

Troop 1518 Outdoor Activities: Checklist for Scoutmaster-in-Charge

This is not intended to cover all the things a ScoutMaster in Charge [SMIC] should do to plan and execute an outing. Each campout or day-trip is different. It does cover some common steps and can serve as a checklist.

It is written from the basis of having lots of time to plan. If you have volunteered later in the process just catch up to where you are at in the timeline. Do not leave out steps that might be important.

The SMIC system in Troop 1518 has served us well. The troop collectively decides where and when the outing is going to be during the annual planning session. After that the SMIC is in charge of planning and execution. He has the authority to decide all details like departure time, patrol vs. individual cooking, routes, etc., and he is ultimately in charge of execution for the outing. For campouts and most day-trips an ASMIC (Assistant SMIC) is assigned, and is especially important in case the primary cannot fulfill his/her responsibilities for some reason.

Four to Six Months Before Activity

SMIC:

- Research potential locations. Check availability and facilities. Check on water source, latrines, picnic tables, fire rings, fire restrictions, potential for separate patrol sites, ability to gather deadfall for campfire, how close we can park to campsite.
- Identify or confirm a SPLIC to be the SPLIC. An SPLIC helps the SMIC by managing the scouts. If the SPL is not attending, appoint one ad hoc for the outing. The SPLIC should be a senior and older scout who has the respect of the participants. When uncertain how to choose, selecting the most senior rank seems to cause least resentment.
- Find out if you have an ASMIC. If you don't and one would be helpful, recruit someone. Even if you don't really need an ASMIC, this is a useful training experience for newer scouters who have not been a SMIC yet.
- With SPLIC, develop program details.

Three Months Before Activity

SMIC:

- Begin developing a budget. All monthly campouts and day-trips should be paid for by the participants, without tapping the troop treasury. Total costs should be projected and divided equally among the participants. It is best to collect the money in advance. Have a system for tracking who has paid, what method (cash, check, scout bucks), and be prepared to get a check from the treasurer to pay for the event (especially true for camporees).
- Finalize location. Make a reservation. Whether it is with an outfitter or a national park, make the reservation early enough to ensure that the troop can be accommodated. Try to avoid "first come, first serve" camping areas where no reservations are taken, unless you have a good alternative. If you have never been to the site an advance reconnaissance is advisable to preclude unwelcome surprises.
- Discuss at SM/ASM meeting.

SPLIC:

- Discuss at TLC meeting.

Two Months Before Activity

SMIC:

- Work with SPLIC on article for the *Troop Trumpet*. Check the monthly *Troop Trumpet* submission deadlines on the troop calendar and submit the article so that it will appear no later than two troop meetings before the permission slips and payments are due from scouts. Article should include the dates, cost, brief description of program, deadline for turning in permission slip and money, name of SMIC/SPLIC, and a reference to the web site if the permission slip/handout is available there.
- Finalize budget. Set a per-scout price that includes all direct costs (e.g., campsite fee), tolls for drivers, gas reimbursement for drivers if desired, estimated cost of TLC cracker barrel snacks if desired. Decide if adults will pay the same fee, less, or nothing. If less or nothing, set the scout fee at a figure that will cover the expected costs.
- Create a handout for the scouts. This should consist of:
 - Information, such as dates, assembly time at church, approximate return time to parking lot (we always meet in the church parking lot on Fridays and return to the Park and Ride lot on Sundays for traffic reasons, Saturdays are a toss up), brief program summary, cost, who checks are to be made out to, emergency contact information, and the SMIC's name, phone number and e-mail address. Include the deadline for turning in permission slip and money. (Recommended date: the troop meeting 10 days before the activity, so the SMIC isn't processing all of the money during the final three days when other logistical issues will need to be addressed.)
 - Permission slip. So that the scout and parents can retain the information portion of the handout (especially the emergency contact) after the permission slip is handed in, the permission slip should be detachable from the information portion. For example, if the handout is more than one page, don't copy it front-to-back. PERMISSION SLIP. It's a Scout's requirement to obtain a permission slip, even if one or more of his parents are participating. It's best to pass out the forms in advance so parents can fill them out accurately and completely, and they may need records to do that. When they are collected ensure that all the essential data is filled in. Things get hectic in the parking lot before a campout and the SMIC is pulled several different ways. Have the ASMIC or another parent collect the permission slips and confirm their completeness. The permission slips should go with the SMIC in case an accident happens in a remote area. Don't leave them back in the cars. A blank permission form is located on the troop website for you to download and customize. Follow [this link](#) to get the form.
 - Find out if the venue or program activity that weekend requires its own liability release (e.g., whitewater rafting, shooting). If so, obtain a legible copy and include it with the basic handout package (see immediately above). If possible, get it scanned so that it can

be posted on the troop web site with other materials (see immediately below). Many scouters can scan a document for you.

- Work with webmaster to get the handout and permission slip on the web site. Permission slip should be ‘printable,’ e.g. in PDF or Word format if it is a full page. This is so that the permission slip won’t spill onto a second page when printed from the web and leave a page break partway through the permission slip, as documents often do when converted from a word processing format to HTML and then printed. If possible, post the web page the same week that the handout is first distributed at a troop meeting (see below).

SPLIC:

- Develop Troop Trumpet article with SMIC. (See “SMIC” above.)
- Help build the handout with the SMIC (See above)

Two TLC/SM/ASM Meetings Before Activity

SMIC: Update ASM’s. Discuss potential training needs for campout (Winter Skills, Camporee, etc.)

SPLIC: Update TLC. Discuss potential training needs for campout (Winter Skills, Camporee, etc.)

5 Troop Meetings Before Activity

SMIC

- Inform SPLIC that he needs to make the first troop meeting announcement about the activity and pass sign up sheets out to patrols. SPLIC will need to inform SPL that he has an announcement.

SPLIC:

- Make first troop meeting announcement about the activity at the start of the meeting.
- Distribute signup sheets to patrols and collect after patrol corners. Be sure you have one back from each patrol. Give the SMIC an estimate of total number signed up and either provide the sheets to the SMIC or prepare a list and provide to the SMIC

One Month Before Activity

SMIC

- With SPLIC, develop agenda for the weekend (review the agenda if a district event).

PLAN A CAMPFIRE. Get a volunteer scout who is working on the communications merit badge by making an announcement at a troop meeting. Most scouts expect a campfire program to end the day.

RELIGIOUS PROGRAM. Plan on a short religious service on Sunday morning just prior to breaking camp or Saturday evening before the campfire. The Chaplain's Assistant has religious programs. If he is present, he can organize it; otherwise assign the duty to the SPLIC. You can always lead a small ceremony yourself or ask your ASMIC.

- If you have to pay for anything significant that has sales tax, use a tax-exempt certificate (on troop web site).
- Start preparing the local tour permit if needed. A Local Tour Permit is required for:
 - any overnight trip,
 - any trip more than 50 miles one-way, or
 - any boating, swimming, caving, water or rappelling activities

Go to <http://www.boyscouts-ncac.org/resources/forms.html> >> **National Boy Scout Forms** to print or download the Tour Permit application form. While there, you should also print or download the Council's checklist for completing this form. The Tour Permit application is due 14 days before the event (see below). A tour permit is not required for camporees.

- When soliciting drivers, ask for the information required by the Tour Permit application:
 - Owner's name
 - Vehicle kind (e.g., sedan, SUV)
 - Vehicle year and make
 - Driver's license number (not tags)
- The Tour Permit application requests insurance information. Ask each driver (preferably in writing, such as on a circulating list or via e-mail) if his/her liability insurance meets required legal minimums. Then you can state "Meets required minimums" in that column on the Tour Permit application form without requiring anyone to disclose the monetary amount of their coverage. (The Council accepts this.)
- Finally, the Tour Permit application requests the "Number of passengers." Make sure the SMIC and the prospective drivers are using the same definition of this term, e.g.:
 - Does the number that the driver provides include the driver?

- How many seat belt positions will be in the vehicle as it will be configured for the event? Some drivers report the total number of seat belt positions; others leave out middle rear seats; others report two or three fewer seats than they have, because they need that space in order to carry all of the personal gear for the number of passengers that they did report. It's important for the SMIC to know the total number of seat belts that will be available, in case we have greater need for passenger capacity than for personal gear capacity. (Excess gear can often be transported in pickups or in the trailer.)

TLC/SM/ASM Meeting Before Activity

SMIC

- Final details briefed to ASM's. Specify training needed so that SM is aware. Inform him prior to the meeting so that it is also covered in TLC. TRAINING. The troop meeting or two prior to your outing should be available for training and preparation. Notify the scoutmaster of your intent to use the time and what you need. Ideally, use the Instructors to teach applicable skills. Instruction is one of the ways to generate interest and participation in an outing. The whole troop can participate in the training it does not just have to be for the campers.
- Agenda proposed/reviewed.
- Continue soliciting adults who will be camping/driving, and obtain their driver and vehicle information. (See "One Month before Activity," above.) MINIMUM ADULT PARTICIPATION. We seldom have problems with having enough adults but, for the record, here are the rules. Two adults per outing is the minimum. The "rule of four" says that the minimum number of persons for a backcountry trip is four total (including two adults). The scout to adult ratio should not exceed 10:1. [Even this leaves you in a pickle if someone is injured. Who goes, who stays, and how do you avoid one-scout/one-adult situations then? I suppose you leave the second scout, if a scout is injured, or take the two scouts if an adult is injured.]

SPLIC:

- Final details briefed to TLC. Specify training needed for the campout so that it can be scheduled. TRAINING. The troop meeting or two prior to your outing should be available for training and preparation. Notify the scoutmaster of your intent to use the time and what you need. Ideally, use the Instructors to teach applicable skills. Instruction is one of the ways to generate interest and participation in an outing. The whole troop can participate in the training it does not just have to be for the campers.

4 Troop Meetings Before Activity

SMIC

- Inform SPLIC that he needs to make the another announcement about the activity and pass sign up sheets out to patrols. Mention that handouts and permission slips are on the web. Have some available yourself. SPLIC will need to inform SPL that he has an announcement.
- Give a small supply of the handouts to the SPLIC, in case scouts ask him for a copy in the ensuing weeks. Keep some for yourself as parents will ask also.
- Solicit adult campers/drivers. Confirm with each adult camper whether he/she is driving (some occasionally do not), and if so whether he/she is driving with the troop in both directions.
- Solicit driver cell phone numbers, and make a list. If you like, you may distribute copies of the list to all drivers.
- Devise and implement a procedure for soliciting Rocking Chair cooks among scouters who are going on the campout. You might want to include this in an e-mail, include it as a column in a form that you pass around the table at an ASM meeting, or approach scouters individually.
- If any adult is camping with us for the first time, make sure they understand that they need their own tent, personal eating utensils, and raingear.

SPLIC:

- Make troop meeting announcement about the activity at the start of the meeting. Announce the availability of the handout and permission slip for the activity on the web.
- Distribute signup sheets to patrols and collect after patrol corners. Be sure you have one back from each patrol. Give the SMIC an estimate of total number signed up and either provide the sheets to the SMIC or prepare a list and provide to the SMIC
- Get a small supply of the handouts from the SMIC, in case scouts ask for a copy in the ensuing weeks.

3 Troop Meetings Before Activity

SMIC

- Have SPLIC make announcement and have handouts available again. Remind scouts that the next troop meeting is the due date for permission slips and payments.
- Continue soliciting ASM's and obtaining driver and vehicle information from them (for Tour Permit). Verify which vehicle will be brought. Local Tour Permit application is due in three days.

SPLIC or SPL

- Announce that next week will be Patrol Corners for campout, and scouts must know by then whether they will be coming on campout so patrols will be able to do tent assignments and assign a grubmaster. Advise Patrol Leaders to call anyone in their patrol who isn't here tonight to hear this announcement. Remind scouts that the next troop meeting is the due date for permission slips and payments.

14 Days Before ActivitySMIC

- The Tour Permit application is due at the Council's program office 14 days before the event begins. You may fax it to 301-564-9513. They will snail-mail the permit to the SMIC identified in the form. If you don't receive it by three days before the event, call the Council at 301-530-9360, ask for the program office, and ask them about the permit. Bring the Tour Permit on the outing.
- The Council has said that it will not accept Local Tour Permit applications filed on old versions of the form. Note that in signing the form, the SMIC certifies that he or she has read and has a copy of the *Guide to Safe Scouting*. This publication is available from the Scout Shop or via a link in the Library area of the troop web site.
- Payments and permission slips are due this Monday. Three or four days before that meeting, send a troopwide e-mail message (i.e., send it to troop1518@googlegroups.com) with a reminder about Tuesday's deadline. In that message, state that details can be found on the troop web site.

2 Troop Meetings Before ActivitySMIC

- Permission slips and payments are due tonight. Before the troop meeting, decide on a procedure for collecting them. For example, do you want scouts to come up to you individually and hand them to you, or do you want to announce at the beginning of the meeting that the forms and checks should be placed in a designated box? Bring paper clips to attach checks to permission slips. NOTE: if a scout wishes to use scout bucks, he *must* put his name on the back of each one (only way for you to keep track). Also, check that they are for the current year (right color), last year and this year can only be used in the Spring after mulch delivery until end of the year.
- If you will have to pay a campsite fee or anything similar, get a troop check from the treasurer. Make a record of the payee, amount, date and purpose and report this to the Treasurer.

- Arrange to have a separate Patrol Corners for the campout, try to get at least 15 minutes after normal patrol corners. Coordinate in advance with:
 - SPL to get this on his troop meeting plan
 - SPLIC to identify patrol leaders for the campout and to have a plan for working on equipment, menus, and tent arrangements. Have worksheets available for the SPLIC to give each patrol.
 - QM available to provide equipment lists and answer questions.
 - If Chaplain's Aide will be expected to sponsor a brief religious service (see "Saturday"), advise him of this.
- Then oversee the SPLIC on the following:
 - Have SPLIC make opening announcement that permission slips and payments are due tonight (but continue to accept them until next week if feasible). Announce how they are to be turned in.
 - Sometime before the last minute, the PL should check what they will need for patrol equipment. Review equipment list (using the Patrol Inventory Sheet); dining fly poles, pegs and lines; chimney and lantern are accounted for; stove is operational; Dutch oven is clean and rust-free; etc. Identify any unique items and coordinate with patrol or QM.
 - Following the above check, the Patrol Quartermaster should get a list to the grubmaster of any non-food consumables that the patrol needs (charcoal, newspaper, ice, paper towels, cooking oil, matches, aluminum foil, etc.). The quartermaster should also advise the grubmaster to supply a cooler and ice (some first-time grubmasters don't know that).

SPLIC should make sure that Patrol Leaders accomplish the following (worksheets are on the website):

- PL records the patrol's menu decisions and submits menu to SPL for approval during that troop meeting.
- PL pencils in the duty roster, leaving it in draft form to accommodate scouts who aren't at the meeting who come next week and state that they are coming on the campout. Have the Head Cook position reflect any scout(s) doing Second Class or First Class cooking (see below). Assign scouts who need Tenderfoot cooking to be assistant cooks at different hot meals.
- PL coordinates tent assignments, taking into account scouts who are not there that night who might be coming on the campout (some of whom might be able to provide a tent).

Shortly After the Above Troop MeetingSMIC

- Review permission slips for completeness. Create a master list of scouts and scouters that signed up for the campout.
- Determine whether there are any patrols with three or fewer scouts going on campout or with no older scouts. Consult with SM to decide whether any patrols should be combined. Advise SPLIC and get his input on proper PL. Inform PL before final meeting.
- Compile ride plan. Looking at the number of campers, assign a *number* of riders to each vehicle. (The SPLIC will subsequently assign the individual names.)
 - In determining the number of seats available in each vehicle, look at the vehicle type, not just how many people the driver indicated he or she can take. In general, most minivans should be able to accommodate a total of 5 people (including the driver). If all of the seats are installed, that leaves 2 seat positions for gear in addition to the cargo area; that generally accommodates all of the personal gear for those 5 people. If the minivan driver has removed a row of two seats and has only 5 seatbelts, then he/she can still take up to 5 people (including the driver), plus there is plenty of room in the back for all the personal gear for those people. If a minivan driver indicated that he/she can only accommodate 4 people including the driver, check with the driver before assigning 5; the row of three seats may have been removed, leaving only 4 seatbelt positions.
 - Sedans cannot hold the personal gear of more than three people (including driver). Usually gear for two in the trunk, gear for the third person in the back seat with him.
 - Try to leave middle seats empty. This not only enhances comfort, but also gives you additional capacity in case a vehicle breaks down and you need to transfer scouts. (In minivans with only two rows of seats installed, this would mean a total of four rather than five people on trips where it's possible to leave middle seats empty.)
- If you don't have enough empty seats in the ride plan to absorb at least one vehicle that drops out at the last minute or breaks down en route, call parents of scouts who are going on the campout and ask them to drive one-way.
 - Obtain their driver and vehicle information for a supplemental Local Tour Permit filing.
 - Identify a potential back-up one-way driver in case another driver drops out at the last minute.
- Send an e-mail to all drivers. State that unless you have been told otherwise, it is anticipated that:

- Camping adults will be driving, and that they will be driving with the troop in both directions. (We have had situations where an adult camper provides driver and vehicle information, but only advises the SMIC at the last moment that he/she is leaving early.)
 - The driver will bring the vehicle that he/she reported when the Tour Permit information was solicited, with the number of seat positions that were reported at that time.
 - There will be no one in the car except for the driver and his/her sons in Troop 1518. (We have occasionally had situations where a driver [especially on day trips] shows up with a spouse and a couple of siblings, thus greatly reducing the capacity of that vehicle for other scouts.)
- When the SPLIC assigns scouts to cars, the following protocols should be followed:
- No cars with only one adult and one scout who is not his son.
 - Related to the above, if there is a driver whose son is not on the campout, put a second adult or a pair of brothers in that car.
- Where you lose a Friday or Sunday driver (i.e., he is arriving late or departing early), and if his son will be with him, remember to subtract the son as a passenger when you subtract the parent as a driver.
- Prepare directions for drivers (map optional). If possible, use both “left/right” and “north/south” terminology for turns. Include a list of all cell phone numbers that you have obtained, with your own (if applicable) highlighted at the top of the list. Make enough copies of the directions for parents who are bringing scouts to the campsite late or picking them up early.
- Review ASM coverage of patrols for the campout. If a patrol will have no ASM on the campout, try to arrange coverage by scouters on campout who are not ASM’s, or by ASM’s whose patrol has more than one ASM on the campout. For any patrol that does not have at least one experienced scouter as a ASM, SMIC advises SM, SPL, SPLIC, and the Venture Patrol and asks them for assistance in monitoring that patrol.
- Arrange with the Scoutmaster or Troop Committee Chairman about the key to the scout locker or that someone with the key will be there at the assembly time. Arrange for propane tanks in advance. Currently, Scott Romans stores the disposable propane tanks. Check with the SM for changes. Scouts should sign out all the equipment that they need at the next troop meeting prior to the outing.
- ??? Buy two single-use cameras. Give one to the Historian for use during the campout. (If a scouter will be taking photos with his/her own camera and will make those shots available to the troop, the Historian might be the only one who needs a single-use camera.)

- During dry season, check again with the campsite just before the next troop meeting concerning any restrictions on fires. Especially important if anyone is planning on Dutch oven meal and if you planned a campfire.
- When a campout is only an hour or so from Springfield — especially during fair-weather times of year — troop families sometimes drop in to visit, or a parent who is coming out to pick up or drop off a son for a sports event will decide to stay for a meal, occasionally bringing a spouse or sibling as well. If your campout is likely to fall into this situation, send a troopwide e-mail at this time emphasizing that you need to know about anyone who plans to be there for a meal so that food can be purchased for everyone who will be there.

SPLIC: Coordinate with Patrol Leaders for the following:

- PL calls scouts in the patrol who were not at the previous troop meeting to remind them that payments and permission slips are due next Tuesday. If there was a shortage of tents at Patrol Corners at the previous meeting, the PL asks the scouts that he calls if they can provide a tent.

Troop Meeting Before Activity

SMIC

- Final Patrol Corners for campout. Coordinate in advance with:
 - SPL to get this on his troop meeting plan, and
 - SPLIC to make sure he understands what must be done tonight. All equipment checked out, meals planned, duty rosters complete. Must be out of the basement by 8:30 PM.
- Final announcement re assembly time and Class A uniform. ('Please be prompt.') Usual warnings re raingear, use a list to pack, have your sleeping bag in a waterproof bag, have your sack dinner with you, etc. If cold weather is expected, review layering, hats and gloves, wool socks, fleece blanket, etc. Advise scouts to review Troop 1518 camping rules in Library area of web site.
- Coordinate with (or ensure ASMIC has) the cook for adults and make sure that he/she knows how many mouths will be at each meal.
- At some point during the two weeks before the activity, SMIC should check out (or ensure that someone else has checked out) an adult chuckbox for consumables: cooking oil, matches, plastic mesh 'scrubbies,' dishwashing liquid, aluminum foil, and plastic garbage bags.
- If an adult is cooking for the Goats for the first time, remind them that they need to bring their own cooler and ice, and their own charcoal and newspaper if it is a Dutch oven meal. SMIC should bring extra newspaper and should ensure that at least two rolls of paper towels are being brought.

SPLIC

- Find out from each patrol who their grubmaster is so that when you assign scouts to cars (see below) you can try to allow enough room for grubmasters to bring their patrol food in the vehicle that they are traveling in. This can be accomplished by assigning grubmasters to vehicles with a decent amount of cargo capacity or by not packing too many scouts into the cars that have grubmasters.
- If skits will be expected at campfire, announce this to scouts so PL's can do research or bring skit book.

SPLIC

- Remind Patrol Leaders about their responsibilities (see "Patrol Leaders," below.)

Patrol Leaders

- If there is anyone in the patrol from whom you have not received a firm 'Yes' or 'No' about the campout by the end of the evening, you need to call those scouts so there will be no last-minute surprises. Some scouts think they don't have to notify the patrol that they are coming as long as they turn in a check and permission slip to the SMIC. Note any scouts in the patrol who were at the troop meeting but not in Patrol Corners (e.g. helping with new-scout training, speaking to a merit badge counselor, etc.).
- Tents:
 - Remind the scouts who are supposed to bring tents to do so.
 - Tell them to check their tent to ensure that all components are there. (We regularly have tents unpackaged at the campsite on Friday night that are missing poles or pole sections, pegs, or the rainfly.)
 - Scouts who bring a tent must know how to erect it. If they are not certain how to do this, they should consult the instructions and erect the tent at home this week.
 - If any scouts who are supposed to bring a tent are not at this meeting, call them within the next couple of days concerning all of the above information.

ASMs

- Ensure:
 - If PL is not going on campout, everyone knows who the Acting PL is.
 - If there is still anything left to arrange on tents, meals or equipment, it is clear whether it is the PL or Acting PL who will be dealing with this.
 - Grubmaster has been appointed and knows who he is.

- Menus are practical and complete, and have been approved by SPLIC. Menus are rational, e.g. if scouts planned oatmeal for Saturday and eggs for Sunday, suggest that they switch this so the perishables don't have to be kept cold an extra day. If anyone is doing Second Class or First Class cooking, menus include items from the basic food groups. Grubmaster has all necessary recipes (i.e., ingredients) in order to compile a shopping list.
- Patrol equipment has been checked (especially dining fly and stove).
- PL's have taken care of all other items in the "Patrol Leaders" area immediately above and in the "Patrol Leaders" areas in the items for the past three weeks.

Wednesday/Thursday/Friday Before Activity

SMIC

- Nice idea but not mandatory -- Buy snacks for TLC cracker barrel. (Cookies, cheese, crackers, juice, etc.)
- If driver list has changed from original Tour Permit application, fax changes to Council.
- Council is supposed to mail the SMIC a stamped Tour Permit. If you haven't received it, call them and ask them to fax it to you.
- Finalize the ride plan, incorporating any scouts/scouters/drivers that changed at Tuesday's troop meeting. This should contain driver names and number of seat belts. E-mail this plus the latest campout roster to the SPLIC (see below).

SPLIC

- Use the latest ride plan and campout roster provided by the SMIC to assign scouts to vehicles. Make at least two copies (one for SPLIC, one for SMIC). For youth protection purposes, if a driver's son is not on the campout (i.e., is not in that driver's car), try to place a pair of brothers or another adult in that car (to avoid a one-on-one situation if scouts are dropped off and not taken to the parking lot).

Patrol Leaders

- Check with grubmaster about food, and non-food consumables (especially charcoal, newspaper, cooler, ice). See "3 Troop Meetings Before Activity," above.
- Bring a pen/pencil and paper to take notes at the TLC.

Friday—At ChurchSMIC

- Bring on campout:
 - completed permission slips
 - all permits, including Local Tour Permit
 - two rolls of toilet paper (backup for latrines)
 - chemical light stick(s) for latrine, and a means to tie it on
 - skit books from top shelf of scout closet, if there will be a campfire (DO WE HAVE ONE)
 - Bring a lot of \$1 and \$5 bills, to make change when collecting adult food money and paying the cooks.
 - If you will have to pay for anything significant during the campout that has sales tax, bring a tax-exempt certificate (on troop web site). DO WE HAVE THIS ALSO

- Have handy at church on Friday evening:
 - blank permission slips
 - troop roster, in case anyone needs to be called from the church on Friday evening
 - copies of written directions for drivers
 - road map

- If the water point is convenient to our campsite, tell SPLIC to tell the PL's that the water containers can be loaded into the cars empty, to save weight. Otherwise, ensure that containers are filled.

- Collect medications. (Bring a bag for this.) Ensure that each set of meds is marked with scout's name, dosage, frequency, and any special instructions (e.g., take after meals).

- Coordinate with SPLIC on any last-minute changes to ride plan (no-shows, late cancellations, and scouts who weren't on the advance list).

- After SPLIC takes roll, phone no-shows. Inform PL's/ASM's of no-shows in their patrol. Remove from ride plan (both days). If ride assignments have already been announced, inform driver.

- Before the church is locked, check equipment room for anything that is about to be left behind. (See #4 under "SPL/QM" below.) Bring the troop first aid kit.

- Announce to scouts: no one turns in before your PL returns from TLC meeting. (PL may have info you will need tonight or in early a.m.)

- Driver conference:
 - Distribute directions/maps/cell phone lists. Point out anything unusual on the route.
 - If there is to be a regroup point (e.g., after leaving the main highway or just before entering camp), point this out.
 - Announce the number of vehicles to all drivers.
 - Tell drivers to check that all scouts wear seatbelts. If the vehicle has a passenger airbag, only a person over 12 should be seated there.

- After cars are loaded: inspect the entire area for any equipment that was left behind. (Particularly important after dark.) Make sure the church is locked!

- If you like, record the mileage to the destination and advise drivers later of the total. Mileage driven for a not-for-profit organization is tax-deductible at an IRS-specified rate per mile.

SPLIC

- Be early or at least on time at time designated or requested by SMIC.

- Establish patrol staging areas around the perimeter (on grass, away from sheds) where scouts can drop their personal gear as they arrive. (SPL might delegate this to ASPL.)

- Have scouts bring their personal gear to their patrol's staging area (see above). Scouts riding with a parent should be told to leave their gear in their car.

- Ensure that Patrol Leaders conduct their checks (see "Patrol Leaders" below).

- Monitor conduct of scouts.

- Take attendance. Inform SMIC of any no-shows. SMIC inform PL, ASM, driver (if ride assignments had already been read).

- Coordinate with SMIC on any last-minute changes to ride plan (no-shows, late cancellations, and scouts who weren't on the advance list). Revise car assignments accordingly.

- Announce car assignments.

Patrol Leader

- If possible, ensure that the patrol's has propane that was requested.

- As soon as grubmaster arrives, make a quick check to ensure that all essential food is there. (Quickly review the principal menu items meal-by-meal.) Items that are regularly forgotten include eggs, and the cooler and/or ice.

- Make sure that scouts who were supposed to bring a tent did so.

- If something important has been forgotten (tent, key menu item) and if there is time, call to have it brought to the church.
- PL or ASM: Tenderfoot pack inspection requirement for any scouts in patrol who need it.

ASMs

- Monitor “Patrol Leader” responsibilities listed above.

Friday—At Campsite

SM and SPLIC: With patrol leaders, select patrol campsites.

SMIC

- Together with SM, determine a time for that evening’s TLC meeting.
- Set up sign-in/sign-out procedure for scouts leaving camp.
- Hang light stick on latrine and activate it.
- Oversee the program portion of the TLC meeting.
- Set up cracker barrel snacks.
- At TLC meeting, announce:
 - PL’s take notes and take this information back to their patrols.
 - Location of latrine. Light stick. All scouts to use latrine before turning in.
 - Buddy system all weekend when leaving immediate campsite, including overnight latrine visits.
 - Scouts should know where PL’s tent is. PL’s should know where ASM’s tent is. SPLIC should know where SM’s tent is.
 - Sign-in/sign-out procedure. Scouts should also advise their **PL** when they depart/return.
 - Lights out/quiet time tonight.
 - Time for reveille tomorrow, and time for cooks/firestarters to be up.
 - PL’s oversee Tenderfoot cooking, and signoffs for that and for Tenderfoot and 2nd Class ‘sleep in a tent you [helped] pitch.’

SPLIC

- Advise all TLC members of time and place for TLC meeting. Tell them to bring notebook and pen.
- SMIC or SPLIC: at TLC meeting, brief the program for the following day.
- Monitor setup of patrol campsites. If we didn't bring water containers full, have patrols fill them.
- If it's not dark when we arrive, have patrols connect their lantern and stove and check lantern mantle before dark.
- Advise PL's to tell all scouts *before* TLC meeting:
 - Use latrine before turning in.
 - Buddy system if you have to use latrine during the night.
 - Know where your PL's tent is. PL should know where ASM's and SPLIC's tents are.

These points will also be covered at TLC meeting, but some scouts may turn in before their PL is back from that meeting.
- Have PL's check in with SPLIC after all scouts down for the night.

Patrol Advisors

- Monitor setup of patrol campsite. No tents in a bowl or gully, or blocking a trail. All gear plus patrol food are present. Before dark (where possible): lantern connected and mantles OK. Stove checked for breakfast. Ensure lantern on ground overnight (wind breakage). Stove is under dining fly. Paper and cardboard containers (e.g. food boxes and charcoal bags) are under the dining fly, in chuck box and/or not sitting directly on the ground. No scouts in regular patrols sleeping alone. Breakfast cooks know who they are and when they have to be up. Stuff-it sacks for tents and for patrol dining fly are secure. All scouts use latrine before turning in.

SaturdaySMIC

- Oversee/reinforce sign-in/sign-out.
- Dispense meds.
- If any scouts or adults stay only one night, make a record of that so that they are only credited with one night in the computer and for beads.

- Ask the adult cook what he/she paid. Divide the total for all adult meals by the number of people eating with the adults to determine the cost per person, and collect this. Then pay the cooks from this revenue. If a lot of people told you in advance that they would only be present for one, two or three meals, and if this was reflected in the number of people that you told cooks to buy food for, you might want to calculate the costs on a per-meal rather than per-person basis, so that people only pay for the meals that they said they would eat.

SPLIC

- Campfire: firewood and firelay. Remind patrols about skits (if skits are expected).
- Wake up PL's.
- Check tents later.

Patrol Leaders

- Skits for campfire (if skits are expected).
- Keep cooking and cleanup on track. Keep assigned cooks on task. Think ahead one step (e.g. food is being prepared while waiting for charcoal fire; cleanup water is heating while patrol is eating).
- Be alert to campout-related advancement opportunities, e.g. 'sleep in tent you pitched.' (Don't initial a scout for the 'select patrol campsite' portion of this Second Class requirement if they didn't do this.)

PL, ASM, or First Class scout

- Monitor the preparation and cooking done by any scouts working on cooking rank requirements. Review them on the portions of the requirement to explain nutrition, four food groups, etc. (First Class cooking might be appropriate for PA review.)

ASM

- Monitor all of the 'Patrol Leader' tasks above.

Chaplain's Aide

- Brief non-denominational religious service if requested on Saturday evening or Sunday morning.

Sunday

SMIC

- Oversee/reinforce sign-in/sign-out.
- Dispense meds.
- Advise any first-time drivers:
 - Everyone goes to the Park and Ride lot.
 - After that you may have to take the scouts in your car home; i.e., don't drop them off at church and leave.
 - If any new scouts are shaky on giving directions to their house from somewhere other than the church, take one of *them* home first even if someone else lives closer.
- If there are any one-way drivers for Sunday who were not at the church on Friday evening, make sure they receive directions/map/cell phone list. Point out anything unusual on the route.
- Count the number of vehicles and announce this to drivers.
- Have a formation for announcements before getting into cars, as a minimum remind all scouts that equipment must be cleaned and tents aired out before return. Advise them of turn in date if not the next troop meeting.
- At church: return meds.

SPLIC

- Wake up PL's.
- Monitor the cooking, cleanup and campsite breakdown processes to keep patrols on schedule for departure.
- Arrange police line. Have the scouts kick leaves to look for tent pegs, utensils, etc.

Patrol Leader

- Keep cooking and cleanup on track. Keep assigned cooks on task. Think ahead one step (e.g. food being is prepared while waiting for charcoal fire; cleanup water is heating while patrol is eating).
- Make sure that all scouts that are not cooking are packing gear and striking tents. Then cooks pack while the ones who have already packed wash dishes. Oversee tasks involved in breaking camp (e.g., packing dining fly and chuckbox).
- If grubmaster is new, give him final instructions: take home leftover perishables for family, save non-perishables for next campout, collect money from scouts (keep list), etc.

PL, ASM, or First Class scout

- Monitor the preparation and cooking done by any scouts working on cooking rank requirements. Review them on the portions of the requirement to explain nutrition, four food groups, etc. (First Class cooking might be appropriate for PA review.) Initial their handbook as soon as they pass.

ASMs

- Monitor all of the 'Patrol Leader' tasks above.
- Ensure that patrol cooking gear is clean and dry before being packed away.

After the Activity

SMIC

- Financial report to Treasurer: revenue and expenses. Include cash, checks, any scout bucks, receipts for expenses.
- E-mail a list of participants to Tim Williams. List adult and youth separately. It's helpful to Tim if the list is in alphabetical order with last name first. For any participant who was not there for all of the nights that the troop was there, specify the date(s) of the night(s) that these people stayed. (The troop's computer database tracks the actual dates, not just the number of nights.)
- Give the SPLIC a list of participating scouts and adults, for beads. For any participant who was not there for all of the nights that the troop was there, specify the number of nights. (The date isn't important for this purpose.) Tell the SPL the color(s) of the beads, or tell him to see the bead color chart on the box. Follow up with the SPLIC if the beads aren't distributed within the next two weeks or so after you give him the list.
- If any advancement was accomplished that was not initialed in the handbook of each individual scout at the time (e.g., Totin' Chip, 5-mile hike), devise a procedure to get the scouts' books initialed or, in the case of something like Totin' Chip, Paul Bunyan, etc., e-mail a list of those scouts to the Advancement Chair.
- Develop film. Give one set of photos to Historian for inclusion in photo album. Another set (either the prints or scanned files) should go to Steve Summers for inclusion in the "Troop Pictures" on the web site.

SMIC or SPLIC

- Give a brief recap of the campout at the next troop meeting. Be prepared to give one at the next ASM/TLC meeting if asked.

- Write a recap article for the *Troop Trumpet* and e-mail it to the *Troop Trumpet* editor.

SPLIC: Distribute beads.

Patrol Leaders/ASMs

- Follow up with the grubmaster periodically to ensure that he is getting paid by the patrol members. Encourage the grubmaster not to let this go beyond the next campout. PL speak to any patrol members who have not paid after several grubmaster reminders.