

**Troop 880 process for organizing a typical weekend campout**  
**A GUIDE FOR ADULT LEADERS AND SCOUT COORDINATOR**

	<b>When</b>	<b>What</b>	<b>Who</b>
<input type="checkbox"/>	120+ days before	Assign an adult leader and Scout coordinator. The adult and scout should review this list and divide tasks between them.	Outdoor chair
<input type="checkbox"/>	120+ days before trip	Get input from Patrol Leader's council on theme ideas	
<input type="checkbox"/>	90-120 days before	Decide on theme, check calendar for conflicts. Very important to develop program ideas at this time in preparation for flyer production. (examples: canoeing, Klondike, etc---make up a theme if none exists-keep it simple and allow for advancement potential)	
<input type="checkbox"/>	90-120 days before	Estimate cost based on an assumed number of participants. Decide whether to leave Friday or Saturday. Estimate any other logistics appropriate to the trip. Leader's don't pay for local camping trips where the cost to the troop is minimal.	
<input type="checkbox"/>	90-120 days before	Determine availability of location, make preliminary reservation, if possible and make deposit if necessary to hold site	
<input type="checkbox"/>	75-90 days before	Develop theme. Assign specific scouts and leaders to cover portions of the program for the day.	
<input type="checkbox"/>	75-90 days before	Develop detailed schedule-what time for camp set up, meals, program, campfire, etc.	
<input type="checkbox"/>	75-90 days before	Ensure enough time is allowed at trip departure to pack cars, take equipment from closet, etc. Ideally, equipment and tents should be checked out at the Troop meeting <u>prior</u> to the trip.	
<input type="checkbox"/>	75-90 days before	Assign a scout in charge of organizing an evening program-games, skits, stories, etc.	
<input type="checkbox"/>	90-100 days before	Prepare flyer. Include cost, time of departure, arrival, the need for patrol cooking, theme, any special programs and their details. Set deadline at least 3-4 weeks in advance of trip to allow patrols to form and decide on menu, schedule shopping trip, etc. Ensure space for parents to sign up to drive either to or from, or are they staying over. Use the language from the troop's permission slip on the web.	
<input type="checkbox"/>	75-90 days before	Publish flyer on web site and distribute at Troop Meeting.	
<input type="checkbox"/>	75-90 days before	Set up small poster at start of each troop meeting with a sign up sheet. However, make it clear that no scout is "signed up" without a check and a signed permission slip. (to separate those committed to go from those on the fence)	
<input type="checkbox"/>	30 days before	Deadline. Assess boys going, form patrols for purposes of the trip. Keep age groups together or adjacent grades. Prepare roster using excel spreadsheet template	
<input type="checkbox"/>	30 days before	Publish list of boys going organized by patrols. Utilize existing patrol leaders or assistants(if going) otherwise have boys select a patrol leader.	

<input type="checkbox"/>	14-30 days before	Ensure time is set aside during troop meeting for patrols to decide menus. Contact each patrol leaders for trip and ensure they have organized a shopping trip. Each patrol should plan for additional two persons meals (more or less) to cover feeding the adults attending. Boys should set a budget ahead of time--it shouldn't cost more than \$10 each including the extra servings. A brief meeting to guide them on meal planning and shopping would be helpful before they break up into patrol corners.	
<input type="checkbox"/>	14-30 days before	Contact each patrol leader and make sure they have arranged to borrow appropriate equipment from the troop closet per the Troop 880 Patrol Equipment checklist. Patrol leader should ensure patrol equipment, food, tentage, etc is divided among the boys in the patrol.	
<input type="checkbox"/>	14-30 days before	Confirm that there are enough registered leaders and cars. Contact parents who have offered to drive and tell them if they are needed or not.	
<input type="checkbox"/>	14-30 days before	Obtain insurance information on drivers. Complete tour permit, appoint asst tour leader, get necessary information.	
<input type="checkbox"/>	14-30 days before	Confirm reservations with site. If possible, talk to ranger about where you'll be staying within the site.	
<input type="checkbox"/>	14-30 days before	Talk to boys at a troop meeting about any special preparations necessary for the trip. Prepare a flyer on this so that parents know as well.	
<input type="checkbox"/>	7-14 days before	Obtain any necessary supplies specific for the trip. Check closet to ensure sufficient propane, mantles, coffee, etc. The closet should have sufficient quantities of these on hand at all times. Determine which adult will bring a 20 gal propane tank for the large burner for heating dishwashing water.	
<input type="checkbox"/>	7-14 days before	Fax tour permit to council office. Their (voice)phone is 289-6669. Make sure they get it back to you.	
<input type="checkbox"/>	4-7 days before	Contact all patrol leaders to confirm they're all set. Confirm drivers.	
<input type="checkbox"/>	Day of trip	Scout coordinator takes attendance, assigns boys to cars, keeps things moving.	
<input type="checkbox"/>	Day of trip	Verify all necessary troop equipment has been removed from closet per Troop checklist	
<input type="checkbox"/>	Day of trip	Cars should pair up both going and coming. There have been cases where a car broke down leaving driver and scouts stranded.	
<input type="checkbox"/>	Conclusion of trip	Remind boys to a)air out tents at home and return them at next troop meeting, b)whomever brings home the patrol box should examine all cooking gear and re-clean if necessary, then return it at the next troop meeting.	
<input type="checkbox"/>	Conclusion of trip	Prepare an article and photos about the trip and send to webmaster and newsletter chairman.	