

## **Outings Policy (Sign-up, Payment, and Medical Forms)**

### **Policy**

Outings, including one-night, two-night, or multiple-night events, are key activities in scouting. Scouts develop and show their outdoor skills needed for rank advancement and merit badges during these events. To ensure regular outings, prompt sign-up, payment, and medical form submission are necessary. Unless the fees are covered by the Troop, attendees must pay the trip leader's designated fee for all expenses, including campsite fees, food, mileage, and additional charges (e.g., canoe rental). Timely sign-up, payment, and medical form submission are important for trip planning. See the Financial Assistance Policy for information on financial aid for these expenses.

### **Procedures**

The sign-up, payment, and medical form process for outings is as follows:

1. The trip leader will announce an outdoor event (usually Friday evening to Sunday morning) at least one month in advance, with fees for Scouts and adults based on all trip expenses.
2. Attendees must sign up and pay by 11:59 pm on the Tuesday before the event, after which the event will close.
3. Full refunds will only be given to those who email the trip leader and Finance Chair by 11:59 pm on the Tuesday before the event. A 50% refund will be given if communication is made by 11:59 pm on the Thursday before the event. No refunds will be provided after Thursday of the event week due to purchased food and equipment.
4. A Scout who wishes to attend after the sign-up/payment deadline may do so at the trip leader's discretion.
5. A Scout who wishes to attend as a 'day camper' may do so at the Scoutmaster's discretion.
6. All attendees must have a current and completed medical form, including a copy of their medical insurance card, on file or bring a copy to the trip leader before the trip.