

Troop 747 Event Planning Guide

What: _____

When & Where:

Meetup up date, time, & address: _____

Destination date, time, & address: _____

Return date, time, & address: _____

Nearest Hospital address & phone: _____

Nearest Urgent Care address & phone: _____

Additional Travel Instructions: _____

Who is going:

	Adult Name & Position	Adult Mobile	Driving Y/N	# Seats Available	Staying Y/N	Paid Y/N
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

	Scout Name & Mobile	Patrol/ Merged Patrol if applicable	Paid Y/N	Parent Name & Mobile
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				

23				
24				
25				
26				
27				
28				
29				
30				

Do a preliminary survey of the patrols to determine how many of their scouts are attending the activity. If a patrol has less than 4 attending, then you must merge patrols. You should make every effort to assign an even number of scouts to each patrol when cross leveling patrols. When you're finished, inform the Patrol Leaders of your decisions, giving them the names of everyone you've assigned to their patrol.

Merit Badge, MB Counselor Name & Phone #: _____

Merit Badge Requirements Before Trip: _____

Merit Badge Requirements During Trip: _____

Merit Badge Requirements After Trip: _____

Other Awards or Requirements to work on: _____

Transportation Analysis:

What is the current TOTAL number of people attending this activity? _____

How many adults are driving? _____

How many total seats do we have? _____ (Circle One): Excessive Adequate Deficient

SPL & Scoutmaster must initial beside Patrol name indicating approval of Patrol Menu & Duty Roster

Patrol Name	Senior Patrol Leader	Scoutmaster

The SPL must provide the completed planning guide to the Scoutmaster or Adult Leader in charge of the event no later than the last troop meeting prior to the activity.