

Troop 407 Campout Administration Planning Guide

Dates _____ Location _____

Theme/Activity _____

Responsible Adult (RA) _____ Responsible Scout (RS) _____

Adult is responsible for contacting and obtaining needed information and assistance from the adults in and outside of the troop. Adult items shown with grey background. **Scout** is responsible for contacting and working with other scouts.

Youth positions: SPL=Senior Patrol Leader; SM=Scoutmaster; PLC=Patrol Leaders' Council;

QM=Quartermaster

Adult positions: EC=Equipment Chair; OC=Outdoor Chair; H&S=Health & Safety Chair

Item	Responsibility	Comments	Done
As Early as Possible			
Recruit Responsible Scout	SPL		
Reserve Campsite	RS		
Recruit Responsible Adult. Designate tour leader and assistant.	SM/CC		
Complete and submit reservation paperwork	RA (+Treasurer)		
Rough Estimate of Costs	RA		
Develop Fundraising Plan if needed	PLC, Committee		
Four Weeks Prior			
Announce dates and location to troop	RS		
Get general head count of scouts	RS		
Activity Planning (ongoing - see note 1)	RS/PLC	RS attends PLC	
Promote and get adult commitments	RA		
Generate & distribute permission form, map	OC/Webmaster		
Generate patrol rosters for Adult	Membership		
Three Weeks Prior			
Begin collecting registrations	RA		
Provide Scout Acct balances to Adult	Treasurer		
Two Weeks Prior - Deadline for registrations			
Finish collecting registrations	RA		
Provide final headcount to Outdoor Coord	RA		
Apply for Tour Permit	OC		
Provide rosters to PLs, SPL, H&S & tour leader	RA		
Verify YPT & medical forms on file	H&S		
Compile list of drivers & cellphone #s	OC		

Item	Responsibility	Comments	Done
Troop gear checkout (see note 2)	QM,EC,Corpsman		
Create duty rosters and menus	Patrols		
Initial review of menus	SPL, SM		
Determine, fulfill patrol equipment needs	Patrols, QM		
One Week Prior			
Personal gear check	PLs (SM)		
Ensure troop larder is stocked	QM		
Approve menus & duty rosters	SPL, SM		
Distribute meal money to PLs	Treasurer		
Arrange for payments due at event (checkbook or cash)	Treasurer, Tour Leader		
Arrange for trailer and gear pickup	QM, EC		
Bring coolers (1 per patrol) to troop meeting	EC		
Designate medication officers	H&S		
Departure			
Inspect, verify personal gear	PLs, SM if needed		
Headcount & driver assignment. Distribute list of cellphone numbers	RA/OC		
Tour leader has medical forms	H&S		
Arrival at camp			
Check in with ranger or camp office	Tour Leader		
Collect meds	Med Officers		
Collect permission forms from drivers	Tour Leader		
Before departing camp			
Record equipment going home with scouts	QM		
Distribute meds to drivers	Med Officers		
Distribute permission forms to drivers	Tour Leader		
Check out with ranger or camp office	Tour Leader		
Week following			
Collect & put away equipment taken home	QM, EC		
Write campout reports	SPL, Tour Leader		

Notes

1) This form does not include campout program planning items (activities, schedule, duties, campfire, worship, etc.) The SPL is in charge of this. If troop will be working on a merit badge, work with SM to identify a MBC and any pre-requisites needed.

2) QM and EC work to determine equipment and supplies needed: Tents, tarps, stakes; stoves, DOs and fuel (propane/charcoal); patrol cooking gear (including Moose Patrol); cleaning supplies, handsoap and sanitizer, towels; rope and activity equipment as requested by SPL and Scout. Patrol QMs assist with patrol gear. Corpsman inspects first aid kit and works with H&S Coord to make sure all supplies are stocked.

3) All youth and adult positions must be filled. If someone must be absent, a substitute must be appointed.

Campout registration procedure

- Outdoor coordinator provides to Reponsible Adult (RA) blank copies of adult and youth registration sheets
- Membership chair provides to RA copies of troop roster from Troopmaster: 2 copies listing all scouts by patrol; 2 copies listing all adults, and 1 copy listing each patrol on individual sheets
- Treasurer provides to RA a copy of the current Scout Account balances
- At troop meetings, RA collects permission forms and payments; writes information on youth and adult registration sheets (uses carbon paper to make 2 copies of youth roster); checks, marks or highlights name on each copy of the roster

Distribution of forms when registration is complete (by end of 2nd troop meeting prior to campout):

- Original of adult and youth registration sheets goes to tour leader
- Carbon copy of youth registration sheet goes to Treasurer along with payments collected
- 1 copy of youth and adult rosters (highlighted) to tour leader
- 1 copy of youth roster (highlighted) to SPL so SPL can make sure there is sufficient youth leadership and recruit replacements as needed (route first to H&S to verify health forms?)
- 1 copy of adult roster (highlighted) to H&S Coord. to verify YPT
- Individual patrol rosters (highlighted) to SPL for distribution to Patrol Leaders so patrols can know who is going and plan menus and duty rosters.