

In an effort to have well-coordinated campouts, the following summarizes the role of each adult involved in the planning of a campout. Of course, the scouts decide where we go and run the activities on a campout, but the administrative items are the responsibilities of the adults.

Campout At A Glance

Camping Chair	Campout Planner	Medical Forms Coord	Patrol Advisor
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90 days prior to the trip (You will need to plan farther out for popular locations like Sand Dunes, RAMs, etc. 6-12 months.)

Work with SPL to determine the theme of the campout. This may have already been determined by the scouts during annual planning.		√		
Secure a campsite and make reservations for any equipment rentals.		√		

8 weeks prior to the trip

Make sure that there is a signup sheet for scouts and adults to sign up.	√			
Announce at each meeting the purpose and details of the campout (ie. Intermediate Back Packing trip).		√		

4 weeks ahead of the trip

Email troop for participation		√		
Create permission slips	√			
Work with the Camping Chair to verify all trained adults needed are attending (Wilderness First Aid, NRA, Youth Protection)		√		
If Scoutmaster isn't attending campout, Campout Planner should work with Scoutmaster to assign Campout Scoutmaster.		√		

3 weeks before the trip

Confirm all campsite reservations		√		
Pass out permission slips and release forms if required	√			

2 weeks before the trip

Complete a tour permit. Include in campout binder to be given to Campout Planner.	√			
Verify that there are enough cars (seatbelts) needed	√			
Begin building the campout binder (all sections required)	√			
Make sure we know if we should bring our own water or if water is available on location.		√		

1 week before the trip

Verify all Health Forms are in the binder			√	
Verify all Permission Slips are in the binder	√			
Verify Tour Permit is in the binder	√			
Make sure all Adults know of their food assignments	√			
Approve menu created by each Patrol. Verify number of scouts for whom grubmaster is providing food				√
Make sure scouts know about equipment unique to this campout: snowshoes, mountain bike, backpack, etc.				√

Several days before the trip

Send a summary e-mail to the troop: weather forecast, time to meet at shed, special reminders...		√		
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Day of trip

Pass out maps to the drivers		√		
Get all cell numbers		√		
Announce cell number for primary contact person		√		