**Checklist for a Successful Campout**

***“Failing to Plan is Planning to Fail!”***

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| **Complete?** | **Who** | **What** |
| ***Soon after Summer Planning Meeting*** | | |
|  | PLC and Scoutmaster | Choose 2-3 Scout Planners and 2 Adult Advisors. |
|  | Scout Planners and Adult Advisors | Meet to decide exactly where the outing will be and the exact dates. |
|  | Adult Advisors | Call the camp or place the troop is staying to make a reservation at the site. (NOTE: We have often waited until too late to do this and could not stay at our first choice of sites, so it is important to do this early). |
| ***2 months before outing*** | | |
|  | Scout Planners and Adult Advisors | Meet to plan the trip in detail. Answer: who, what, when, where, how. |
|  | Scout Planners and Adult Advisors | Get a commitment from bus drivers (2 is preferable), truck driver and extra adults to ride the bus (there needs to be an adult on the bus besides the driver). |
|  | Scout Planners and Adult Advisors | Decide how the meals will be prepared (Always favor cooking by patrols to enhance teamwork and Leadership). Identify scouts who will be completing 1st Class cooking requirements. |
|  | Scout Planners and Adult Advisors | Get commitment from at least 4 adults to go. |
|  | Scout Planners and Adult Advisors | Decide how much the trip should cost. Include cost of food, fuel for bus and truck, campsite fees, Lunch stop on return trip, etc. |
|  | Scout Planners and Adult Advisors | Rough out the itinerary, including departure and return times. |
|  | Scout Planners | Decide who is responsible for preparing the handout for the troop. |
|  | Adult Advisors | Decide who is responsible for maps and directions to the campsite. |
| ***1 month before outing or immediately after prior month’s outing*** | | |
|  | Scout Planners | Distribute handout telling what, when, where, who, how, cost, and itinerary of events including departure and return times. Also, include emergency phone numbers, a phone number for parents to call to find out the exact return time. Include phone numbers of Scout Planners and Adult Advisors. |
|  | Scout Planners | Start the sign-ups. Scouts may sign up online on the troop website calendar or at troop meetings. Hand out waivers if required. |
|  | Adult Advisors | Call the campsite and confirm reservations and arrival and departure time. |
|  | Adult Advisors | Review BSA Sweet 16 and Guide to Safe Scouting for planning. |
|  | Adult Advisors | Make sure troop bus, box truck, van, and trailer are reserved on troop website. |
|  | Scout Planners and Adult Advisors | Discuss with Quartermasters and Adult Quartermaster Advisor what troop and patrol equipment will be needed. |
| ***2-3 weeks before outing*** | | |
|  | Scout Planners | Review during the Troop Meeting any special equipment or clothing required. Discuss safety precautions. Have this information in writing. |
|  | Scout Planners | Review any special training needed, merit badge requirements if applicable. |
|  | Scout Planners | At Troop Meeting, remind scouts that money for the outing is due and signups are closed 2 Mondays before the campout. |
| ***2 weeks before outing*** | | |
|  | Patrols | Inventory patrol boxes to determine what supplies are needed. |
|  | Quartermasters | Inventory cooking equipment and tents needed for the trip. |
| ***1-2 weeks before outing*** | | |
|  | Patrols | Plan meals based on guidelines and budget set by Scout Planners. Check with patrol members about food allergies. Encourage patrols to try meals that they haven’t before and to be creative. |
|  | Patrols | Make duty roster for the outing. Remember to bring it on outing. |
|  | Scout Planners | Fill out campout timeline (see Troop Website – Resources page). Share with adult advisors, SPL, and Scoutmaster. |
| ***2 Sundays before outing*** | | |
|  | Scout Planners | Email/send Remind to scouts to recap campout information announced at meeting, including reminder that money is due and signups are closed on Monday. |
| ***2 Mondays before outing*** | | |
|  | Signup Desk | Collect money and waivers. Notify Health & Safety Chairperson to gather medical forms for campout. |
| ***Monday before outing*** | | |
|  | Signup Desk | Distribute food money to patrols based on how many scouts in patrol are attending. Include adult patrol. |
|  | Quartermasters | Assign tents to scouts for outing. |
| ***Friday of outing*** | | |
|  | Quartermasters and Patrol Quartermasters | Responsible for loading equipment onto Truck. Each patrol is responsible for their equipment. |
|  | One Adult | Check in scouts as they arrive. Check for full Class A uniform. |
|  | One Adult | Review maps and driving directions with all drivers. |
|  | One Adult | Gather Troop First Aid Kit, AED, and Medical Forms. Place in bus. |
|  | Adult Advisors | Confirm return time and return phone number with parents. Get medication with dosing information from parents. |
| ***Immediately before pulling out of parking lot*** | | |
|  | Scout Planners | Count Scouts on bus and in private cars (ALL SCOUTS ARE TO RIDE IN THE BUS UNLESS THERE IS NOT ENOUGH ROOM). |
| ***As soon as Possible after campout*** | | |
|  | Scout Planners and Advisor | Meet to evaluate the campout. Turn in attendance sheet to records/data entry table. Turn in any leftover money or receipts for reimbursement to Treasurer. |