

OUTING NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

## TROOP 648: PLANNING CHECKLIST

○ **STEP 1: 16 WEEKS BEFORE THE OUTING THE YOUTH OUTING PLANNER SHOULD MEET WITH THE ADULT ADVISOR AND:**

- Keep this checklist for the PLC meeting(s)
- Go over the check list so you know your responsibilities
- Write in due dates for each step

○ **STEP 2: WRITE DOWN EVENT DETAILS, ACTIVITIES, TIMELINE, COSTS AND EMERGENCY/SAFETY INFORMATION:**

**Date of Event:**

**Location:**

**Event Description:** (Base camp, backpacking, etc.)

Is it a "family camp?"  
Yes No

**Requirements to Attend:** (Merit badges, ages, etc)

**Planned Activities:** (Last page in packet)

**THE FOLLOWING IN STEP 2 WILL BE DONE 15 WEEKS PRIOR TO THE DATE OF THE OUTING**

**DATE:** \_\_\_\_\_

**ADULT, SPL AND/OR ASPL SIGN-UPS MUST BE DONE 8 WEEKS PRIOR TO THE DATE OF THE OUTING**

**DATE:** \_\_\_\_\_

**1st boy in charge** Name: \_\_\_\_\_ Phone \_\_\_\_\_ email \_\_\_\_\_

**2nd boy in charge** Name: \_\_\_\_\_ Phone \_\_\_\_\_ email \_\_\_\_\_

**3rd boy in charge** Name: \_\_\_\_\_ Phone \_\_\_\_\_ email \_\_\_\_\_

**4th boy in charge** Name: \_\_\_\_\_ Phone \_\_\_\_\_ email \_\_\_\_\_

**ADULT LEADERS: 2 TRAINED ADULTS OVER THE AGE OF 21 MUST GO!!**

1. Name: \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Driving Y N # of Seats in car \_\_\_\_\_ Pull Trailer Y N

Any Complications:

2. Name: \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Driving Y N # of Seats in car \_\_\_\_\_ Pull Trailer Y N

Any Complications:

3. Name: \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Driving Y N # of Seats in car \_\_\_\_\_ Pull Trailer Y N

OUTING NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

Any Complications:

4. Name: \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Driving Y N # of Seats in car \_\_\_\_\_ Pull Trailer Y N

Any Complications:

5. Name: \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Driving Y N # of Seats in car \_\_\_\_\_ Pull Trailer Y N

Any Complications:

How many scouts are attending \_\_\_\_\_

How many Seats are there - \_\_\_\_\_

Are there enough seats? NO or YES

*If No then check your math and immediately tell the ASPL of outings and the senior Patrol Leader.*

If Yes good work!!!!!!

**THE FOLLOWING MUST BE DONE 13 WEEKS PRIOR!!!**

**DEPARTURE:**

Place:

Time:

Date:

**RETURN:**

Place:

Time:

Date:

**EMERGENCY CONTACT NUMBER (Must be an adult who is NOT attending)**

**Name:**

**Phone:**

**Emergency contact adults Signature:** \_\_\_\_\_

**ARE THE FOLLOWING NEEDED? IF YES THEN, BY WHAT DATE**

BSA Local Tour Permit 2 Weeks in advance (ask Mr.Kuhl) Initials \_\_\_\_\_

Other Permits: LIST THEM \_\_\_\_\_ By \_\_\_\_\_

Reservations (Mostly group sites) By \_\_\_\_\_

SPECIAL Permission slips By \_\_\_\_\_

**UNIFORM:** For travel: Class A

During outing: Class B

**FEES:**

Food Money \_\_\_\_\_ Circle one: Individual/Patrol/Troop

Gas Money \_\_\_\_\_

Camp Fee \_\_\_\_\_

Entrance Fee \_\_\_\_\_

Extra Fees \_\_\_\_\_

Fri Dinner \_\_\_\_\_

Total Per scout \_\_\_\_\_

OUTING NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

**EQUIPMENT: ALL THIS MUST BE DONE 8 WEEKS PRIOR TO THE EVENT**

Unique equipment like Radios, PFD's, Rope Axe, ECT....

TROOP FIRST AID KIT (MUST go on all outings exception of Backpacking but smaller kit needed)

Who has the Kit \_\_\_\_\_

Who is in charge of the Kit \_\_\_\_\_

TROOP MEDICAL RECORDS (MUST go on all outings NO EXCEPTIONS )

Who has them \_\_\_\_\_

What is it	Where is it/Who has it	How many	Reason why you need it

Quartermaster's Signature \_\_\_\_\_

**THE FOLLOWING WILL BE DONE 10 WEEKS PRIOR TO THE EVENT:**

**DATE** \_\_\_\_\_

**STEP 3: Announcements**

**DATE TASK COMPLETED**

All of the following things are to be done by the youth leader or the youth leader's assistant.

☐

\_\_\_\_\_ (1 Months Prior) Get sign up sheet and keep up to date with the sign ups

☐

\_\_\_\_\_ (1 Month Prior) Post Announcement on troop website  
[www.bsatroop648.org](http://www.bsatroop648.org)

☐

\_\_\_\_\_ (2 Months Prior) Make announcements at Troop Weekly Meeting

☐

\_\_\_\_\_ (2 Months Prior) Make a Flyer that is approved by the PLC

**STEP 4: Sign-up Sheet**

- (5 days prior ) Get sign up sheet master list submitted and give one to Mr. Finnegan, Mr. Cole, the SPL and ASPL of outings
- get menus planned and have a list of the buyers of food/Grub master
- Call boys who aren't on your list to see if they are going if so have them immediately call their grub master

OUTING NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

- Get drivers **FINALIZED AND CONFIRMED** (Tuesday before)

**Step 5: Questions that NEED answering**

Are you taking the trailer and if so who is pulling the Trailer? \_\_\_\_\_

How many adults are going? \_\_\_\_\_

How many scout do you have going? \_\_\_\_\_

How many total seats do you have? \_\_\_\_\_

Do you have enough seats for every signed up scout plus a few extra and adults? \_\_\_\_\_

Are you going? \_\_\_\_\_ **YES** \_\_\_\_\_

Are fires allowed? \_\_\_\_\_

Temperature range of the outing location? \_\_\_\_\_ Fahrenheit

Possibility of rain

Yes      Maybe      **NO**

Is their a reliable water source?

Are there restrooms?

**EXTRA QUESTIONS FOR BACKPACKING AND HIGH ADVENTURE**

How long is the Trail? \_\_\_\_\_ Miles

Elevation Gain? \_\_\_\_\_ Feet

**YES or NO**

Difficulty: 1-being easy, 5-being ok, 10-being **REALLY DIFFICULT**

\_\_\_\_\_

The following **MUST** be done 5 weeks prior to the event

Once packet is completed you **MUST** get the signature's 4 weeks prior to the event

**ADULT ADVISOR'S**

**SIGANTURE** \_\_\_\_\_

**YOUTH OUTING PLANNER**

**SIGNATURE** \_\_\_\_\_

**ASPL OF OUTINGS SIGNATURE** \_\_\_\_\_

**OUTDOOR PROGRAM**

**COMMITTEE MEMBER'S**

**SIGNATURE** \_\_\_\_\_ **(MR.FINNEGAN)**

**SPL SIGNATURE** \_\_\_\_\_

**SCOUTMASTER**

**SIGNATURE** \_\_\_\_\_ **(MR.COLE)**

OUTING NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

***STEP 5: AFTER OUTING***

**The youth leader and the adult advisor will do a  
Start Stop and Continue**

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**NAME:** \_\_\_\_\_  
**NAME OF OUTING:** \_\_\_\_\_  
**DATE OF OUTING:** \_\_\_\_\_

**Start (something we should start doing)**

- 
- 
- 

**Stop (something that was bad that we should stop doing)**

- 
- 
- 

**Continue (something's that were good that we should continue doing)**

- 
- 
- 

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**NAME:** \_\_\_\_\_  
**NAME OF OUTING:** \_\_\_\_\_  
**DATE OF OUTING:** \_\_\_\_\_

**Start (something we should start doing)**

- 
- 
- 

**Stop (something that was bad that we should stop doing)**

- 
- 
- 

**Continue (something's that were good that we should continue doing)**

- 
- 
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