

## Troop 282 Outing Flow Chart



Outing Name: \_\_\_\_\_

Coordinating Patrol: \_\_\_\_\_

Adult Coordinator: \_\_\_\_\_

		Date of Meeting ___ / ___ / ___ Week 1	Date of Meeting ___ / ___ / ___ Week 2	Date of Meeting ___ / ___ / ___ Week 3	Date of Meeting ___ / ___ / ___ Week 4	Date of Outing ___ / ___ / ___
Troop	Outing Necessities	Permission slips available to the Troop	Permission slips still available	Permission slips and money due	Pack Inspection	
Patrol	Sign-ups/ Assignments	Sign-up sheet is started	Sign-up sheet continued	Deadline for signing up	Food groups, tent groups, and carpools confirmed and assigned	Confirm attendee arrival and carpool arrangements
	Food		Start meal and duty roster	Complete meal and duty roster	Money collected by food buyer	Food divvied up to Patrol members and stowed in packs
	Equipment		Start planning equipment needs	Equipment ordered from Quartermaster	Equipment noted and prepared by Quartermaster	Equipment checked out by Quartermaster and loaded into vehicles
Troop	Leaders	Coordinators identified	Drivers/seat belt chart started	Drivers/adult list complete	Tour permit, medical forms, and outing fees secured	Distribute driving directions, phone numbers, and parking passes
	Other					

*Organized and prepared equals more fun!*