for each extra day.

Prepared by:

For Patrol:

For date:

Day#:

Meal	Food		Calories/ serving	Weight/ serving (for backpacking trip only)	Equipment needed to prepare
	Item	Quantity			
Breakfast					

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(check the box <input type="checkbox"/> if self-prepared; set Calories/serving subtotal to 800)					
	subtotal:				
Lunch (check the box <input type="checkbox"/> if self-prepared; set Calories/serving subtotal to 800)					
	subtotal:				
Snack (check the box <input type="checkbox"/> if self-prepared; set Calories/serving subtotal to 0)					
	subtotal:				
Dinner (check the box <input type="checkbox"/> if self-prepared; set Calories/serving subtotal to 800)					
	subtotal:				
Total for the day:					

Prepared by: _____

For Patrol: _____

For date: _____ Day#: _____

Meal	Food		Calories/ serving	Weight/ serving (for backpacking trip only)	Equipment needed to prepare
	Item	Quantity			
Breakfast (check the box <input type="checkbox"/> if self-prepared; set Calories/serving subtotal to 800)					
	subtotal:				
Lunch (check the box <input type="checkbox"/> if self-prepared; set Calories/serving subtotal to 800)					
	subtotal:				
Snack (check the box <input type="checkbox"/> if self-prepared; set Calories/serving subtotal to 0)					

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		subtotal:				
Dinner (check the box if self-prepared; set Calories/serving subtotal to 800)						
	subtotal:					
Total for the day:						

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Troop Equipment Needed: *(should be decided a week prior)*

(SM note: The inventory list is a working progress; more will be captured here soon)

The troop **Quartermaster** must check the readiness of the required equipment **a week prior**.

The troop Quartermaster has the sole ownership of the equipment.

His responsibility:

- **Keeps records on patrol/troop equipment.**
- **Makes sure equipment is in good working condition.**
- **Issues equipment and makes sure it is returned in good condition.**
- **Makes suggestions for new or replacement items.**

Before an event, a scout (usually SIC) from the event is designated as the owner to check out the equipment from the troop Quartermaster.

During the event, this owner is responsible for keeping track of the equipment.

After the event, a scout, who can be different from the owner, is designated to clean and return the equipment back to the troop Quartermaster, within **one week** time frame.

Category		Inventory		Check-out		Cleaned and returned by	Comments
		Item	Qty	Owner	Qty		
Identity		troop flag	1				Need rope for securing
Tripod		stick	3				
		rope					
Safety		first aid kits	1				
Fire marshal		bucket	2				One for water, one for sand
		shovel	1				Put off fire
		rake	1				Put off fire
C o o k i n g	Stove	Coleman Exponent white-gas stove	2				
	Fuel	white-gas fuel	1				
	Lighter						
	Utensils						
Patrol stuff (owned by each PL)		patrol flag (Sharks)	1				
		patrol flag (Foxes)	1				
		patrol flag (TBD)					

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Sleeping Quarter Arrangement: *(100% finalized 3 days prior to the event)*

Requirement:

- a scout must have a buddy as his tent-mate
- a scout cannot share the same tent with an adult except for his parent

Tent	Occupants' names (except for family camp, 2-person tent is recommended)	
	tent owner	Buddies
1	Dylan	Eric, Daniel, Sheldon
2	Albert	Bryan Garrick, Kelvin
3	Calvin	Curtis
4	Kevin Kuo	Thomas Z.
5	Daniel Lien	Joshua Chin
6	Evan Wang	Leon Hua Patrick Ho
7		
8		
9		
10		

Hiking Trails (if applicable): *(100% ready 4 weeks prior to the event)*

You should provide

- A link to the map in pdf file or a web page which shows the trail
- A description to summarize the hiking plan, such as the trailhead, the route, the length in distance, the elevation gain, the break schedule, etc.

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Schedule Detail: *(90% finalized one week prior to the event)*

Day 1: 10/26	
12:00 am	Arrive at CCIC San Jose
12:30	Departure from CCIC
1:45	Arrive at Del Valle
2:00	Check out boats
2:30	Water Orientation
3:00	Organized Activities
6:00	Lunch
7:10	Organized Competitions
7:20	Free Boasting
7:45	Start observatory program
8:00	Head back to campsite
11:00	Wash Up
11:30	Lights Out!
11:45	Clean up
Day 2: 10/27	
7:30	Wake Up!
7:45	Start Cooking
9:00	Clean Up
10:00	Pack Up
10:45	Load Cars
11:00	Check Out
12:15	Arrive at CCIC
12:20	GO HOME!!!

Campfire Program (if applicable): *(90% finalized one week prior to the event)*

Patrol Skits/Sharing:

Patrol	Program
Sharks	
Foxes	
TBD	