



Trip Planning Process

As Soon As Possible:

- 1) Secure reservations/tickets... (Adult)
- 2) Determine Costs (everyone)
- 3) Create information sheet and permission slip (Scout)
 - a. Use template provided on Troop Website (MS Word)
 - b. Review with trip Adult and Scoutmaster for approval.
 - c. Email a copy to SPL, Head Program Specialist, Scoutmaster, Webmaster (for Quick Links)
- 4) Create a menu using the menu plan form (Scout)
 - a. Review with Adult
 - b. Place 4 copies in trip folder for Trip Patrols
- 5) Sell the Trip! Ensure there will be adequate participation

One Month Before Trip:

- 1) Ensure copies of all forms were made and are in the trip folder (Scout)
- 2) Provide preliminary list of adult participants to Committee Outdoor Coordinator to confirm required paperwork is in place. (Scout)
- 3) Re-confirm all reservations. (Adult)

3 Troop Meetings Before Trip:

- 1) Distribute permission slips and confirm correct Permission slip is on Quick Links (Scout)
- 2) Ensure Scoutmaster emails out the permission slip with weekly announcements (Scout)

2 Troop Meetings Before Trip:

- 1) Talk to QM and ensure that someone will be available at the trip planning check-out equipment and go over procedures (Scout)
- 2) Collect permission slips from Patrol Bins (Scout)
- 3) Determine Patrols for Camping (Scout)
- 4) Receive "Acme Market Money" from Mr. Hale in correct amounts and place into "Food Buying" Envelopes and fill-out front of envelope (Scout)
- 5) Provide updated list of adult participants to Committee Outdoor Coordinator to confirm required paperwork is in place. (Scout)
- 6) Ensure there are enough drivers (seats and gear space) (Adult)
(NOTE: recruit more drivers, if needed, before trip planning meeting)

Trip Planning Night (normally Sunday evening prior to Trip):

- 1) Announce Patrols and have them check-out appropriate equipment (Scout & QM)
- 2) Go over any safety instructions or special instructions (Scout & Adult)
- 3) Review trip itinerary with group (Scout)
- 4) Meet with adults attending the trip and go over "Chaperone Policies" (Adult)
- 5) Provide final list of adult participants to Committee Outdoor Coordinator to confirm required paperwork is in place. (Scout)

1 Week Before Trip:

- 1) Contact campground/business and give final numbers (Adult)

2 Troop Meetings After Trip:

- 1) Ensure all troop equipment is returned (Scout, QM)
- 2) File all trip information in Trip Log Book in QM Area (Scout)