**Campout Planning Checklist**

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| **Adult Coordinator Outdoor 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-Charge Outdoor 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-Charge Outdoor 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 |
| **Post-trip Administration** | |
| * Schedule a Scoutmaster Conference * Make notes of successes, failures, concerns |  |

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| **Patrol Leader Outdoor 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 |