

Troop 271 Outing Checklist

(Notify SM upon completion of each step)

1-2 Months (or more) Prior to the Event

- Committee discusses and approves troop event; CC notifies SM.
- SM approves adult(s) as Tour Leader.
- PLC discusses event and assigns Scout Leader.
- Outing Chair or HA Team obtains necessary use permits.
- Tour Leader makes necessary reservations.

2-4 Weeks Prior to the Event

- Outing Chair obtains approved Tour Permit.
- Tour Leader prepares agenda for the event.
- Tour Leader prepares and distributes an Info Flyer for the event, including packing checklist and special instructions, if appropriate.
- Tour Leader / Scout Leader obtains a list of Scouts and parents (and others if appropriate) who are planning to attend the event.

1-2 Weeks Prior to the Event

- Tour Leader / Outing Chair obtains sufficient drivers.
- Tour Leader / other assigned adult verifies arrangements for the event, including weather and trail conditions, routes, water sources, etc.
- Scout Leader oversees planning of meals, equipment, tents, etc. and contacts tour Leader to verify status.
- Scout Leader oversees / plans activities schedule for the event and notifies Tour Leader of status.
- Tour Leader obtains copies of use permits, tour permit, parent permission forms, and medical forms; Tour Leader retains these during the event.
- Tour Leader collects parent permission forms and fees for the event.

Immediately Prior to the Event

- Tour Leader collects remaining parent permission forms and fees for the event.
- Scout Leader checks that all gear, food, and other supplies have been brought and are properly packed.
- Scout Leader oversees loading of all gear into vehicles and assignment of riders to vehicles.
- Tour Leader provides maps and travel arrangements to drivers.

Following the Event

- Tour Leader provides a list of attendees, tour permit, and parent permission forms to SM (and Scribe) for record keeping.
- Tour Leader discusses the event, activities, Scout behavior, etc. with SM.
- Scout Leader provides event information to Scribe as necessary to write a Thank You letter and a summary of the event for Troop files (using Hike Report format).
- Tour Leader / Scout Leader provides photos and memorabilia from the event to the Troop Historian.
- Tour Leader compiles fee payments and expense receipts, prepares an income and expense summary, and submits this to the Troop Treasurer.