

Appendix 1 to Troop 1140 Policy Handbook

Outing Checklist



Outing Description		1 st Email Sent	
Outing Location		Perm. Slip Due	
Outing Dates		Payment Due	
Adult-in-Charge		Scout-in-Charge	

Action*	Required**	Due Date	Status
Develop basic plan for outing (what, where); reserve campsite and other services/items as required.	6 weeks prior		
Distribute permission slips with event details and required personal equipment.	4 weeks prior		
Determine drivers and provide information to Transportation Coordinator for Council Tour Plan, as applicable. Solicit additional drivers if required.	4 weeks prior		
Collect permission slips (completed permission slips are how outing participants are identified). Verify adequate adult leadership (both numbers and, as applicable, required training).	3 weeks prior		
Provide list of event participants and Scout account slips to Treasurer. Checks made to "Troop 1140".	3 weeks prior		
Develop detailed outing schedule in conjunction with the SM. Identify needed equipment, instruction materials and trainers (Scouts and/or adults). Plan should also include emergency info. (nearest medical facility and contact information).	3 weeks prior		
Coordinate with Treasurer on bills and payments.	2 weeks prior		
Verify medical records (Parts A&B, C, D - as required) are on hand for all participants. Make copies to take on outing (originals remain in Scout Hut binder).	2 weeks prior		
Distribute detailed outing plan to all participants.	2 weeks prior		
Verify grubmasters (Scout and adult) have been identified and meal plan has been developed. Ensure that they check the Scout Hut food pantry supplies!	2 weeks prior		
Verify Tour Plan, if applicable, has been approved.	1 week prior		
Develop tent and equipment plan. Task / work with QM to set aside equipment that will be taken on the outing and verify it is ready.	1 week prior		
Assemble administrative items for the outing, including permission slips, medical records, tour permit and outing plan.	1 week prior		
Meet, load and depart. Ensure Scouts and adults have any required medication(s). (If crossing international borders, verify all participants have passports in hand.)	1 st day of outing		
Return and distribute items needing cleaning (tents, stoves, water jugs, cooking pot sets, etc.).	Last day of outing		
Verify all equipment returned to Quartermaster.	1 week after		
Complete and submit After Action / Lessons Learned Report to SM and Troop Committee.	1 week after		
Submit Activity and Attendance Report, rank advancement accomplishments and/or merit badge accomplishments to Advancements Coordinator	1 week after		

