

Troop 570 Outing Checklist----Outing _____

Date(s): _____

Adult Leader: _____

Scout Leader: _____

By 90 Days before Outing

	Adult Leader finalized (SMASM for Troop-wide events, Committee Member for day trips)
	Recruit additional SMASM's if needed
	Youth Leader Finalized for day outings. Troop wide outings will be SPL
	Location and any required permits completed
	High level agenda completed and goals

****If the Adult and Youth Leader drop out of a day outing, and no replacement can be found in the Planning Patrol or PLC, Outing will be cancelled.**

60-30 days before Outing

	Budget set -- Youth Leader with Adult Leader help
	Adult Leaders review and solidify 3 month Checklist (location, permits, agenda)
	Youth Leader finalizes outing agenda and goals with help from Adult Leader
	Troop Kit updated by Youth Leader with help from Adult Leader
	Event opened in Troop Kit by ASM Outings
	Youth Leader sends out email via Troop Kit to whole troop advertising the event
	Grub Master requests by scouts in comments on Troop Kit

During the Week before Planning Meeting

	Youth Leader sends reminder email via Troop Kit to the Troop to sign up
	Youth Leader uses roster on Troop Kit to form patrols and identify grub masters
	Youth Leader send out patrol roster and grubmasters via troop kit to participants
	Grubmasters begin planning using Grub master Planner http://www.troop570.org/resources/
	Sunday night—Troop Kit event closes
	Adult Leader confirms drivers

Planning Meeting

	Youth Leader picks up roster from Concierge desk and confirms all attendees are present
	Youth Leader picks up Patrol Planner, Grubmaster Planner and Reimbursement forms from Concierge
	Adult Leader picks up BSA Med form packet/file from Concierge desk
	Scouts not on Troop Kit must be present and must ask permission from the Primary Adult Leader.
	If approved, the scout's parent must request using Troop Kit
	Grubmasters form filled out and approved by Adult Leader and Youth Leader
	Patrol Leaders fill out Patrol Planner form and approved by Youth Leader and Adult Leader
	Adult Leader confirms drivers, parking passes (if needed), driving directions, map
	Patrol Leaders make requests to Quartermaster for equipment needs (ex. Patrol boxes, canopies)

Tuesday before Outing

	Patrol Leaders send summary of tenting, gear and roles to Patrol, grubmaster summary and Quartermaster needs copying Adult Leader, Youth leader and Parents via Troop Kit
	Adult Leader reminds Grub Masters to turn in receipts
	Youth Leader sends final instruction email to all participants (and parents) and Adult Leaders (including meeting place/times, patrol assignments, and any specific details)

Day of Outing

	Drivers have outing address, directions and/or map
	BSA Med forms for all participants
	Youth Leader takes attendants from the roster
	Youth Leader contacts absent scouts (about 15 minutes before leave time)

****Participants who show up at event without registering CANNOT go on the outing**

****Participants without a BSA Med form filled out and in the hands of the Adult Leader CANNOT go on the outing**

****If not enough drivers, youth will be sent home with parents**

Monday after Outing--Adult Leader Turn in to Concierge

	Adult Leader returns Med forms to Concierge
	Adult Leader sends list of Grub Masters along with the number of patrol members and meals per patrol to Concierge
	Grubmasters turn in receipts to Concierge along with Reimbursement form.
	Concierge emails Adult Leader with totals per Grub Master and follows up with missing Grub Master receipts.

Second Monday after Outing--Adult leader turn in to Concierge

	Adult Leader turns in completed Income/Expense form for Outing to Concierge via email or hard copy
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