



Troop 2970 Campout Planning Responsibilities & Timeline

Each campout will be led by a Scout Lead and supported by an ASM / Adult Leader. The Scout will serve as the Senior Patrol Leader for the campout and is responsible for planning the campout in coordination with the ASM / Adult Leader. The keys to a successful camping trip are planning and coordinating logistics and effectively communicating with the troop and other ASMs before the campout. Key planning and scheduling activities for the campout include:

Scout Lead	ASM / Adult Leader
<i>6 weeks or longer before the campout</i>	
Ensure that Scoutmaster or ASM has reserved campsite	Reserve campsite (may be done by Scoutmaster or Outdoor Activities Coordinator)
<i>6 Weeks Before the Campout</i>	
Discuss desired campout activities & events with ASM/Adult Leader Identify any unique gear needs (if applicable)	Identify: <ul style="list-style-type: none"> ● any needed special permits or BSA requirements for additional training ● any unique transportation issues ● Nearest emergency room/hospital
<i>1 Month Before the Campout</i>	
Work with ASM / Adult Leader to identify departure & return time Provide ASM / Adult Leader with 2-3 sentences describing the event and why scouts should attend Promote campout through weekly announcements at troop meeting and email/BAND app reminders	Determine departure & return time Include event description provided by scout lead in permission slip (either google forms or Word document) Distribute permission slip via Band app and troop emails
<i>1 Week Before the Campout (at troop meeting)</i>	

<ul style="list-style-type: none"> Final signups due by 7:30pm on the Thursday one week before event unless agreed otherwise between Scout Lead, Adult Lead and Scoutmaster 	
<p>Lead pre-event scout planning meeting</p> <ul style="list-style-type: none"> Form patrols Identify grubmasters Plan menus Communicate key personal gear packing needs Identify scout to lead campfire program (if applicable) Work with Chaplain's Aide to ensure prayer service for Sunday morning 	<p>Close sign-up link and provide final list of attendees to Scout Lead</p> <p>Ensure at least 3 registered & YPT compliant adults are attending</p> <p>Provide list of attendees to Medical Forms coordinator to gather medical forms</p> <p>Identify adult grubmaster and plan adult menu</p> <p>Identify drivers & cellphones</p>
<p><i>Wednesday Before the Campout</i></p>	
<p>Provide list of needed troop gear to quartermasters by the Wednesday before the campout</p> <p>Coordinate with SPL and Quartermaster on a time during the Thursday troop meeting to pull troop gear</p>	
<p><i>Thursday Meeting Before the Campout</i></p>	
<p>Lead pre-campout meeting</p> <ul style="list-style-type: none"> Pull troop gear and divide among scouts/drivers 	<p>Support pre-campout meeting</p> <ul style="list-style-type: none"> Review logistical details Provide map/directions to drivers Bring list of registered scouts and adults with emergency contacts
<p><i>At the Campout</i></p>	
<p>Lead campsite orientation meeting, covering event details, safety issues, quiet hours, etc</p> <p>Inspect campsite and address any safety issues with patrol leaders</p> <p>Establish campsite, trash area, cooking area, axe yard as appropriate</p> <p>Ensure gear is accounted for and picked up by patrols</p>	<p>Provide adult supervision, discipline and safety for the campout</p> <p>Coordinate adult tasks as needed</p> <p>Pay any expenses as appropriate</p> <p>Support Scout Lead in campout execution</p> <p>Inspect the camp site and have the SPL address any areas of concerns with the patrol leaders.</p>
<p><i>At the end of the Campout</i></p>	

<p>Leave-no-trace police line</p> <p>Lead Roses/Thorns/Buds</p> <p>Ensure all troop gear goes home with a scout to be cleaned and returned</p> <p>Provide list of scouts/gear to quartermaster</p>	<p>(If applicable) Send text/email notifying parents of arrival time</p>
<i>After the Campout</i>	
<p>Ensure grubmasters provide receipts to ASM / Adult Leader within 1 week</p> <p>Remind scouts to return gear to the troop shed at the next troop meeting</p>	<p>Ensure any remaining expenses are paid</p> <p>Gather receipts and submit to treasurer with list of scouts/adults and cost for each to process reimbursement (within 2 weeks)</p>