

Troop 465 Campout Lead Scout Check-Off List

The following represents the basic "to do" list for a typical weekend or extended Troop camping event or outing. It is assumed that certain aspects of the activity—what we're doing, where we're doing it, permission and/or reservations, deposit fees, etc., have already been long accomplished (in many cases, a year in advance!) If not, then these aspects must be completed first! As the **Lead Scout**, it will be your responsibility to develop the theme/subject for the campout. In doing so, you might want to consider what you and your fellow Scouts might want to do or accomplish on the campout/event. Are there places to hike, things to see, side trips worth including? What kinds of advancement activities can be included in the event – aquatics, cooking, orienteering, or maybe even survival skills? Planning a fun campout or event will require you to ask questions of your fellow Scouts and the adult leaders in the Troop; to investigate the campout/event location and the surrounding area; and to use your imagination! Remember—you want everyone to be excited about going and to continue talking about how much fun they had when they get to the next Troop meeting. If that happens on your event, then you can be sure that you have done an excellent job!

ACTIVITY: _____ DATE: _____

Within 30 days after approval of Annual Troop Calendar by Troop Committee

- _____ Outdoor Chair notifies and confirms acceptance of assignments by Lead Adult and **Lead Scout**.
- _____ **Lead Scout**, with guidance from Lead Adult, SPL and SM, develops theme/subject and list of possible activities for event.

150 days Prior to Event (Date: _____)

- _____ Outdoor Chair notifies **Lead Scout** and Lead Adult of required fees/costs for location and any special transportation requirements.
- _____ SPL assigns dates for **Lead Scout's** presentations to PLC and Troop meeting.
- _____ **Lead Scout**, with guidance from Lead Adult, prepares preliminary cost estimate for campout/event and provides same to SPL, SM and Outdoor Chair.

120 days Prior to Event (Date: _____)

- _____ **Lead Scout** presents a report to PLC on his event, with details on time & date, location, theme/subject, etc. Requests assistance from SPL and Lead Adult as needed. PLC approves, suggests changes, provides guidance, etc.
- _____ **Lead Scout** makes 1st presentation at Troop meeting on the event, with basic details, cost, advancement opportunities, etc. (with emphasis on "Why you (a Scout) should attend this event")
- _____ **Lead Scout** requests initial sign-ups from Scouts interested in attending event and maintains roster until event completed; reminds Scouts needing scholarships to have their parents speak to Troop Committee.

90 days Prior to Event (Date: _____)

- _____ **Lead Scout** provides Lead Adult with 1st status report on event - expected attendance, theme/subject development, scheduled activities, advancement opportunities and any special needs for event.
- _____ **Lead Scout** makes 2nd presentation at Troop meeting on the event, with basic details, cost, advancement opportunities, etc. (with emphasis on "Why you (a Scout) should attend this event").

60 days Prior to Event (Date: _____)

- _____ **Lead Scout** provides Lead Adult with 2nd status report on event - expected attendance, theme/subject development, scheduled activities, advancement opportunities and any special needs for event.
- _____ **Lead Scout** makes 3rd presentation at Troop meeting on the event, with basic details, cost, advancement opportunities, etc. (with emphasis on "Why you (a Scout) should attend this event").

4 Weeks Prior to Event (Date: _____)

- _____ **Lead Scout** generates form for permission slips and requests posting to troop website; hard copies printed to distribute.
- _____ **Lead Scout** confirms with Troop Committee that medical forms for attendees are complete.
- _____ **Lead Scout** makes 4th presentation of event details and status at Troop meeting.
- _____ **Lead Scout** begins collecting payments for fees and turns over to Committee Treasurer.

3 Weeks Prior to Event (Date: _____)

- _____ **Lead Scout** and SPL present final weekend activity hourly schedule to Troop, with copy to SM.
- _____ **Lead Scout** presents brief presentation of advancement opportunities at Troop meeting and confirms with SM/ASMs.

2 Weeks Prior to Event (Date: _____)

- _____ **Lead Scout** and SPL/SM confirm activity hourly schedule and advancement opportunities.
- _____ PLs collect permission slips/fee money from Scouts and submit to **Lead Scout**.
- _____ **Lead Scout** confirms Scouts attending.
- _____ **Lead Scout** makes final presentation of event details and status at Troop meeting.

1 Week Ahead of Time (Date: _____)

- _____ **Lead Scout** drafts directions sheet and makes adequate copies for all drivers (or distributes by e-mail).
- _____ **Lead Scout** establishes meal points and meeting point(s).
- _____ **Lead Scout** identifies local hospital(s) and gets directions for same.
- _____ **Lead Scout** provides emergency contact number(s) to same.

Prior Week, Mid-Week (Date: _____)

- _____ **Lead Scout** and SPL prepare final roster of Scouts attending and checklist confirming payment, permission slips, etc.
- _____ Lead Adult checks long-range weather forecast for area of activity; if any potential problems, notify **Lead Scout**, SPL and SM; resolve any safety issues and contact Scouts as needed.

Prior Week, Late (Date: _____)

- _____ **Lead Scout** assembles all pertinent Troop documents (permits or reservation forms, troop emergency contact numbers, all directions, all maps, etc.)

Departure Assembly (Date: _____)

- _____ **Lead Scout** distributes maps and directions to all drivers; Lead Adult distributes cash to all drivers if reimbursing for fuel.
- _____ SPL/**Lead Scout** assigns seats for travel.
- _____ Before departure, **Lead Scout** and Lead Adult place copies of all rosters (Scout and adults) and all other documents from event into an envelope marked "Outdoor Chair", which shall be left in the Scoutmaster's office at the Scout Hut, to be used in the event of an emergency.

After the Event

- _____ Lead Adult, **Lead Scout** and Outdoor Chair provide copies of ALL planning checklists and reports for Outdoor Program Archive Binder, which shall be retained by Troop.