

# HOW TO COORDINATE A TROOP 32 OUTING

## FOR TROOP USE ONLY:

Outing Name: \_\_\_\_\_

Outing Date(s): \_\_\_\_\_

Budget: \_\_\_\_\_

Approvals (sign/date): \_\_\_\_\_

Scoutmaster: \_\_\_\_\_

Committee Chair: \_\_\_\_\_

Treasurer: \_\_\_\_\_

**PURPOSE:** The purpose of this document is to help guide the ASM Outing Leader(s) in creating a safe and fun Outing that abides by BSA rules and Troop 32 guidelines.

### 6 Months Out

- ☐ **Discuss Outing idea with Scoutmaster and get approval.**
- ☐ **Discuss Outing date(s) with Committee Chair and get approval.** Add Outing to Troop Track.
- ☐ **Discuss budget with Treasurer and get approval.** All outings MUST be self-funding.
- ☐ Read the Guide to Safe Scouting. Have current training in safety courses for your outing (Weather Hazards, Trek Safely, Safety Afloat, etc.).
- ☐ Request Life Scout from SPL. Mentor, train and enable him in the planning & preparation as much as possible.
- ☐ Finalize the destination/site specifics. Make reservations, if necessary. Get maps and any needed permits.

### 3 Months Out

- ☐ Visit the site and look at the hike, activity and/or camp. **We don't take our scouts where we have never been.**
- ☐ Plan the travel route during the site visit. Select a departure and return time. Prepare maps or driving directions to distribute the day of the outing.
- ☐ Confirm outing costs per scout including food, campsite fees, and gas money for outings over an hour away. Fees collected MUST cover all outing expenses.
- ☐ Prepare 40 to 60 flyers that include the outing location, date, cost (if applicable), outing leader, Life scout and contact information. Prepare a sign-up sheet and make both available on the sign-up table each week.
- ☐ Have the Life Scout announce outing during Announcements at the Troop meetings.
- ☐ Come to a PLC with the Life Scout to request time at the Troop meeting(s) for equipment and menu planning.
- ☐ Coordinate pre-outing scout training with the SM and SPL, ensuring skills are taught for a successful outing.

### 1 Month Out

- ☐ Assist the Life Scout coordinate with deciding on equipment for the outing, and have him request the needed equipment through the QM. Request the Pterodactyl box and any additional adult cooking items.
- ☐ Prepare a permission slip (from the Troop website) including any specifics the scout may need to know about THIS outing and make enough copies for each scout plus extras. Be prepared to collect them at meetings.
- ☐ If needed, ensure a Tour Permit is made for the outing (required for outings outside of our Council boundaries, over 500 miles, or High Adventure (backpacking, climbing, water, etc.). The Outing Coordinator will assist.
- ☐ Identify and coordinate with drivers (ASMs ONLY) to and from the outing. Balance the headcount (scouts, adult leaders, seats in vehicles).
- ☐ Identify additional adult leaders, as necessary. **Ensure two-deep leadership throughout.**
- ☐ Ensure adult Leaders have current training (Weather, Safe Swim, Safety Afloat, Climbing on Safety, etc.).
- ☐ Schedule a pre-check of equipment (backpacks, bicycles, etc.), if appropriate, with the SM and SPL.
- ☐ Review medical forms for each participant (see the Medical Coordinator.) Plan to take the "football" and keep a in a secure location. In cases where the "football" can't be carried have a plan to access the medicals if needed.
- ☐ If scout costs exceed \$20, collect funds three (3) weeks prior to confirm commitment & parent communication.

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## 1 Week Out

- ☐ Finalize the list of attendees for patrol assignments. **All scouts and leaders must be signed up prior to menu planning the Monday before the outing.**
- ☐ Have the Life Scout provide outing and departure specifics to Patrol Call via SPL.
- ☐ Schedule a pack check, if needed.
- ☐ Confirm menus are completed by Patrols and approved by an adult following the Scout Handbook guidelines. Identify any food allergies or special requirements in advance. Coordinate food shopping if possible.
- ☐ Remind ASM's to have vehicles filled with gas & all maintenance issues resolved. Distribute driver cell phone list.
- ☐ Arrange to have medicals prior to or on the day of departure.
- ☐ Obtain First Aid Kit appropriate for the outing.

## On the Day of the Outing:

- ☐ Ensure that the Life Scout collects a signed permission slip from every scout. These forms must be taken with you on the outing (you can leave them in the car). **It is not required to call scouts missing at departure time.**
- ☐ Assign a trained ASM to collect medications from the scouts in the original container that has instructions.
  - It is the ASM's responsibility to dispense medication on the outing (see Outing Coordinator for exceptions)
  - Inhalers and Epi-pens must be carried by the scouts in their day pack for immediate use.
- ☐ Collect money if not done so earlier.
- ☐ Travel in uniform - Class A if there are other scout units at the destination or if appropriate. Otherwise Class B.
- ☐ Assign lead car and sweeper. Coordinate drivers. Distribute maps/directions, radios and driver list with cell numbers. **For safety: All vehicles must travel the same route and if one needs to stop another should also stop.**
- ☐ Perform radio check prior to leaving the departure location and when returning from the activity site.
- ☐ Distribute maps for hiking, if necessary. Have enough maps to give to both the Scout leadership and the adults.
- ☐ Maintain an accurate head count (Scouts and adults) throughout the outing.
- ☐ Ensure Life Scout directs pack lines, fall-in's, campsite selection and other leadership duties.
- ☐ Have the QM scout supervise loading & unloading, keep a list of equipment assigned to scouts/patrols, and the wash line.
- ☐ Have an QM adult confirm the water temperature at the wash line is not too hot.

## After the Outing:

- ☐ Do not leave the pick up location until all of the Scouts have been picked up. Ensure two-deep leadership.
- ☐ Life scout assigns equipment to scouts to be clean and ready at the next Monday meeting. Return any other equipment to the QM.
- ☐ Turn in the typed sign-up sheet to Advancement immediately following the event so that the Scouts get credit.
- ☐ Repay Adult Leaders, as necessary. Pay trip bills including reservations paid by Troop 32 in advance. Turn in any remaining funds to the Treasurer. Assist patrol cooks getting reimbursed for food from their patrols.
- ☐ Assist QM at the next Monday immediately following the outing to check in gear.
- ☐ Provide some photos (on a flash drive) to the Troop Photographer for posting on the Troop website.

**An adult leader is always responsible at all times - from drop off to pick up – and MUST ALWAYS follow two-deep leadership and all youth protection guidelines.**