

**Outing Planner  
  
Troop 418 – Hilliard, Ohio**

* Description \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Departure Date and Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Registration/Pack Troop Gear Time AND Departure Time.
  + Departure Location, Address (i.e. Hilliard Presbyterian Church).

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* Return Date and Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Return Location, Address (i.e. HPC, Eye Center)

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* Youth Leader in Charge \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Adult Leader in Charge \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Expected attendance (Scouts) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Expected attendance (adults) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Three Months Out**

* Review The Outdoor Program – Chapter 9 – ***Troop Leader Guidebook*** (ask Outdoor/Activities Chair for copy).
* Review Specific Program Section - i.e. camping, backpacking trek - ***Program Features for Troops, Teams, and Crews: A Guide to Program Planning*** (Ask Outdoor/Activities Chair for copy).
* Assign youth and adult coordinators.
* Confirm dates and times.
* Reserve campsite.
* Recruit program specialists (e.g. certified COPE instructor).
* See if specific training is required (see One Month Out).
* Set placeholder in ***Troop Calendar – Scout Track.***

**Two Months Out**

* Plan the budget; set the price if known - ***Budget Worksheet***. Can determine price after campout.
* Submit required forms (e.g., campsite reservation, fishing and boating licenses).
* Begin promotion.
  + Set up registration event in ***Sign Up Genius[[1]](#footnote-1)*** – Contact Sign Up Genius Coordinator.
  + Announce at Scout Meeting.
  + **Send email through *Scout Track[[2]](#footnote-2) to troop*. Include the following:**
    - Description/Flyer/Trip Plan.
    - Date and Location.
    - Departure and Arrival Information.
    - Registration link to ***Sign Up Genius***.
    - Due date for registration.
    - Cost if known.
    - Adult Leader in Charge – Contact Information for Questions
    - Age Restrictions if any.
    - Training Requirements if any.
    - Ask for drivers.
    - ***What to Bring List – Personal Gear (Link to Troop Website – Forms).***
    - ***BSA Permission Slip (Link to Troop Website – Forms).***
    - ***BSA Annual Medical Form – if new scout or expired (Link to Troop Website – Forms).***
* Plan special training or shakedowns, including those required by outfitters.
* Begin recruiting adult leaders and drivers.

**One Month Out**

* Develop ***Tour and Activity Plan***, including a schedule.
  + As of now, Scoutmaster submits to Council. Coordinate with Scoutmaster & Outdoor/Activities Chair.
  + This is a good tool to use to insure you are covering the bases. Not required for all campouts, but required for some. Read ***Tour and Activity Plan FAQs*** – good to know.
  + See **online version** through Simon Kenton Council website or scouting.org – click tools. Paper handout is also available.
* Collect any missing Annual Health and Medical Record forms.
* Begin teaching needed skills at troop meetings.
* Ensure at least one leader has training in basic first aid (wilderness first aid for backcountry trips), hazardous weather, and – depending on the activity – Safe Swim Defense, Safety Afloat, and/or Climb on Safely.
* Complete and submit a ***Tour and Activity Plan*** to Council – at least 21 days before event.
  + Scoutmaster Performs this Task as of now. Coordinate with Scoutmaster.
  + See **online version** through Simon Kenton Council website or scouting.org – click tools. Paper handout is also available.
* Continue promotion.
  + Check registration event in ***Sign Up Genius.***
  + Announce at Scout Meeting.
  + **Send email through *Scout Track*. Include the following:**
    - Description/Flyer/Trip Plan.
    - Date and Location.
    - Departure and Arrival Information.
    - Registration link to Sign Up Genius.
    - Due date for registration.
    - Cost if known.
    - Adult Leader in Charge – Contact Information for Questions.
    - Age Restrictions if any.
    - Training Requirements if any.
    - Ask for drivers.
    - ***What to Bring List – Personal Gear (Link to Troop Website – Forms).***
    - ***BSA Permission Slip (Link to Troop Website – Forms).***
    - ***BSA Annual Medical Form – if new scout or expired (Link to Troop Website – Forms).***
* Secure any special troop and patrol equipment (e.g., canoes, climbing gear).

**Three Weeks Out**

* Promote at Meeting.
* Have paper ***Sign Up Sheet*** at Meeting.

**Two Weeks Out**

* **Send email through *Scout Track*. Include links to all necessary forms – see above.**
* Make sure you have enough drivers and enough gear haulers.
* Check the route and prepare maps as needed.
* Confirm the location of rest stops on long trips. (Groups should not travel in tight convoys.)
* Confirm the nearest medical facility and emergency phone number.
* Confirm the campsite contact and phone number.
* Prepare rainy-day activities.
* Promote at Meeting.
  + Promote ***Sign Up Sheet.***
* Have patrols assign grub maters and plan menus, shopping duties, and duty rosters.
  + Use ***Patrol Method Duty Roster*** – Scout Leader Prepare.
  + See ***Patrol Menu Planner*** – Assign Scouts working on rank advancement & Cooking Merit Badge.

**One Week Out**

* **Send email about final details through *Scout Track*. Include links to all necessary forms - see above.**
* Confirm Scout and adult attendance.
  + Crosscheck with paper ***Sign Up Sheet*** and ***Sign up Genius.***
* Collect permission slips – Can be Day of Outing.
* Confirm the campsite reservation.
* Confirm the participation of program specialists.
* Have patrols assign grub maters and plan menus, shopping duties, and duty rosters.
  + Use ***Patrol Method Duty Roster*** – Scout Leader Prepare.
  + See ***Patrol Menu Planner*** – Assign Scouts working on rank advancement & Cooking Merit Badge.
* Assemble troop and patrol equipment.
  + See ***Troop and Patrol Gear Planner***.
* Do a personal gear shakedown, if necessary.
* Check the weather forecast.
* Announce the departure and arrival times, if not already announced.

**Day of Outing**

* Collect Signed ***BSA Permission Slip.***
* Collect ***BSA Medical Forms*** (if not on file or up to date).
* Distribute emergency contact information to parents.
* Do a final gear and food check.
  + See ***Troop and Patrol Gear Planner***.
  + See ***Patrol Menu Planner.***
* Pack Vehicles – Trailer – Insure two deep leadership in vehicles.
* Give maps of route to drivers.
* Share travel plans with someone who is staying behind.
* Leave on time, have fun, and be safe.

**During Outing**

* Register On-site.
* Set up camp. Scout Leader Implement ***While Setting Up Camp Checklist.*** Duty Roster.
* Scout Leader Prepares and Implements Duty Roster – See ***Patrol Method Duty Roster***.
* Maintain orderly campsite during outing – See ***During the Campout****.*
* Break up camp. See ***While Setting Up Camp Checklist*** (While Breaking Camp).

**After the Outing**

* Call parents for pickup after arrival, if needed.
* Unpack vehicles and trailer.
* Ensure proper storage of equipment.
  + Dry out tents and pack away.
  + Inspect equipment.
  + Repair equipment.
  + Report needed equipment, replacements, and updates to Quartermaster & Equipment Chair
* Submit the following to Treasurer.
  + Receipts.
  + Outstanding costs.
  + List of participants.
  + Cost per participants.
  + Submit participant list.
* Evaluate program with Outdoor/Activities Chair.

**Resources:**

* Boy Scout Handbook
* Boy Scout Fieldbook
* Troop Leader Guidebook – The Outdoor Program – Chapter 9
* Program Features for Troops, Teams, and Crews: A Guide to Program Planning
* Troop Calendar – Scout Track
* Budget Worksheet
* Sign Up Genius
* What to Bring List – Personal Gear
* BSA Permission Slip
* BSA Medical Form
* Tour and Activity Plan
* Patrol Method Duty Roster
* Patrol Menu Planner
* Troop and Patrol Gear Planner
* While Setting Up Camp Checklist
* During the Campout

1. **Sign Up Genius** - Send information to Troop Sign Up Genius Coordinator who will set up a sign up event and create a link. The Sign Up Coordinator will send the link to you (adult leader in charge). Use this link in all event promotion emails to the troop. [↑](#footnote-ref-1)
2. **Scout Track** – You should have rights to send emails to **all members of the troop: adults and scouts.** If there are any questions related to Scout Track. Contact the troop Scout Track Coordinator. [↑](#footnote-ref-2)