**Campout Planning Checklist**

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| **Adult CoordinatorOutdoor Program Checklist** |
| **Event Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Location:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Depart:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Return:**\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Scout-in-Charge:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Adult Co-ordinator:**\_\_\_\_\_\_\_\_\_\_\_\_ |
| check off each item as it is completed. Ask Scoutmaster for assistance. |
| **Pre-trip Administration** |
| * Complete [**Tour Permit**](http://www.boyscouttrail.com/docs/formlocaltourpermit.pdf)
* Reservations/permits completed
 | * Estimated Expenses: \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |
| **Safety** |
| * Adult in Charge: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Backup in Charge: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* First-Aid Kit carrier: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* First Aid certified: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* CPR certified: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | * Swim Safety completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Safety Afloat completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Medical forms collected
* Insurance forms ready
* Accident forms ready
 |
| **Transportation** |
| * Drivers identified
* Names: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | * Driver Insurance info ready
* Person hauling trailer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |
| **Equipment** |
| * Gear Needed for Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* First Aid Kit ready ([**Inventory**](https://www.boyscouttrail.com/docs/firstaidkitinventory.asp))
* Adult Patrol box organized
* Adult Tents ready
 | * Extra fuel ready
* Adult Menu planned ([**Sample**](https://www.boyscouttrail.com/docs/plannermenu.pdf))
* Adult Food purchased ([**Sample**](https://www.boyscouttrail.com/docs/plannershopping.pdf))
* Adults informed of special personal gear required
 |
| **Program** |
| * Patrol in Charge: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Scout program agenda reviewed ([**Sample**](https://www.boyscouttrail.com/docs/campagenda.asp))
* Backup activities ready
 | * Adult duty roster completed ([**Sample**](https://www.boyscouttrail.com/docs/plannerdutyroster.pdf))
* Adults informed of program agenda
* Adult songs and skits selected ([**Samples**](http://www.boyscouttrail.com/boy-scouts/boy-scout-skits.asp))
 |
| **Post-trip Administration** |
| * Turn in notes and docs to Outdoors Coordinator
 | * Inform Scoutmaster of any problems
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| **Adult Coordinator OR Scout-in-ChargeOutdoor Program Checklist** |
| These items should be handled by either the adult coordinator or scout-in-charge depending on abilities. |
| **Pre-trip** |
| * Distance: \_\_\_\_\_\_
* Depart time: \_\_\_\_\_\_\_ Arrive: \_\_\_\_\_\_\_\_
* Return time: \_\_\_\_\_\_\_ Arrive: \_\_\_\_\_\_\_\_
* Permission Slip distributed
* Make reservations
* Maps and directions copied
 | * Nearest town: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Nearest medical facility: \_\_\_\_\_\_\_\_\_\_\_\_\_
* Police number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Emergency number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |
| **Post-trip** |
| * Turn in payments to Treasurer
 | * Turn in attendance to Outdoors Coordinator
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| **Scout-in-ChargeOutdoor Program Checklist** |
| **Event Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Location:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Depart:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Return:**\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Scout-in-Charge:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Adult Co-ordinator:**\_\_\_\_\_\_\_\_\_\_\_\_ |
| check off each item as it is completed. Ask Scoutmaster for assistance or clarification. |
| **Pre-trip Administration** |
| * Copy Maps and directions
* Departure time: \_\_\_\_\_\_\_\_
* Arrival time: \_\_\_\_\_\_\_\_
* Return time: \_\_\_\_\_\_\_\_
* Arrival time: \_\_\_\_\_\_\_\_\_
* Will a rest stop be needed?
* Chaplain identified and ready
* Bugler identified and ready
 | * First Aid Kit ready ([**Inventory**](https://www.boyscouttrail.com/docs/firstaidkitinventory.asp))
* Estimated Attendance turned in to adult co-ordinator
* Patrol menus accepted
* Campout Agenda Planned ([**Sample**](https://www.boyscouttrail.com/docs/campagenda.asp))
* Campfire Planned ([**Sample**](https://www.boyscouttrail.com/docs/plannercampfireprogram.pdf))
* Agenda reviewed with adult
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |
| **Departure Responsibilities** |
| * Take Attendance
* Distribute Maps and directions
 | * Patrol boxes, food, tents loaded
* Troop gear loaded (rope bag, special needs)
* Scouts in uniform
 |
| **Arrival** |
| * Tell drivers where to park
* Choose general location for patrol campsites
* Announce time for PLC meeting
 | * Lead PLC meeting
* Answer patrol leader questions
 |
| **Program** |
| * Post Campout agenda ([**Sample**](https://www.boyscouttrail.com/docs/campagenda.asp))
* Prepare locations and gear for activities
* Solicit volunteers for activity leaders
 | * Monitor participation and success of activities
* Ensure campfire is ready before sunset
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| **Post-trip Administration** |
| * Schedule a Scoutmaster Conference
* Make notes of successes, failures, concerns
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| **Patrol LeaderOutdoor Program Checklist** |
| **Event Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Location:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Depart:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Return:**\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Scout-in-Charge:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Adult Co-ordinator:**\_\_\_\_\_\_\_\_\_\_\_\_ |
| check off each item as it is completed. Ask Sr. Patrol Leader or Scoutmaster for assistance or clarification. |
| **Pre-trip Responsibilities** |
| * Estimated Attendance turned in to Scout-in-Charge
* Patrol menu completed ([**Sample**](https://www.boyscouttrail.com/docs/plannermenu.pdf))
* Food purchased ([**Sample**](https://www.boyscouttrail.com/docs/plannershopping.pdf))
 | * Patrol tents dry and ready
* Patrol box ready ([**Sample**](https://www.boyscouttrail.com/docs/patrolboxinventory.htm))
* Patrol skits/songs ready for campfire ([**Samples**](http://www.boyscouttrail.com/boy-scouts/boy-scout-skits.asp))
 |
| **Departure and Set-Up Responsibilities** |
| * Turn in payments and permissions to Scout-in-Charge
* Ensure your patrolmates have rides
* Review campout program with patrol
 | * Choose patrol campsite
* Lead patrol in setting up camp
* Attend PLC meeting
* Lead patrol in active participation
 |
| **Post-trip Responsibilities** |
| * Assign tent drying to scouts
* Assign patrol box cleaning to a scout
 | * Turn in outing feedback to Scout-in-Charge
* Inform Quartermaster of equipment needs
 |