



Cradle of Liberty Council, BSA
Troop 272 -Minquas District

Trip Planning Guidelines 2016-2017

As soon As Possible:

- 1) Secure reservations/tickets... (adult)
- 2) Determine Costs (everyone)
- 3) Create information sheet and permission slip (Scout)
 - Use format provided (MS Word)
 - Place a hard copy in trip folder (blue top bin)
 - Email a copy to SPL, Head Program Specialist and Scoutmaster
- 4) Create driving directions (Scout)
 - Place a hard copy in trip folder
 - Email a copy to SPL, Head Program Specialist and Scoutmaster
- 5) Create a menu using the menu plan form (Scout)
 - Review with Adult
 - Place 4 copies in trip folder
- 6) Sell the Trip! Ensure there will be adequate participation

~ One Month Before Trip:

- 1) Ensure copies of all forms were made and are in folder (Scout)
- 2) Ensure Committee Outdoor Coordinator created a tour permit (Scout)
- 3) Verify that all reservations are still okay (Adult)

~ 3 Troop Meetings Before Trip:

- 1) Distribute permission slips (Scout)
- 2) Ensure Corresponding Scribe emails out the permission slip with weekly announcements (Scout)



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~ 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) Ensure Committee Outdoor Coordinator filed a tour permit (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)

~ 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)
- 2) File all trip information in Trip Log Book in QM Area (Scout)