

TROOP 31 OUTING PLANNING GUIDE
ROLES AND RESPONSIBILITIES
FOR UNIFORM LEADER, COMMITTEE MEMBER, SENIOR SCOUT, PATROL LEADERS

Uniformed Leader	Committee Member	Senior Scout	Patrol Leaders
<ul style="list-style-type: none"> • Identify the theme and program for the outing. • Determine the outing agenda and have a contingency plan for bad weather. • Attend the PLC prior to the outing to present an overview of the outing and solicit and include suggestions made by the PLC. • Make sure tents, blue tubs, and lockers are complete for number of patrols attending outing. • Arrive early for departure to assist. • Review outing and make suggestions for improvement at next Committee Meeting and ASM meeting. • Make sure that historian documents trip for Troop with standard form. 	<ul style="list-style-type: none"> • Work with UL to secure site. • Cost out outing to include reservation fees, gas and tolls for drivers, food, patches, activities fees (goal is to break even). • Prepare the handout by the date on the Troop Calendar. Use all items on standard outing form. • Include the waiver in the handout. • Distribute outing handout at troop meeting. Collect responses and tabulate attendance. • Forward handout to Troop webmaster. • Coordinate adult meals. • Review medical forms for any special needs. • Determine drivers and logistics. • Secure Tour Permit with Council. • Arrive early for departure to assist. • Have extra copies of waiver at departure. • Distribute map, directions, and driver cell phone numbers. • Review return time with parents. • Collect receipts and other requests for reimbursement. Submit along with driving reimbursements to Treasurer. 	<ul style="list-style-type: none"> • Work with ASM and CM for input on program design for the outing. • Form patrols with oversight of UL. • Provide oversight for Patrols as they develop menus and duty rosters. • Work with ASM on specific program requirements before and during the outing. • Arrive early for departure to assist. • Make sure that historian documents trip for Troop with standard form. 	<ul style="list-style-type: none"> • Complete Patrol Outing Plan form. • Hand out Patrol Outing Plan and Patrol Menu Plan to patrol. • Let patrols complete Patrol Menu Plan form. • Have Guides review and approve menu plan and duty roster. • Have ASM review and approve menu plan and duty roster.