

Outing Worksheet

Crew 568, Boy Scouts of America

Date of trip: _____

Activity Chair (AC): _____

(Check off)✓	Task	Responsibility	Due*
_____	Select the date of the outing.	VP-Prog	3 months
_____	Determine type of outing.	VP-Prog	
_____	Assign an Advisor & venturer(s) to coordinate the planning activities. (Planners)	Advisor & VP-Prog	
_____	Distribute medical forms (as required)	Advisor/Assoc	
_____	Publicize Trip (Flyer, Email, Meetings)	AC	
_____	Initial Signup list (Flyer, Email, Meetings)	AC	
_____	Pre-trip Orientation meeting	AC	
_____	Read guidebooks & study maps. Contact the appropriate agencies or destinations to get timing, price, requirements, & paperwork information.	AC & Planners	2 months
_____	Make reservations.	AC & Advisor/Assoc	
_____	Obtain any required permits.(Fire, wilderness, camping, etc.)	AC	
_____	Plan any needed training into the crew program.	AC & VP-Prog	
_____	Outing leader or some other adult on the trip has:	AC	
_____	Standard First Aid & CPR certification. Name: _____		
_____	Safe Swim Defense certification. Name: _____		
_____	Safety Afloat certification. Name: _____		
_____	Firearm Instructor. Name: _____		
_____	Range Safety Officer. Name: _____		
_____	Plan the itinerary and an alternate activity (Plan B).	AC	1 month
_____	Plan a budget.	Planners	
_____	Any tests or training complete for attendees.	Planner	
_____	Submit a completed Local Tour Permit to the council office for approval.	AC with Advisor	3 weeks
_____	Publish and distribute an Itinerary / Trek Plan / Float Plan.	AC & Planners	
_____	Obtain trail map(s), copy as needed.	AC & Planners	
_____	Plot the trail profile.	AC & Planners	
_____	Scouts and adults sign-up - final	AC & Planners	
_____	Develop a Personal Equipment Checklist	AC & Planners	
_____	Acquire any gifts for hosts	AC & Planners	
_____	Distribute Permission slips to the Scouts.	AC & Planners	
_____	Collect the Permission Slips, medical forms and payments.	AC	2 weeks
_____	Paperwork to Advisor or Crew Committee.	Advisor/Assoc & Pres	
_____	Finalize plans for advancement opportunities.	Advisor/Assoc & Pres	
_____	Organize transportation.	AC & Planners	
_____	Submit a list of required equipment to the Quartermaster. (See separate form)	Planners	
_____	Plan Scouts Own.	Planners	
_____	Finalize roster for trip. Bring copy of troop phone list. (Two-deep leadership)	Planners	1 week

Task	Responsibility	Due *
_____ Contact the appropriate agencies to get the latest trail & campsite conditions and fire restrictions.	Planners	1 week
_____ Make a Duty Roster.	AC & Planners	
_____ Develop an Emergency Phone Number List Including a troop contact, council office, council Scout executive, local medical facilities, local law enforcement, and other local authorities.	AC & Planners	
_____ Advisor to give the Class 1 Personal Health History forms to the outing leader.	Advisor	
_____ Personal Equipment Shakedown. <ul style="list-style-type: none"> • All firearms to be transported legally, under lock • Electronic devices are not permitted with the exception that adults may carry cellular phones. • No alcoholic beverages or firearms. 	Advisor/Associate	
_____ Submit a copy of the trip roster, itinerary, and the phone numbers of the local authorities to the troop contact person.	Planners	
_____ Review <i>Guide to Safe Scouting</i> .	Outing Adult Leader	
_____ Collect any prescription medications from the venturers.	Outing Adult Leader	Start of trip
_____ Give the drivers directions / map.	Outing Adult Leader	
_____ All drivers must be at least 18 years of age. NO CONVOYS		
_____ Discuss safety, handling of firearms & gear	Outing Adult Leader	
_____ Discuss low impact camping, trail sanitation, whistle signals, water consumption, stove safety, liquid fuel policy, water purification, buddy system, bear precautions, tick precautions, trail etiquette, poison plants, carry in / carry out, lost, safety afloat and review the trail map, as needed.	AC	
_____ Make a Duty Roster for the adults.	Outing Adult Leader	
_____ A group evaluation of the trip.	AC	End of trip
_____ Check in when returning; let crew contact person know you have returned.	AC/ Outing Adult Leader	
_____ Remove, store, or distribute food packages.	Outing Adult Leader	
_____ Clean and dry crew equipment and store it.	Outing Adult Leader	
_____ At least two adults remain until all venturers have been picked up.	Outing Adult Leader	
_____ Forward a list of attendees and an expense report to the crew committee.	Outing Adult Leader	After trip
_____ Submit an article for the crew newsletter.	Crew Scribe	
_____ Write thank you letters to landowners and others who extended courtesies.	Crew Scribe	

* These are minimum suggested times. During times of high demand reservations should be made up to 6 months in advance.