

The Troop 109 Guide to Planning and Conducting a Safe Scout Outing

Introduction:

Safe Scouting can happen if you follow the Scout motto—Be Prepared. This document will describe how to plan for and conduct a safe Scout outing as a Scout Trip Leader. This document includes best practices for planning a safe Scouting event and covers safety issues that will crop up during an event (including vehicle, activity, and weather safety). The Scout Trip Leader's responsibility is to make sure that the overall trip, as well as events leading up to the trip, is taken care of.

This guide does not contain actual procedures because a Scout Trip Leader is free to choose his procedures to reach the objectives of a safe and fun Outing, as long as the Leader adheres to Scouting rules as outlined in the [Guide to Safe Scouting](#), which every Scout Trip Leader will or has received a copy of, as well as troop policies outlined in our [Troop 109 Program Guide](#).



**BSA
Troop 109**



**Guilford College United Methodist Church
Greensboro North Carolina**

The Troop 109 Guide to Planning and Conducting a Safe Scout Outing

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Referenced Documents:

[Troop 109 Program Guide](#)
[Guide to Safe Scouting](#)
[Activity Attendance Log and Parental Permission Slip](#)
[Class 3 Health Form](#)
[Local Tour Permit, No. 34426](#)
[National Tour Permit, No. 4419](#)
[Personal Health and Medical Record—Class 3](#)
[Safe Swim Defense, No. 34370](#)
[Safety Afloat, No. 34368](#)
[Climb On Safely, No 20-099](#)
[Wilderness Use Policy, No. 20-121](#)
[Principles of Leave No Trace, No. 21-105](#)

The Process

This section is a narrative guide for planning the Safe Trip and Scout Outing. The **Trip Leader's Checklist for a Weekend Camping Trip** at the end of this document is a checklist which can be used to quickly and easily prepare for a Scout Outing after you are familiar with the requirements and process. All documents referenced in this document are available via imbedded links in this document. Most of the forms are also available at the Council Scout Office.

Guide to Safe Scouting

Every Scout leader should be familiar with the contents of the Guide to Safe Scouting. Planning for a safe Scouting event is a big responsibility and requires a big guide!

Topics included in this guide include:

- Youth Protection and Adult Leadership
- Aquatics Safety
- Camping
- Drug, Alcohol, and Tobacco Use and Abuse
- Emergency Preparedness
- First Aid
- Fuels and Fire Prevention
- Guns and Firearms
- Sports and Activities
- Inspections
- Medical Information
- Transportation
- Winter Activities

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The Guide to Safe Scouting is revised every year. Be sure that you are using the most current version. Remember—both the Local and National Tour Permits require that the adult leader certify that this guide is in his possession and has been read.

Two-Deep Leadership

Safe Scouting requires adequate adult leadership. For camps, trips, and outdoor activities, this means having at least two adult leaders, one of whom is at least 21 years old. It is unacceptable to have a camp, trip, or outdoor activity with only one adult present. If only one adult is able to attend, the trip must be cancelled. Ideally, at least three adults will accompany the troop on Scouting trips. (Note that for properly trained Boy Scout patrols, it is acceptable to have outdoor patrol activities with no adults present. Such activities do require Scoutmaster Approval.)

Planning Basics

To plan and conduct a safe and successful Scouting activity you must ask and answer these basic questions:

Who is going?

What is the purpose of the activity?

Where is the group going?

When will events be accomplished?

How will the transportation to and from events at the Scout activity be accomplished?

As you work your way through the detailed answers to these questions, refer to the Guide to Safe Scouting for answers on how to be safe from start to finish of the event.

The patrol method is used in successful Boy Scouting. Use it here to see that your Boy Scouting is safe Scouting. **The patrol leader's council and individual Scout patrol members should be actively involved in planning for safety in Scouting events.**

Permission Slips and Medical Forms

Troop 109 use a Troop Specific version of The Informed Consent Agreement (parent/guardian permission slip) which we call the [Activity Attendance Log and Parental Permission Slip](#). The [Activity Attendance Log and Parental Permission Slip](#) is available on the Troop 109 Web site, as is the Personal Health and Medical Record Form — [Class 3](#). Due to the advanced level of activities that Troop 109 participates in Troop 109 requires the [Class 3 Health Form](#). This meets the strictest BSA requirements for normal Scouting events and helps ensure that each Troop 109 is ready and able to participate in any Troop 109 Scout Outing.

Study these forms closely to understand their purpose in identifying potential problem areas. See that these forms are used and available to adult Scouters during the course of an activity.

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You should have a separate permission slip for each Scout for each activity and an updated medical form each year. Get medical forms for adults, too, as adults can have medical conditions occur on outdoor activities. Be sure to keep these medical forms private and use them only on a need-to-know basis. Troop leadership should review the medical forms of Scouts and leaders to ensure that they are prepared to handle situations which might arise.

Guidelines for Safe Transportation to and from the Outing (Vehicle Safety)

Drive safely!

Some best practices for vehicle safety include:

Have each vehicle checked for safe operating condition, including tires with good tread and correct air pressure levels, correct level of lubricants and coolant, safe spare tire and jack, emergency supplies of food and water, and a mobile phone or portable citizens band radio.

Have each driver clearly understand the route plan. A safe route plan will allow adequate time to drive to and from the starting and pickup points during hours of good visibility. Have each driver understand the principles of safe defensive driving. These include keeping at least one car length between the driver and the car ahead of him for each 10 miles per hour speed and to have an escape route planned to avoid accidents that may appear ahead.

The completion of a safe driving course and careful study of state driver's license manuals are highly recommended.

Ideally, there will be at least two adults in each car. As a minimum, unless they are parent and child, there must never be one adult and one Scout in a car.

Be sure to observe the guidelines on travel times on the tour permit. The best plan for safety is to have drivers take turns driving so that while one person is driving the other person can be resting. Be sure to take rest stops.

Safety During the Outing

To be safe during a Scout outing, study carefully the safety issues that you may encounter for the kind of Scout activity you are planning. The Guide to Safe Scouting has extensive information on general Scout safety topics.

Here are some points to consider.

1. Know the area where you are going. **Be prepared**—Know where water will be available. Know where you are by noting landmarks and using navigational aids such as GPS tools and map and compass.

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2. Know the special medical needs of any participant (such as diabetes medications) so that you can be alert to needs being met on a timely basis.

Everyone should be trained in how to recognize and deal with cardiac issues if they happen. Have medical forms available with current contact information for each boy. (It does little good to have a home number if no one is at home.)

3. Safety in hiking requires that you know where you are stepping. You should step without putting all your weight down until you are sure of your footing. A sprained ankle, torn ligament, or broken bone can be avoided by taking care with your footing. A walking stick can be valuable for safe hiking.

Safety in hiking requires that you know where you are and can safely find your way back. The backward-look method of navigation is simple and effective. Look back while hiking to recognize the landmarks you will need for your return trip.

4. Use the buddy system. This system is well-known in the Scout Safe Swim Defense plan but is useful in all Scout activities. In brief, each Scout has another Scout as his "buddy." Each Scout then looks out for the other Scout. In high-adventure hiking, for example, a Scout may spot a need of his buddy Scout (backpack coming untied, for example) that he can then share with his buddy."

The buddy system is of particular value for spotting emerging physical well-being issues, such as heat stroke and heat exhaustion.

5. Be safe in bear country. Bears are attracted by "smellables," so a basic rule in avoiding bears is either to avoid taking items on a trip that they like to smell or, if the item is necessary, to keep it in a tightly sealed container.

Here is a bear story that occurred recently in Pennsylvania.

A group of campers stored food in their tent. A bear was attracted by the smell of the food in the tent. When one camper returned to the tent, the bear attacked her. The camper was severely wounded and had to be evacuated. The hospital treated scratch marks on the back, a puncture wound to the leg, and bites on the back of the head.

This could have been avoided if the food had been contained in sealed containers and stored outside of the tent.

6. Weather is a major factor in conducting a safe Scout outing. It can be a tough decision to cancel a trip (either before or during the event) if the weather turns bad. Remember that the overriding concern is the Scouts' safety. You must let responsible persons know where you are heading so you can be located if trouble develops.

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Weather can change with drastic suddenness. Even if you have checked the latest weather reports, both for short-term and longer-term outlooks, you must be prepared to deal with unusual cold, often due to extreme wind gusts, or unusual heat.

The ability to stay warm in cold weather will depend on adequate shelter, layered clothing, and a reliable heat source. In cold weather, survival depends on warm, nutritious food and beverages.

In warm weather survival depends on not overheating and replacing fluids and salts lost through sweating. You must have plenty of fresh water as well as salt tablets. If water is found along the way, it must be treated before it can be considered safe to drink. Nutritious drink mixes can be valuable to keep hydrated and to replace salts lost through sweating.

Lightning can be dangerous. During a storm, take shelter in a place that is insulated from lightning. Stay away from metal objects. A complete list of precautions is found in the Guide to Safe Scouting in the Lightning section.

Here is a story about a Scout group's encounter with lightning.

A backpacking group was overtaken by a summer thunderstorm on a ridge line. They removed their packs, took their rain gear and ground pads, got off the ridge line and waited for the storm to pass. When they returned to their packs, they found that lightning had struck one of the packs. Water in a canteen turned into steam and exploded the canteen. The aluminum pieces then went through clothing and a sleeping bag. No one was injured because the group got off the ridge line and away from the place where lightning was likely to strike.

Here are two stories about storm safety at Scout Camporees:

A severe thunderstorm headed directly toward a Camporee. The Scouts were camped in an open field with few trees. One of the trees was hit by lightning, and several units lost tents and dining flies. No one was seriously injured, although a few Scouts had minor injuries from having their tents fall on them. Someone should have been following the weather, and a decision should have been taken to move the Scouts to a safer location.

Severe weather threatened a Camporee, but the leadership was prepared. The boys were quickly rounded up and taken to a building, where a longtime Scouter put on an impromptu skit and song evening. Several tents and dining flies were lost and at least one unit had to go home because their equipment was damaged, but the Scouts were safe.

7. Trees are heavy objects and occasionally fall unexpectedly if their root structure fails. Always inspect trees before pitching tents or conducting activities near them. Review safety procedures for tree cutting with ax and saw. A downed tree is a heavy object, so take precautions that you are not standing near or on a downed tree as it may roll and move unpredictably.

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8. Take care of yourself as an adult leader. Your physical condition and well-being are extremely important. Your Scouts have tremendous energy, but their energy can run out quickly. Set a good example for the Scouts, but don't feel that your needs must come last. Remember that if something happens, YOU are the one whose strength, endurance, and good judgment will make the difference. Get plenty of sleep, and keep yourself well-fed and hydrated. When possible, take naps if the Scouts have kept you awake.

Conclusion

The objective of any Scout outing is to develop character, citizenship, and fitness. The Scout Oath and the Scout Law are valuable life principles that can contribute to safety in a Scout outing. Safety is an important part of Scouting and must be an essential part of all outdoor skills instruction.

Tour Permits

Tour permits are an essential part of the safe Scout outing planning process.

The [Local Tour Permit](#) is used for trips of less than 500 miles and lets the local council know where your trip will be taking place. It describes activity training standards required for activities such as swimming, boating, or climbing. It explains the requirements for transportation and leadership training.

The tour leader signs the application, indicating that he or she has read the Guide to Safe Scouting.

The [Local Tour Permit](#) includes spaces for officials at facilities visited to sign indicating that cooperation and conduct were satisfactory, as well as vehicle insurance section to be completed for each vehicle used. There is a section outlining transportation requirements (required speeds and licensing). Lastly, the tour permit includes "[Our Pledge of Performance handout](#)," which covers 18 best practices for a Scout outing.

When the [Local Tour Permit](#) is completed, send it to your local council office for approval. Allow the office about two weeks for approval.

The [Local Tour Permit](#) is an essential and valuable document for planning a Scout outing. Every adult leader and Scout should have a copy of this permit to study so that the obligations undertaken are well understood.

The [National Tour Permit](#) is used for trips 500 miles or more (one-way). It is similar to the Local Tour Permit in that it is sent to your local council and then to the BSA regional office for approval, so leave adequate lead time—at least a month—in submitting the application.

The [National Tour Permit](#) has space for the following information:

Leadership and personnel information

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Transportation requirements (driver's licensing and insurance)
A copy of the itinerary
An application for an International Letter of Introduction (where desired)

The [National Tour Permit](#) describes BSA requirements for health, safety, aquatics, climbing/rappelling, sanitation, wilderness use, and Youth Protection training. The group leader is required to have a copy of the Guide to Safe Scouting and to sign that it has been read.

Both the Local and National Tour Permits are valuable planning and safety tools. Each of these permits refers to other BSA documents that discuss safety training:

[Safe Swim Defense](#), No. 34370
[Safety Afloat](#), No. 34368
[Climb On Safely](#), No 20-099
[Wilderness Use Policy](#), No. 20-121
[Principles of Leave No Trace](#), No. 21-105

Trip Planning Elements

Start Planning Early

Calendar

This is the most important part of planning. Be sure that outing dates are correct on the troop calendar, as people (parents) typically plan over a month ahead.

Information Flyer

Make one available at Troop meetings two to three weeks prior to the event, announce one month ahead and include the following information:
Location of Event - Include phone numbers or other emergency contact method.
Schedule - Where and When (itinerary), are Scouts returned to GCUMC
Costs - How much, When Due
Activities - List the planned activities.
Requirements - List any special (out of ordinary) equipment or clothing needed.
Home Point of contact - This person at home is in contact with the group and can act as an information source or can contact the group in an emergency.
Have the [Activity Attendance Log and Parental Permission Slip](#) prepared for the trip and out at as many meetings as possible prior to the trip date. Do not leave without a parent signature for each Scout on the trip. This document requires that the non refundable costs associated the trip and the total trip costs be identified so Scouts and parents can plan according when deciding to attend a trip.

Trip Type Specific guidelines

Commercial Trip with Exact Head Count

(e.g., Patriots Point) - trip requires reservation and prepayment based on number of participants - very important to get head count and drivers well in advance - without enough drivers T109 may wind up paying for wasted reservations!

Commercial Trip with Approximate Head Count

(e.g. Ferry Service to Cape Lookout) - fee is on actual attendees, but there is a minimum required - so plan in advance.

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Commercial Trips

Make sure you contact the company and ask them for ALL instruction-related materials to be sent way ahead of time, and find out exactly what they provide (e.g., Mammoth Cave provides helmets) - so you can distribute this important info in a timely manner. Also determine group rate structure.

Day Trips

Especially commercial - plan these so drivers can be back home by 6 p.m. if possible - then you won't have conflicts with (prior) dinner engagements (i.e. lack of drivers).

Overnight Trips

(e.g. ski trips, snow camping) should be planned further ahead since drivers (dads) need to commit to staying overnight (especially if a Friday night is involved).

Instructions, especially concerning bringing money, food, clothes (warm, grubby etc.) and Descriptions (let the scouts and parents know what the trip entails, and approximate departure and return times) are important. Descriptions help scouts/parents decide if the scout wants to go on a trip, and reduces some of the yes/no/maybe hassle involved in establishing the roster for the trip. Instructions ensure the scout arrives prepared and has a good time, and reduces the hassle of last-minute phoned instructions.

Make reservations: (Numbers of Scouts and Adults)

Campsite/ Lodging

Special Activities! Events (tours, rides, shows, etc.)

Meals when necessary

Be sure to request a map & directions. (e.g. in camp confirmation packet, Group planning guide).

Get a check from the treasurer for the fee & mail to the appropriate address

Be sure to add the cost per person to the trip budget for each activity that will be paid for by the Trip Leader from the funds collected.

Transportation

Plan for transporting the number of people and their gear plus the common Troop gear, including patrol boxes and any special equipment.

Secure the use of the van(s) at least 3 months in advance for the trip. The church usually does not allow them to be reserved any further than 3 months in advance. To reserve the van(s) call the church office at 292-5833 or email the office administrators at: CIngram@guilfordcollegeumc.org or CRunnion@guilfordcollegeumc.org

When the Troop trailer is used validate that the tail and brake lights are connected and working properly. There is an adapter for connecting the trailer to newer tow systems in the top right cubby of the trailer. It is in a small tin can.

Prepare adequate maps & directions cue sheets for each driver for the route to be taken planned stops and estimated duration.

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Develop a "Rally Plan" for lost drivers. Have a contact sheet with all the attending adults cell phone numbers listed.

Be sure to add to the cost of the trip any incidental charges that will be incurred for transportation such as Tolls, Ferry charges, parking, etc.

Make sure at least 2 Adults are in a vehicle or 3 boys are in each vehicle.

Add the cost of fuel to the Trip costs for the number of vehicles required. E.g.

20 Scouts and Scouters are attending

The total driving distance is estimated at 100 miles

The current cost of fuel is \$3.20/gal

The church van is being used (It gets 11 miles/gal) and it holds 12 people and will pull the trailer.

One Adult is driving a minivan that carries 7

One Adult is driving a car that carries 4

The minimum number of vehicles for the Trip is 3, for other vehicles use 20mpg for fuel cost estimates.

Trip Fuel Cost/Person =

$$\begin{aligned} & 100/11=9.09 * \$3.20 = \$29.09 \\ & + (100/20=5) * \$3.20 = \$16 \\ & + (100/20=5) * \$3.20 = \$16 \\ & \hline & \qquad \qquad \qquad \$61.09 \\ & \qquad \qquad \qquad /20 \\ & \qquad \qquad \qquad =\sim\$3/\text{person (Rounded)} \end{aligned}$$

Advertise at least 3 days in advance via email the final details of the rip to the whole Troop.

Drivers

For critical trips, it is worthwhile writing down the reasons a dad can't drive.

Then, if the trip appears to be short of drivers, the planner knows who not to call again (i.e., those with serious commitments) and what the odds are of finding enough drivers (based on the reasons given). This give the trip planner the best possible information to act on (first, beg, then consider dropping scouts).

Remember, our insurance requires that scouts do NOT drive scouts, and ALL scouts wear seat belts.

Lost Scout

Can really delay or ruin a trip (e.g. bike trip) : In urban areas all scouts should carry 4 quarters or know their calling card PIN, or have a cell phone, so they can make a call home, or call an adults cell phone (to an adult on the trip). At least one adult on a trip should bring a cell phone - it would be helpful to pre-print the relevant cell phone numbers on Avery labels, and give a label to each scout at the initial trip muster.

Money

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Probably the easiest way is to have the Troop treasurer collect all money in advance. Then the trip leader can, ask for a report of who has paid prior to departure. At trip muster check off any late payees and turn in the money to the Treasurer at the next meeting after the trip.

Obtain checks for the required payments from the Treasurer in advance or pay directly and turn in receipts for reimbursement to the Treasurer at the next meeting after the trip.

Prior Experience

It is much better if one adult in the planning process has complete prior experience of a location, activity, etc., although not essential if all the right questions are asked and one can talk to others who have done the same outing.

Tour Permits

You need the completed permit (signed by a Unit Committee member), and the driver info. The easiest way to do the driver info is to get it from TroopMaster which contains all the of driver information for Troop 109. If a driver's information is not in the database, contact them to obtain it and then provide it to the Committee Health and Safety Chair as well as the Scoutmaster and the Committee Records Chair so it can be updated in TroopMaster.

Less than 500 miles - Local Permit, Submit request to Council two weeks prior to event.

More than 500 miles - National Permit, Submit request to Council a month prior to event.

Trip Report

It is strongly recommended that the trip leader prepare a written one-page report, and submit copies to the Scoutmaster, and to the Unit Chairman, who will then present it at the Troop Parents Meeting. The process of preparing the report allows for a calm and critical review of the prior outing, noting successes and failures, etc., and thus also provides a useful tool for future planning.

Theme Leader

It is a good idea that every trip also has a Scout Theme Leader, who makes sure the weekend trip program of events is developed and being carried out properly and safely by the boys, and reports to the Scout Trip Leader.

The Theme leader needs to coordinate specific trip needs and program itinerary with the Trip Leader, as well as with the Scout Leaders, and Scoutmaster, in accordance with BSA Standard Safety Rules. Tasks specific to this include:

Securing attendance by those certified for participation in an activity where certification is required. Examples include:

Certified Range Instructor for Shooting Sports

Two Certified Climbing Instructors for Climbing Sports

Lifeguard for Whitewater Sports

Wilderness First Aid Trained for Philmont, etc.

The Theme leader can help coordinate the acquisition of materials needed for the planned theme. E.g. Canoes, Ropes, Climbing Harnesses, row boats, riffles, shotguns, trailers for bikes, etc.

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The Theme leader needs to pull all theme related equipment from storage or have individuals bring it from home as needed.

For Hiking Trips, make trail maps for the area to be hiked for pairs of Scouts and for each Adult.

Safety

Use Family Radios and/or Cell Phones, or VHF. Find out who your local Ranger, Sheriff is, and where your nearest hospitals are before the trip. Who is CPR and 1st aid trained (and Wilderness 1s Aid) trained?. These records are maintained in TroopMaster by the Committee Health and Safety Chair. Obtain the Class 3 Medical records from the Health and Safety Chair and confirm all records are current. If not current work with the Health and Safety Chair and parents to ensure the forms are adequate for the trip.

Find out where the nearest medical facility is & how to get there from the campsite. Obtain any emergency numbers, for example the number of the local ranger.

Water Trips

At least one adult leader **MUST** have Safety Afloat and/or Safe Swim Defense, as appropriate. Use the buddy system. Certified Lifeguards may be required if the facility being visited does not provide them.

Equipment Check

Make sure all propane tanks have enough fuel for the duration of the trip.

Determine potable water requirements bring water if required.

Determine ice requirements and bring ice if required. (Ice machine in the kitchen of the church can be used.)

Determine fire wood requirements, if allowable, and bring wood if necessary.

Prepare communications radios. Distribute Friday evening and collect Sunday afternoon in the parking lot.

Meal Planning for Adults

It is the responsibility of the Troop leader to ensure meals are planned and food is purchased for the Adults. Also include the SPL and ASPL in the Adult meal plans. As a perk of position they eat with the Adults.

Solicit ideas about what the group attending wants and provide them with a food cost. Adult food costs should be collected by the person that acquires the food.

Scout Planning Activities:

Make sure each patrol prepares Menus & Food purchase lists, Check with the ASM for each patrol and the patrol leader to confirm those boys that need to buy food for advancement are getting the chance to buy. The boys buying food need to collect the money from their patrol members. Each patrol of 5-8 boys should have a weekend food budget of 8-10 dollars.

If the SPL or ASPL is not attending the outing, make sure they have assigned an SPL which has been approved by the Scoutmaster.

If necessary move boys into different patrols if less than 4 boys from a patrol is attending.

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Verify with the SPL, ASPL or acting SPL that the Chaplain's Aide has prepared Chapel services.

Check with each ASM and Patrol leader to confirm Duty rosters have been written.

Pack & Take

Pack and Take:	Responsible Person(s):
○ Tour Permit (returned from Council)	Activity Leader
○ Reservation Paperwork	Activity Leader
○ Medical / Permission Forms	Activity Leader
○ First Aid Kit	Activity Leader
○ Medicines and Instructions	Each Scout / Parents / Activity Leader
○ Patrol Boxes (with Duty Rosters)	Patrol Leaders
○ Food	Patrol Leaders
○ Water Jugs	Patrol Leaders
○ Lanterns	Patrol Leaders
○ Stoves	Patrol Leaders
○ Propane Fuel	Activity Leader
○ Charcoal	Activity Leader
○ Troop & Patrol Flags	SPL/Patrol Leaders
○ Special Event Equipment	SPL/Patrol Leaders

Day of Return:

Plan to return around 1pm on Sundays. Earlier arrivals interfere with Church services.

If there are any changes to the plan for return arrival time have the boys call to make arrangements as you travel back to the Church.

See that Patrol and Troop Equipment is cleaned, stored properly, and returned in place in the Hut or Trailer.

If the Tents are wet, assign them out to the boys that used them and have them dried and brought back at the next meeting.

See that every Scout is picked up by a parent or is delivered home (with supervision)

After Returning:

Hold a Trip review at the next meeting, Address lesson learned with Scoutmaster and/or Committee

Turn in the Camping Nights (Scouts and Adults) - Report to Scoutmaster and/or Advancement Coordinator.

Have the Librarian Place an Event Report on the website with lessons learned and ideas for the next similar event. Have the Historian place pictures of the event on the website.

Settle trip funds with Troop Treasure, Scouts, and drivers. If drivers paid for their own fuel or other expenses have them turn in receipts directly to Treasurer for reimbursement. Treasurer should have Trip costs plan to track expenses against.

Patrol Leader's Checklist for an Overnight Camping Trip

1. How many people are going?
2. Which nights?
3. Where are we meeting?
4. When will they be arriving?
5. Who needs transportation?
6. Where are we going?
7. How will Setup be done?
8. Do you have enough tents for everyone?
9. Does everyone have a backpack, sleeping bag, mess kit and utensils, and know what clothing to bring (e.g., wool hat, rain gear/winter coat, gloves, and change of clothes)?
10. Check personal gear list on pages 224-225 in the Boy Scout Handbook.
11. What kind of weather are you expecting for the trip?
12. What is the patrol menu?
13. Have you taken care of everybody's special dietary needs?
14. If this is a backpacking trip, the patrol will need to decide which items from the list are essential. Bulky items and weight will need to be kept to a minimum since all items need to be packed in and packed out of the camp site.
15. Based on the menu, what food do you need to buy?
16. Who is buying the food for the adults?
17. How much money, if any, do you need to collect per person?
18. Check with the Scoutmaster to see if you need to collect any fees for the weekend (other than food, admission fees, camping fees, and fuel).
19. What supplies (e.g., matches, charcoal, trash bags, aluminum foil, paper towels, and salt) do you need to replenish?
20. What will you cook the food on (Large propane stoves, backpacking stoves or fire)?
21. Do you have the equipment needed to the cooking planned?
22. If you are planning on having a fire, you may need to bring firewood? Who is responsible for bringing or getting the wood?
23. If you are cooking over a fire, do you have a grill?
24. Are you using the Dutch Oven? Make sure charcoal is available.
25. Make sure the containers for drinking water is in the trailer?
26. Do not forget things like SOS pads, dish soap, and paper towels. These need to be checked before each trip.
27. Don't forget the Flags, The Quartermaster or his delegate needs to be responsible for these items.
28. Plan ahead. Don't wait to the last minute.
29. Make sure that your patrol members call you to let you know if there are any changes in their plans for the event. Make sure that they know, that if they cancel, they still have to make arrangements for any food or equipment they were responsible for.

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Trip Leader's Checklist for a Weekend Camping Trip

Trip Activity	Completed?
1. Date of the trip determined?	
2. Trip Theme determined?	
3. Trip Theme Coordinator determined and committed?	
4. Trip destination determined?	
5. Activity Attendance Log and Parental Permission Slip created?	
a. Non-refundable costs identified and/or estimated?	
b. Total Costs identified and/or estimated?	
i. Have fuel/parking/tolls/activity fees been included?	
c. Where are we meeting?	
d. What time are we meeting?	
e. What time will we return?	
6. Announced sign-up sheet is available at meeting at least 60 days in advance?	
a. "Information Flyer" Email sent out to Troop Mailing list?	
b. Any special equipment needed is included? E.g. backpacks, skis, etc.	
c. Will extra money be needed for meals, souvenirs, etc.?	
d. Any event/location special permits required?	
e. what clothing to bring (e.g., wool hat, rain gear/winter coat, gloves, and change of clothes	
f. What kind of weather are you expecting for the trip?	
7. Adequate Drivers Secured?	
8. Van usage requested and secured with church?	
a. Has the Van driver been trained on 15 passenger van safety as required by GCUMC?	
b. If Van cannot be used who will Tow trailer has been identified?	
9. Camping Reservations made?	
a. Check obtained from Treasurer?	
10. Activity/Event Reservations made?	
a. Check(s) obtained from Treasurer?	
b. Have special equipment needs been met? E.g. canoes, ropes, climbing gear, etc?	
c. Will preparation be needed in advance for such items as Merit Badge Prereqs, special training?	
11. Site maps obtained?	
12. Any program materials or guides obtained for activities from Event?	
13. Does the Theme Coordinator needs Topo maps and have they been secured?	
14. Has the Local Tour Permit been filled out?	
a. All the Vehicle and Insurance information filled in on the back?	
b. The properly certified Adults needed for the activity have committed?	
c. Signed by a Committee Member?	
d. Delivered to the Scout Office and Signed there?	
15. Do you a Route plan package for each adult?	
16. Do you have a cell phone contact list with all Adults attend number?	

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17. Do you have rally points identified along the route in case of separation?	
18. Do you have rest stops planned at least every 2 hours?	
19. Have water sources been identified or considered for the whole trip?	
20. Has all equipment been checked?	
a. Do you have enough tents for everyone?	
b. Do the Propane tanks need to be filled?	
c. Is wood needed and being brought?	
d. Troop Radios from Hut, with Batteries?	
e. Is there enough Charcoal	
f. Is there enough trash bags?	
g. Is there enough paper towels?	
h. Is there enough dish detergent?	
i. Is there enough aluminum foil?	
j. Is there enough dish sponges?	
k. Is the First Aid Kit(s) fully stocked?	
21. Has an adult meal plan been developed?	
a. Who will buy Food?	
b. What is the Cost/Adult, SPL,ASPL	
c. Have you taken care of everybody's special dietary needs?	
d. Do you have the equipment needed to do the cooking planned?	
22. If this is a backpacking trip, has each scout's equipment list been checked for only essential items and all bulky items and weight have been kept to a minimum.	
23. Have the patrols planned menus that have been reviewed by their ASMs?	
a. Have Patrols of less than 4 Scouts been combined?	
24. Has the Trip SPL and ASPL been identified?	
a. Have the patrols planned menus that have been reviewed by their ASMs?	
b. Have Patrols of less than 4 Scouts been combined?	
c. Have Duty rosters been written?	
d. Has the Chaplain Aid provided a service	
25. Have you checked with the Health and Safety Chair to confirm all participants' health forms are up to date?	
a. Have you collected the current health forms from the Health and Safety Chair?	
26. Has equipment from the Hut been moved to the trailer?	
a. Flags	
b. Coolers	
c. Large cookers	
d. Fire grills	
e. Food Tubs	
27. At departure time	
a. All parent signatures secured?	
b. All monies collected?	
c. All participants present or accounted for?	
d. Seating arrangements established according to Scouting requirements?	
e. Trailer tail and brake lights checked and working?	

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28. After return	
a. Have the Van(s) been cleaned?	
b. All appropriate items returned to the hut?	
c. Trailer cleaned and equipment is stowed properly?	
d. Wet tents assigned	
e. Hut and trailer locked?	
f. Have all the Scouts been picked up by parents or guardians	
g. Has the Van(s) been refueled?	
h. Has the Van(s) been washed if muddied during the trip?	
i. Has the Van(s) keys been returned to the church?	
j. Has a trip review been held at the next meeting?	
k. Did the Historian update the website with pictures from the outing?	
l. Did the Librarian update the website with a narrative description of the weekend and any lessons learned?	
m. Was the Activity Attendance Log and Parental Permission Slip turned into the Scoutmaster and/or advancement Chair for logging the nights camped, etc.	
n. Have all receipts been turned in for reimbursement?	