**Troop 495 Scout-in-Charge Event Planner**

**SIC Name:** Patrick Ho

**AIC (Adult-in-Charge) Name:** Amy Su

**Trip:** TLT January 2018

**Dates of Event:** January 20 - 21, 2018

**Note From SIC About This Event:**

* **There is a possibility of rain on the 20th, so please make sure to pack your rain gear**
* **Make sure to bring your mess kits**
* **Bring your own lunch for Saturday!**

**Gathering Place and Time:**

**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

### FLASHLIGHT OR HEADLAMP WITH EXTRA BATTERIES

### RAIN GEAR

### WATER BOTTLE

### MAP AND COMPASS

### MATCHES AND FIRE STARTER

### SUN PROTECTION AND SUNGLASSES

### 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

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

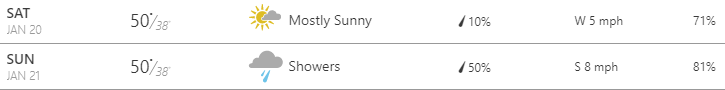
You should provide:

* Each event location, by a link to Goolge 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

**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.



**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:
  + **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.)

***N/A*** 

**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)*

*(Check one box)* 

**Done**

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

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| --- | --- | --- | --- | --- | --- | --- |
|  | | **Name** | **Health Form**  **valid?** | **Stay overnight?** | **If arrive late, when?** | **If leave early, when?** |
| **SPL** | |  |  |  |  |  |
| **ASPL** | |  |  |  |  |  |
| **Foxes** | **PL\*** |  |  |  |  |  |
| **APL** |  |  |  |  |  |
|  | Eric Zhao |  | y |  |  |
| Brandon Wu |  | y |  |  |
| Bryan Su |  | y |  |  |
| Albert Su |  | y |  |  |
| Evan Wang |  | y |  |  |
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| **Eagles** | **PL\*** | Ethan Chung |  | y |  |  |
| **APL** |  |  |  |  |  |
|  | Patrick Ho |  | y |  |  |
| Tommy |  | y |  |  |
| Brandon Wei |  | y | (?) |  |
| Eric Sheng |  | y |  |  |
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**(PL\*: In case both PL and APL are absent, choose the most senior scout of the patrol as the acting PL)**

**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 t 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 overnighter must have completed **Basic Adult Leader Outdoor Orientation.**

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| **Name** | **Youth**  **Protection**  **Training**  **date** | **Hazardous**  **Weather**  **Training**  **date** | **Safe**  **Swim**  **Defense** | **Climb**  **On Safety** | **Basic Adult Leader Outdoor Orientation** | **Stay**  **over-night?** | **If arrive late, when?** | **If leave early, when?** |
| Amy Su |  |  |  |  |  |  |  |  |
| Hui Wu |  |  |  |  |  |  |  |  |
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**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>)

**All scouts will provide their own transportation.**

**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)

DINNER, CRACKERBARREL, AND BREAKFAST WILL BE PREPARED BY THE PARENTS.

BREAKFAST SHOULD BE EATEN PRIOR TO ARRIVAL. BRING YOUR OWN LUNCH FOR THE FIRST DAY.

**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

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| **Tent** | **Occupants’ names** (except for family camp, 2-person tent is recommended) | |
| **tent owner** | **Buddies** |
| 1 | Patrick Ho | Evan Wang |
| 2 | Albert Su | Bryan Su |
| 3 | Brandon Wu | Ethan Chung |
| 4 | Tommy Song | Eric Sheng |
| 5 | Brandon Wei | Eric Zhao |
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**Schedule Detail:**

Saturday, 1/20

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| **Time Slot** | **Main Agenda** |
| 8:00 - 8:30 AM | Arrive at Chesebrough |
| 8:30 - 9:30 AM | Campsite Setup  Opening Flags |
| 9:30 - 10:00 AM | Discussion: State of the Troop  -Led by: Senior Scouts |
| 10:00 - 10:30 AM | Finalize Annual Planner (Make sure SICs know what they need to do)  Set troop goals for new term (with troop positions)  -Led by: SPL |
| 11:00 - 12:00 AM | **Join Bearpaw Instruction**  **-Led by: Mr. Wu and Mr. Su** |
| 12:00 AM - 1:00 PM | Lunch  Sign off requirements if there is free time |
| 1:00 - 1:30 PM | **Joint Game Lead**  **-Led by: Mr. Lum** |
| 2:30 - 3:00 PM | Presentation: Patrol Method and Email Etiquette  -Instructors: Patrick, Tommy  Activity: Telephone (game) |
| 3:00 - 3:30 PM | Training for new positions  -Lead by: Previous position holders, Instructors  (The previous scout in charge of a position will instruct and guide the new scout taking his place) |
| 4:00 - 4:30 PM | Mini COH  -Led by: Bryan Su |
| 4:30 - 5:00 PM | Swearing in of new positions  -Led by: Mr. Chung |
| 5:00 - 6:00 PM | Free time |
| 6:00 - 7:00 PM | Closing flags and dinner |
| 7:00 - 7:30 PM | **Cleaning (Lodge)** |
| 8:00 - 8:45 PM | **Joint Game**  **-Led by: Scouts** |
| 9:00 - 9:30 PM | Cracker Barrel |
| 9:30 - 10:00 PM | **Cleaning (Lodge)** |
| 10:30 PM | Lights out |

Sunday 1/21

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| **Time Slot** | **Main Agenda** |
| 7:30 AM | Wake up |
| 7:30 - 8:00 AM | Pack up |
| 8:30 - 9:00 AM | Scout’s Own |
| 9:00 - 10:00 AM | Breakfast |
| 10:00 - 11:00 AM | **Cleaning (Lodge and Restroom)**  **Camp Sweep** |
| 11:30 AM | Leave Camp |