



**Boy Scouts of America
Troop 39
Matthews United Methodist Church
Matthews, North Carolina 28105**

Troop Committee and Leader Guidebook

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General Information

Parents wanting to have a bigger part in Scouting should consider becoming a registered leader in the Boy Scout of America. Typically, new leaders with Troop 39 are assigned to the Troop Committee as a regular member. After completing the training required for a Troop Committee Member (see below), new leaders are eligible for Committee positions and may participate on Boards of Review. Typically, the Troop will pay for the training required by BSA.

All adults registered with Troop 39 must maintain current Youth Protection status in order to interact with any Scouts in any capacity or situation. The Troop Training Coordinator has the authority to restrict leadership activities for those adults who fail to comply with this stipulation.

Per BSA, the Scoutmaster recruits qualified adults to become an Assistant Scoutmaster. Those adults typically come from the pool that have completed the training and are active members with the Troop Committee. Additionally, leaders must complete the minimum required training for ASM (see below) in order to be registered with the Troop in that capacity.

All registered Adults in Troop 39 are in the OLD GOAT Patrol, even if they are assigned to be an advisor for one of the boy-lead patrols.

Minimum Requirements for ALL LEADERS within the first 12 months

- Complete a current BSA Registration form. (BSA will perform a background check based upon the Social Security Number, Birth Date and Driver's License Number submitted.)
- Complete Youth Protection Training to turn in with application (This course is on-line and must be kept current – expires every (2) two-years)
- Agree to abide by the rules of Troop 39. This includes leading by example so that the Troop can be a boy-lead program.
- Have a current medical forms part A, part B and Part C on file with the troop
- All leaders that travel and work directly with the Scouts are required to have a full Boy Scout of America uniform.
- Read the BSA Guide to Safe Scouting within 3 months – this can be found on-line.
- Complete required training for your assigned position within the first 12 months.
- Additional Requirements for ALL LEADERS – position specific:
 - **Troop Committee Members**
 - Troop Committee Challenge
 - Board of Review Training
 - Eagle Board of Review Training (Recommended)
 - CPR Class (every other year)
 - Safety Afloat (recommended)
 - Safe Swim (recommended)
 - Weather (recommended)

- MUMC Bus Driver Training (recommended)
- **Scoutmaster and Assistant Scoutmasters**
 - Scoutmaster and Assistant Scoutmaster Specific Training
 - Introduction to Outdoor Leadership Skills
 - CPR Class (every other year)
 - First Aid
 - Scoutmaster's Conference Training
 - Wood Badge (recommended)
 - Safety Afloat
 - Safe Swim
 - Weather
 - Wilderness First Aid (recommended)
 - MUMC Bus Driver Training (recommended)
- **Merit Badge Counselor ***
 - Youth Protection
 - Merit Badge Training

*Merit Badge Counselors do not need to be a registered leader of the Troop, but are required to complete a BSA Adult Leader Application and take online Youth Protection in order to have the background check performed and become a Registered Merit Badge Counselor. Merit Badge Counselors interested in teaching classes on any aspect of Scouting should contact the Scoutmaster so he can plan this into the program schedule.

The Chartered Organization

The Troop is sponsored by the Chartered Organization, Matthews United Methodist Church. The organization has goals that are compatible with those of the Boy Scouts of America and receives a national charter yearly to use the Scouting program as a part of its youth program.

Per the charter, the Church provides a meeting space, selects a Scoutmaster, appoints a Troop Committee of at least three (3) adults, and chooses a Chartered Organization Representative (COR). The Matthews United Methodist Church Administrative Council delegates the day-to-day authority of the responsibilities identified by the charter to the COR.

Organization & Responsibilities of the Troop Committee

The Troop Committee is responsible for the financial position and strategic direction of the Troop, oversight of the key positions (including Scoutmaster and Assistant Scoutmasters), and the Troop's fulfillment of the BSA mission statement. The committee is normally not responsible for the day-to-day management and operation of the Troop. Specific responsibilities include:

- Ensuring that quality adult leadership is recruited and trained.
 - In case the Scoutmaster is absent for an extended period of time that a qualified Assistant Scoutmaster is assigned.
 - If the Scoutmaster is unable to serve, a replacement is recruited.

- Providing adequate meeting facilities, equipment and transportation.
- Advising the Scoutmaster on policies relating to Boy Scouting and the chartered organization.
- Supporting leaders in carrying out the program.
- Being responsible for finances, adequate funds, and disbursements in line with the approved budget plan.
- Obtaining, maintaining and properly caring for Troop property.
- Ensuring the Troop has an outdoor program consisting of a minimum of ten days and ten nights per year.
- Serving on Boards of Review and attending Courts of Honor.
- Supporting the Scoutmaster in working with individual boys and problems that may affect the overall Troop program.
- Helping with the Friends of Scouting program.
- Assisting the Scoutmaster in handling any boy or adult behavioral problems.

Composition of the Troop Committee

The Troop Committee will consist of registered adult (21 years of age or older) leaders of Troop 39. No limit will be set on the maximum number of committee members; however, no member of the Troop Committee will simultaneously serve as either Scoutmaster or an Assistant Scoutmaster. In most cases, newly registered leaders will first be assigned to the committee. The Troop Committee will consist of the following positions:

- Chartered Organization Representative
- Chairman
- Secretary
- Treasurer
- Advancement Coordinator
- Equipment Coordinator
- Training Coordinator
- Outdoor/Activities Coordinator
- Chaplain
- Unit Membership Coordinator

The Troop Committee will also ensure that the following Key Positions are staffed:

- Scoutmaster
- Medical Records Coordinator
- BBQ Fundraising Coordinator

- Matthews Alive! Fundraising Coordinator
- Webpage Coordinator

Committee Position Responsibilities (includes, but not limited to)

Chartered Organization Representative

- Is a member of the Chartered Organization.
- Is a registered member of the Troop Committee.
- Serves as the head of the “Scouting Department” in the Chartered Organization.
- Secures a Troop Committee Chairman and encourages training.
- Maintains a close liaison with Troop Committee Chairman.
- Helps recruit other adult leaders.
- Should be a Member of the Church Council or at least attends each Church Council meeting to represent the Scouting program.
- Serves as a liaison between the Troop and the Church (and the other units chartered to the Church).
- Encourages service to the Chartered Organization.
- Does all scheduling of facilities for the Troop.
- Is an active and involved member of the District Committee.
- Adult Recognition for Religious Awards.

Chairman

- Organizes the Committee to see that all functions are delegated, coordinated, and completed.
- Maintains a close relationship with the Chartered Organizations Representative and the Scoutmaster.
- Prepares agendas for Troop Committee meetings.
- Calls, presides over and promotes attendance at monthly Troop Committee meetings and any special meetings that may be called.
- Ensures Troop representation at monthly roundtables.
- Arranges for charter review and re-charter annually.
- Heads up the annual Friends of Scouting Campaign for the Troop.

Secretary

- Keeps minutes of Committee meetings.
- Maintains records of prior Committee meetings.
- At each meeting, reports the minutes of the previous meeting.
- Survey of Parents for Adult Leadership within the Troop.

Treasurer

- Handles all Troop funds. Keeps adequate records of expenses.
- Maintains checking and savings accounts.

- Keeps adequate records in the Troops' financial management system (currently using Microsoft Money).
- Leads in the preparation of the annual Troop budget.
- Reports to the Troop Committee at each meeting.

Advancement Coordinator

- Encourages Scouts to advance in rank.
- Maintains all Scout advancement records.
- Arranges Scoutmaster Conferences and Boards of Review.
- Develops and maintains a merit badge counselor list.
- Secures badges and certificates from the Mecklenburg County Council Scout Shop .
- Reports to the Troop Committee at each meeting.

Equipment Coordinator

- Supervises and helps the Troop procure and replace camping equipment.
- Works with the (Scout) Quartermaster on inventory and proper storage and maintenance of all Troop equipment.
- Makes periodic safety checks on all Troop camping gear, and encourages Scouts in safe use of all outdoor equipment.
- Reports to the Troop Committee at each meeting.

Training Coordinator

- Provides Troop leaders with information concerning upcoming opportunities for training.
- Encourages Troop leaders to attend Troop, District and Council training for their positions.
- Makes leaders aware of, and signs off on, leader recognition awards. (Knots, etc.)
- Works with the district training team in scheduling training for all new leaders.
- Is responsible for BSA Youth Protection training within the Troop.
- Keeps track of Troop leaders' training status and updates Secretary with this information.
- Reports to the Troop Committee at each meeting.
- Maintains an inventory of up-to-date training materials, videotapes, DVD's and other training resources.
- Maintain Merit Badge Counselor list for the Troop.

Outdoor/Activities Coordinator

- Works with the Scoutmaster to insure a quality outdoor program for the Troop.
- Coordinates the outings and activities – assigns and assists tour leaders.
- Updates the Troop Vehicle List for Tour Plan.
- Helps in securing permission slips to use camping sites.
- Ensures a monthly outdoor program
- Promotes the National Camping Award.
- Promotes the outdoor program through family meetings, attendance at Troop campouts, camporees, summer camp, and Troop Super trips.

- Collects Trip Permission Slips and payments, and provides a list of participants to the Trip ALC and Scoutmaster.
- Eagle Scout Coordinator
- Court of Honors
- Report to BSA National Website of Service Projects by Troop 39.

Chaplain

- Provides a spiritual tone for the regular meetings and the Troop activities.
- Gives guidance to the Chaplain's Aide.
- Promotes and coordinates the God and Country Program (God & Church/God & Life) for the Troop—with the Church and for the Scouts who attend other religious institutions.
- Promotes regular attendance of each member in the activities of the religious organization of their choice.
- Visits homes of Scouts in time of sickness or need.
- Reports to the Troop Committee at each meeting.
- Coordinate "Get Well" and "Condolence" Cards.

Membership Coordinator

- Develops a plan for year-round membership flow into the Troop.
- Works closely with the Cubmaster and the Webelos Den Leaders of Pack 214 to provide a smooth transition from Pack to Troop
- Assists in the development of Den Chiefs.
- Runs and coordinates the Den Chief Program with MUMC Pack 214.
- Assists in the Crossover Ceremony
- Assists in Arrow of Light Ceremony.
- Encourages participation of the Webelos in the Overnighter and the Camporee.
- Encourages Scouts to invite their friends to visit Troop meetings and join the Troop.
- Plans and coordinates a Troop Open House to encourage new members for the Troop.
- Keeps track of Scouts who drop out of the Troop and develops a plan to encourage them to rejoin.

Key Position Responsibilities (includes, but not limited to)

Scoutmaster

The Scoutmaster (SM) is the adult responsible for the image and the program of the Troop. The Scoutmaster and his Assistant Scoutmasters (ASM) work directly with the Scouts. The importance of the Scoutmaster's job is reflected in the fact that the quality of his guidance will affect every youth and adult involved in the Troop.

The Scoutmaster is appointed by the head of the chartered organization and is at least 21 years old. To fulfill his obligation to the Troop, the Scoutmaster recruits Assistant Scoutmasters to help operate the Troop. The Scoutmaster will determine the number of Assistant Scoutmasters. Each ASM is assigned specific program duties and reports directly to the Scoutmaster. An ASM may be as young as 18 years old, but at least one will be at least 21 years old.

The Scoutmasters duties for Troop 39 include, but are not limited to the following:

- Train and guide boy leaders in order to run a “boy-lead” program.
- Work with other responsible adults to bring Scouting to boys.
- Use the methods of Scouting to achieve the aims of Scouting.
- Attend all Troop meetings or, when necessary, arrange for a qualified adult substitute.
- Meet regularly with the Patrols Leaders’ Council (PLC) for training and coordination in planning Troop activities.
- Make it possible for each Scout to experience at least 10 days and nights of camping each year.
- Attend Troop Committee meetings.
- Attend and represent the Troop at the District Roundtables.
- Conduct periodic parents’ sessions to share the program and encourage parent participation and cooperation.
- Take part in the annual membership inventory and uniform inspection, charter review meeting and charter presentation.
- Conduct Scoutmaster Conferences for all rank advancement.
- Train and approve Assistant Scoutmasters to conduct Scoutmaster Conferences as needed.
- Provide as systematic recruiting plan for new members and see that they are properly registered.
- Train and delegate responsibility to other adults and groups (Assistant Scoutmasters, Troop Committee Members) so that they have a real part in Troop operations.
- Supervise Troop elections for Order of the Arrow.
- Participate in District and Council events.
- Build a strong program using the methods of Scouting presented in Scouting Literature.
- Maintain current training requirements as established by the Troop.
- Conduct all activities under qualified leadership, safe conditions and the policies of the chartered organization and the Boy Scouts of America.

BBQ Fundraising Coordinator

- Establishes the annual schedule and oversees execution of the schedule.
- Recruits Chairmen for the following areas: stew cooking, sales, chopping, packing, and serving.
- Monitors supply inventories and plans for all aspects to run the event.
- Coordinates with church staff for kitchen and freezer access, and coordinates with Belk Scout Camp staff for use of the camp kitchen.
- Works with Troop committee and the Treasurer, on all financial aspects of the fundraiser, including overall budget and Scout Bucks’

Matthews Alive! Fundraising Coordinator

- Works with the other members of the Matthews Alive! Committee/Board.
- Establishes the annual schedule and oversees execution of the schedule.
- Recruits Chairmen for the following areas: Family Fun, Arts & Crafts, and Concessions.
- Insures that all volunteers positions/stations assigned to the Troop are filled.
- Informs the Troop Committee.

Webpage Coordinator

- Maintains the Troop Webpage.

- Works with the Troop Leaders to keep current information on-line.

Medical Records Coordinator

- Works with Adult Leaders, Scouts and Scout Parents to ensure that the BSA Class 1, 2 and/or 3 Medical forms, the Troop's Permanent Permission Slips, and the Emergency Medical Release forms are all up-to-date.
- Informs Adult Leader in Charge (ALC) prior to an event if any of the registrants are ineligible to participate due to expired medical records.
- Maintains a supply of blank Class 1, 2 and 3 forms in the medical records bag.
- Ensures a copy of the Guide to Safe Scouting and Guide to Safe Swimming is available in the medical records bag.
- Keeps all medical information confidential, sharing information with the Scoutmaster as the Coordinator deems necessary.

Event/Outing Coordination - Adult Leader in Charge

Troop 39 uses the term Adult Leader in Charge. This person is the Registered Adult who is in charge of a particular outing. This person performs many of the duties of the Scoutmaster and Outdoor/Activities Coordinator and is a trained Adult Leader of the Troop who is in charge of organizing the trip, promoting the event, obtaining the specific permission slips, collecting information for the tour permit, developing the budget, determining the number of drivers or additional trip coordinators, and so on for the event. On a trip, the Leader in Charge is as important as the Scoutmaster on a trip even if the Scoutmaster is attending, and becomes the single point of authority for those trips that the Scoutmaster does not attend.

The tour plan of the outing will be started by the Outdoor Coordinator and finished by the Scoutmaster. The Adult Leader in Charge will insure that there is a permission slip for each Scout attending. The Adult Leader in Charge will have a list of Scouts and adults attending the outing for the Senior Patrol Leader and the Scoutmaster. Within two weeks of the end of the event, the Adult Leader in Charge of the outing will turn in a folder of the outing showing who attended, contacts for the outing, notes of what would be changed if the outing were to be conducted again, and all other important information of the event. The folder will be given to the Scoutmaster for filing and can be used for future outings. Also, the list of people attending will be given to the Advancement Coordinator.

Committee Meetings

Committee meetings are held on the first Sunday of the month. If that day falls on a holiday, the meeting will be scheduled for the next available Sunday. The committee typically does not meet in July. Committee meetings will begin at 6:00 pm, and end between 8:00-8:30 pm. A meeting agenda and minutes of the prior meeting will be made available at the meeting, or sent earlier via email. Committee meetings are open to all parents of Scouts currently in good standing with Troop 39.

Any Troop 39 committee member, Scoutmaster, Assistant Scoutmaster or parent of a Troop 39 Boy Scout currently in good standing with Troop 39 may present an item to be included on the committee meeting agenda, preferably in advance of the meeting. If the person bringing the item for discussion is not present, the item may be tabled for a future meeting. The Committee Chairman, at his or her discretion, may defer an item to a future meeting.

Voting

Committee business shall be managed by consensus of the Troop Committee members present at the meeting whenever possible. For Troop business requiring a vote, the proposed item will be included on the agenda and discussion initiated at the committee meeting. Once discussion has concluded, the committee will determine if a formal vote is necessary.

Only registered Troop 39 Committee Members, with the exception of the Committee Chairman, will be allowed to vote on items presented before the Committee that require a formal vote. Each registered Committee Member will be allowed one vote. Voting must be exercised in person: no proxies will be allowed. The Scoutmaster will not have the right to vote on Committee business, but will be encouraged to actively participate in any discussion prior to a vote. Any item requiring a formal vote will pass by a simple majority of the Committee members present at the time of the vote. In the event of a tie, the Chairman will cast the deciding vote.

Expedited Approval / Vote

When, in the opinion of both the Committee Chairman and the Scoutmaster, Committee approval of an item is required on an expedited basis prior to the next scheduled Committee meeting, the Committee Chairman will poll the Chartered Organization Representative, the Secretary and the Treasurer for their votes. A majority (three out of four) must vote in favor for the item to pass.

In any such instance where an expedited approval or vote has been conducted, the Committee Chairman will document the instance and include it in the agenda of the next scheduled Troop Committee meeting for ratification.

Term of Service and Committee Elections

The Scoutmaster and Committee Chairman should commit to serve for a minimum term of two years. No maximum number of terms is specified; persons serving in either capacity may continue to do so for any number of terms. The Committee may review any position at any time.

Key Position Leaders should commit to serve for a minimum term of one year. No maximum number of terms is specified; persons serving in key committee positions may continue to do so for any number of terms. The Committee may review any position at any time.

To allow for continuity and orderly transitions, Scoutmasters, Committee Chairmen and Key Position Leaders should provide sufficient notice to the Committee of their intent to vacate their position. They should also allow enough time for a new leader to learn and assume their responsibilities whenever possible.

Reimbursements

The Treasurer shall be authorized to reimburse registered adult leaders of Troop 39 for expenses legitimately associated with authorized Troop 39 activities. All other expenses shall be presented to the Troop Committee for approval at a regularly scheduled Committee meeting, unless the Troop Committee has previously approved such expenses during a regularly scheduled Committee meeting.

Additionally, the Treasurer, at his or her sole discretion, may request Committee approval of any expense in excess of \$100.00, prior to payment. Such approval may be obtained during the course of a normal Committee meeting or via the expedited approval process, at the request of the Treasurer.

The Troop maintains an account at the Mecklenburg County Council Scout Shop that is used for the purchase of rank advancement items and other Troop-sponsored material. Signature authority shall be granted to registered leaders at the discretion of the Troop Committee.

Use of Troop Equipment by Other Groups

It is the responsibility of the Troop Committee and the Equipment Coordinator to ensure that the Troop obtains and maintains adequate equipment for the various Troop functions and events. The Troop will provide the usual and customary types of equipment in sufficient quantities for the Troop's activities and uses, such as: tents, cooking equipment, stoves, lanterns, and other camping equipment as necessary. The Troop also owns and loans to individual Scouts personal equipment, such as sleeping bags, backpacks, etc. for use by the individual Scout as needed. In addition, the Troop also owns and maintains equipment used for various fundraisers (the annual barbecue sale), such as a large commercial food chopper, scales, and other miscellaneous tools.

The Troop also has purchased and maintains two trailers for use by the Troop: one closed box trailer approximately 5' x 7', and one open flatbed cargo trailer, approximately 6' x 16' bed. The trailers are titled and insured through the Chartered Organization, Matthews United Methodist Church, but are maintained by and usage is controlled through the Troop Committee.

Persons or groups wishing to use any of the Troop's equipment must have permission from the Troop Committee. The Committee may designate one or more registered Troop leaders (i.e. the Chartered Organization Representative (COR)) to act on its behalf with respect to equipment loans and usage. In any event, use of all equipment by the Troop for scheduled Troop functions shall take priority over requested use by any outside group or individual.

Usage of the trailers is specifically limited to recognized ministry groups within Matthews United Methodist Church (i.e. mission work teams), or other organized groups affiliated with the Boy Scouts (Cub Scout Pack 214, Venture Crews, Order of the Arrow teams, etc.). All requests for use of a trailer shall be to the Troop Committee through the Chartered Organization Representative or the Equipment Coordinator. Approval of use of a trailer by an outside organization or group shall be subject to the use policies of the equipment. Specifically, the following conditions shall apply:

- Prior to use, a member of the borrowing organization shall complete a use request form stating dates requested, uses anticipated, the destination of trip, and the responsible contact person from the borrowing organization.
- A member of the borrowing organization, primarily the person who will be towing the trailer shall meet with the COR or Equipment Coordinator to review trailer hook-up and security procedures, obtain instructions for use of the wheel lock (boot), and receive the keys to the trailer locks.
- Upon return, the COR or Equipment Coordinator shall meet again with the borrowing organization representative to inspect the trailer following the use to ensure no damages have occurred and the trailer has been returned and secured properly.

- If damaged during the time of use, the borrowing organization agrees to notify the Matthews United Methodist Church Business Administrator, the Troop Chartered Organization Representative or Equipment Coordinator, and the appropriate law enforcement agency immediately in order to begin insurance claims processing if appropriate, and to minimize potential for lost or stolen equipment.
- The borrowing organization agrees to repair or replace the trailer(s) if damaged or lost during the time of use. Repairs and/or replacement shall be to the satisfaction of the Troop Committee. If damaged to a point that the trailer is unusable until repaired or replaced, the borrowing organization agrees to provide the Troop with another trailer of equal or greater capacity until such time as the trailer is restored to proper operating condition, or is replaced, whichever is required.

Revisions to the Troop Handbook or the Troop Committee and Leader Guidelines

Any member of the Troop Committee, Scoutmaster or Assistant Scoutmaster may propose a revision to the Troop Handbook or the Troop Committee Guidelines. Proposed changes must be in writing and must be submitted to the Committee Chairman at least one (1) week prior to a regularly scheduled Committee meeting. The Chairman will add the proposed change to the meeting agenda under New Business. The proposal will be available with the agenda and the item handled as normal business for the Troop Committee. All changes to the Troop Handbook or the Troop Committee Guidelines will require a formal vote.

Church Bus Procedure

The Troop can request to reserve the church buses in the annual church request period. If the bus reservation is accepted, the following is to be followed>

- Drivers must have a valid North Carolina Driver License and a good driving record. Drivers must complete the church bus driver class. The church will do a driver license background check on all drivers.
- On the day the buses are to be used, the keys will be in the Welcome Center in the church. There will be a folder with the keys and paper work in it. Take the ones for the Boy Scout Troop (there may be many at the Welcome Center).
- Follow the instructions to check out the bus as you were instructed in the church bus training class.
- After the trip, clean the bus (mop if required), insure the gas tank has at least ¼ of a tank, and record the final mileage. If you purchased gas, note it on the church form as purchased. The gas receipt is to be turned in the troop for reimbursement (do not turn in to the church).

Leader in Charge Check List

If you are the Leader in Charge of a trip, you will need to insure that all of the following is completed.

Leader In Charge Trip Check List Troop 39

Trip to _____ Start Date _____ End Date _____

Adult Leader _____ Scout Leader _____

Items	Assigned To	Due Date
Book Buses for trip (if buses are not available or we need more than church has, the Committee Chair will book the rental and email were to pick up. Drivers will use their license and credit card to book the van rental. At end of trip, the drivers can turn the bill into Carol Lawrence for reimbursement.	Charger Organization Rep	90 Days before
Book reservation for event	Leader-In-Charge	45 Days Before
Talk up trip at scout meeting (all 4 meeting before)	Scout Leader	30 Days Before
Work up permission slip and outing details	Scoutmaster	30 Days Before
Send Out Email with permission Slip	Scoutmaster	30 Days Before
Signed permission slip and money collected from scouts – the Outdoor Coordinator will collect and send to leader in charge, scoutmaster and committee chair the list of who is going on Tuesday following the meeting	Outdoor Coordinator	21 Days Before
Signed Adult Slip from adults none leaders and money going on trip	Outdoor Coordinator	21 Days Before
Get drivers for buses and trailer - give to Outdoor Coordinator so he can complete the tour plan	Leader-In-Charge	21 Days Before
Insure patrols are of correct size	Leader-In-Charge	21 Days Before
Patrols plan their menu	Scout Leader	21 Days Before
Grubmaster for adults	Leader-In-Charge	21 Days Before
Scouts and leaders check out equipment	Scout Leader	Meeting before
Get checks for any expenses not charged by credit card	Leader-In-Charge	Meeting before
Pick up any special items for trip (maps of trails, rope, etc)	Leader-In-Charge	7 Days Before
Scouts and adults shop for food		5 Days Before

Tour plan under 500 miles one way and out of the Mecklenburg Council area - Turn in information on drivers and trip details to Outdoor Coordinator two meeting before. The Outdoor Coordinator will start the tour plan and the scoutmaster will finish.	Outdoor Coordinator	2 Meeting before
Tour permit over 500 miles on way - Leader in charge to pull tour permits for trip	Outdoor Coordinator	30 Days Before
Have maps and directions for drivers	Leader-In-Charge	Day of Trip
Pick up bus keys from church welcome center	Leader-In-Charge	Day of Trip
Have a Guide to Safe Scouting, Safety Afloat and Safe Swim (in medical bag)	Leader-In-Charge	Day of Trip
Check off attendance to insure who is on the trip - scouts and adults	Scout Leader	Day of Trip
Check to insure all have the equipment they need for the trip	Scout Leader	Day of Trip
Communicate the trip schedule and remind the group to keep them on the time schedule. Adjust the schedule to meet the planned timeline.	Leader-In-Charge	On-trip
Pick up medical records bag from scout storage		Day of Trip
Pick up two first aid kits from scout storage	Leader-In-Charge	Day of Trip
Take fire wood if required	Leader-In-Charge	Day of Trip
Confirm all scouts and adults going are accounted for. Insure equipment is loaded by scouts.		
Reduce number of vehicles going to the minimum. Move on the process to keep troop on leave time schedule.	Leader-In-Charge	Day of Trip
Scouts and leader check in and wash equipment		End Day
Turn in Funds and expense receipts to Treasure	Leader-In-Charge	Meeting after trip

Merit Badge and Skills Sign Off

Do we want to add this?