

Troop 31

OUTING PLANNING GUIDE

(Trip Leaders)

Outing:

Date:

- Determine an appropriate location to suite the outing theme
- Secure the location well in advance
- Determine the outing agenda (have a contingency plan for bad weather)
- Attend the PLC prior to the outing to present a 2 minute overview of the outing and solicit and include suggestions by the senior boys
- Cost of outing is determined by and should include; reservation fee(s), gas and tolls for Drivers, food, patches, activities fees (the goal should be to break even)
- Prepare the handout by the date on the troop calendar (use or include all of the items on the Standard Outing Handout form)
- Include the waiver in the handout
- Distribute outing handout at scheduled troop meeting
- Forward handout and waiver to webmaster to be posted on the troop website
- Collect handouts
- Form patrols
- If families attend, coordinate meals, transportation, activities, etc.
- Complete Patrol Outing Plan form
- Handout Patrol Outing Plan and Patrol Menu Plan forms to PL and give guidelines
- Let patrols complete Patrol Menu Plan forms

- Have Scout Guide review and approve Patrol Menu Plan and Duty Roster
- Have ASM review and approve Patrol Menu Plan and Duty Roster
- Determine and assign Chaplain Aid and Historian for outing
- Review medical forms for any special needs or medical issues
- Determine drivers/logistics
- Secure Tour Permit
- Make sure tents, blue tubs, and lockers are complete for number of patrols attending the outing
- Arrive early for departure to assist
- Have extra copies of waiver for last minute needs
- Distribute Map & Directions
- Exchange driver cell phone numbers
- Review the return time with parents
- Collect receipts form food buyers
- Complete and submit the outing finances to treasurer
- Review outing and make suggestions for future improvement