

Troop 465 Outdoor Chair Campout Organizational Check-Off List

The following represents the basic "to do" list for the **Outdoor Chair's** responsibilities in helping to coordinate a typical weekend or extended Troop camping event or outing. Consistent communication with the Lead Adult is crucial to ensuring that these events provide fun, Scouting fellowship and advancement opportunities for our Troop's Scouts. By the time you begin, it's likely that the selected event/activity—what we're doing, where we're doing it, has already been scheduled on our Troop's annual calendar. Your role may also include what occurs prior to the timeline in this Check List. That will be determined by your willingness to help, along with the needs of the Troop as determined by the Committee and the Scoutmaster. Your goal as the **Outdoor Chair** is to assist the Troop Committee and Scoutmaster in providing and promoting an outdoor program for our Troop that is purpose-driven, well-planned, eagerly anticipated, well-attended and fondly-remembered by our Scouts.

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 Adult confirms with **Outdoor Chair** on need for reservations or other permission(s) for planned location of campout/event and both calendar deadline for payment of deposits.
- _____ **Outdoor Chair** makes reservations or obtains appropriate permissions in writing for planned location (or calendars deadline for doing so as appropriate).

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.
- _____ 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: _____)

- _____ **Outdoor Chair** provides report to Troop Committee on plans for the upcoming event, details needing approval, funding requests, etc.

90 days Prior to Event (Date: _____)

- _____ Lead Adult provides report to **Outdoor Chair** on event status and works to resolve any issues with location, transportation and need for additional adult leaders, if required; also provides information on expected attendance and advancement opportunities to be made available during event and method for accomplishing same.
- _____ **Outdoor Chair** provides Troop Committee with update on event, list of adults scheduled to attend, expected Scout attendance, scheduled activities, advancement opportunities to be made available during event and method for accomplishing same.

60 days Prior to Event (Date: _____)

- _____ Lead Adult continues to provide **Outdoor Chair** with updates on event status and works to resolve any issues with location, transportation and need for additional adult leaders, if required; provides updated information on expected attendance.
- _____ **Outdoor Chair** provides Troop Committee with update on event, list of adults scheduled to attend, expected Scout attendance, scheduled activities, advancement opportunities to be made available during event and method for accomplishing same.

2 Weeks Prior to Event (Date: _____)

_____ **Outdoor Chair** confirms location reservations (as required).

Departure Assembly (Date: _____)

_____ 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.