



Troop 282 Overnight Outing Leader Checklist



Program Planning	<input type="checkbox"/> Add event to calendar
Committee meeting 3 months prior to outing	<input type="checkbox"/> Identify plans A, B, C, and D sites _____ <input type="checkbox"/> Determine leaders _____ <input type="checkbox"/> Reserve campsite(s) <input type="checkbox"/> Read through summaries from past trips to get an idea of what to expect. http://troop282.net/activities/
PLC prior to outing	<input type="checkbox"/> Create/upload permission slip <input type="checkbox"/> Contact SPL and ASPL to make sure they know you're leading the outing and that they are taking care of their planning and working with their team (PLs, QM, Scribe, etc.) <input type="checkbox"/> Determine outing Patrol _____ <input type="checkbox"/> Plan outing activities
3 weeks prior to outing	<input type="checkbox"/> E-mail Troop event/permission slip notice <input type="checkbox"/> Announce outing at prior Troop meetings <input type="checkbox"/> Fill out outing sign-up sheet (Scribe)
2 weeks prior to outing	<input type="checkbox"/> Collect permission slips/money (Scribe) <input type="checkbox"/> Confirm food and tent groups (Scribe) <input type="checkbox"/> Meal plans/gear list completed, food group money collected (PLs/QM) <input type="checkbox"/> Verify Troop 1st aid kit complete/current, gas bottles filled, tents complete, stoves working (QM) <input type="checkbox"/> E-mail adults request for food & group gear (stoves, water filters, etc.) <input type="checkbox"/> Make sure adults have Youth Protection Training
1 week prior to outing	<input type="checkbox"/> Confirm drivers <input type="checkbox"/> Pack check (1/2 hour before Troop meeting) <input type="checkbox"/> Gear list finalized and gear set aside (QM) <input type="checkbox"/> Collect vehicle/license info from drivers <input type="checkbox"/> Purchase Northwest Forest/Discover/SnoPark Passes if necessary <ul style="list-style-type: none"> • http://www.fs.usda.gov/detail/r6/passes-permits/recreation/?cid=STELPRD3793310 • http://www.discoverpass.wa.gov • https://fortress.wa.gov/parks/ecommm/prod/Store/SNO/SnoChoice.aspx <input type="checkbox"/> Print travel maps with directions and driver/leader mobile phone numbers <input type="checkbox"/> Print trail maps for participants <input type="checkbox"/> Turn in tour plan (if outside of Council Boundaries or water activity involved) <input type="checkbox"/> Call local ranger for trail/weather/parking details <input type="checkbox"/> E-mail Troop reminder with current roster
1 day prior to outing	<input type="checkbox"/> Get medical forms and review them for potential issues
Outing morning	<input type="checkbox"/> Stay out of the alley and quiet when moving to and from cars to avoid annoying the neighbors <input type="checkbox"/> Confirm attendee arrival, note carpool assignments (Scribe) <input type="checkbox"/> Check-out Troop gear from the Scout room at church (QM) <input type="checkbox"/> Bring gear check-out list to facilitate gear collection at the end of the outing <input type="checkbox"/> Make sure Scout room and both church doors are locked, and lights are off before leaving
Outing end	<input type="checkbox"/> Collect all Troop gear <i>before</i> getting in cars to go home <input type="checkbox"/> Check-in, inspect, and properly store Troop gear in the Scout room at church (QM) <input type="checkbox"/> Hang all tents, tarps, and drop cloths to dry on rolling partitions in the concrete room (QM) <input type="checkbox"/> Leave all gear with cases open in Scout room to dry (stoves, first aid kits, etc.) (QM) <input type="checkbox"/> Clean 5 gallon buckets and lids and leave unstacked to dry in Scout room (QM) <input type="checkbox"/> Make note of any needed repairs or missing gear (QM) <input type="checkbox"/> Sweep up all dirt and pine needles in concrete room and kitchen, and wipe counters and sinks <input type="checkbox"/> Make sure Scout room and both church doors are locked, and lights are off before leaving
Tuesday after outing	<input type="checkbox"/> E-mail attendee list & event summary to Advancement Chair & Webmaster <input type="checkbox"/> Properly store the dried Troop gear in the Scout room at church (QM) <input type="checkbox"/> Hold reflection for all outing attendees (SPL)