

# Troop 32 Campout Coordinator Checklist

## As Early as Possible

	Obtain reservations, tickets, etc. as necessary
	Contact SPL, tell him what time you will need at which meetings, at least 1 week ahead of time (preferably more)
	Check the Guide to Safe Scouting, or ask the Scoutmaster, if there are any activities that might not be allowed, or for which we need to make special safety or permission arrangements
	Locate emergency medical facilities nearest to campout location and create or copy a map with phone numbers and other information as necessary
	Arrange for any special equipment that might be necessary

## Four meetings ahead

	Post adult signup sheet and campout info flyer on T32 news board
	Provide SPL with signup sheets, menus and duty rosters for 12 patrols (available on troop web site)
	Announce at the meeting that Patrol Leaders must get list of attendees BY NEXT WEEK.
	Obtain current roster from Advancement Chair or Yahoo Groups archive, for reference
	Provide parent and Scout information handout(s), including special permission forms, at Troop meeting
	Send electronic copy of flyer, special permission forms etc. to T32 Yahoo distribution list, identifying yourself and provide contact info so parents can call/email with questions
	Send electronic copy of all material for this campout to T32 webmaster for posting

## Three meetings ahead

	Get final attendance and driver list from SPL
	Fill out and send/fax in Tour Permit (required for most activities, due at NWSC Service Center two weeks prior to campout). Form available at troop web site.
	Arrange for someone to pull the trailer (see list)

## Eight days (two meetings) ahead

	Arrange for the trailer to be at the church for the troop meeting immediately prior to campout
	Document which Scouts are traveling in which cars, and make sure there is coverage on the return trip
	Check with Advancement Chair that all attendees (including adults) have up-to-date medical forms
	Get map(s) and directions, make hard copies for drivers plus a few spares
	Distribute meal responsibilities between adults that will be attending (use menu and duty roster forms)

## Meeting immediately prior to campout

	Make sure someone is taking the Bag o' Forms (Medical and personal info forms) to the campout. This is available from the Advancement Chair.
	Give copies of maps and directions to all drivers, and emergency medical facility information to Scoutmaster if available, or other adult leader
	From Treasurer, obtain any necessary check(s) to pay for reservation, and take them yourself or give them (with specific written instructions) to the Scoutmaster or other appropriate adult leader that is attending.
	Provide Scoutmaster (or his designate) with list of attendees and drivers, including departure times
	Make sure everyone knows what time to meet at the church or other departure point

## Departure night (usually Friday, meet at 5:00, leave at 5:30 from AHFPC)

	Make sure all drivers have directions
	Make sure that all attendees are accounted for

## After the Campout

	Provide final attendee list to Advancement Chair, noting # of nights camped for each
	Provide "lessons learned" notes to Scoutmaster and keep a copy for future reference
	Return Bag o' Forms to Advancement Chair