

## **Troop 787 Trip Leader Checklist September 2011**

This checklist is a comprehensive listing of steps to consider for needed for a successful outing. Not all steps are relevant to every outing. Pick and choose based on the complexity of your trip. The order of actions will vary by trip. Depending on the needs of your outing, enlist a trip co-leader, get youth leader assigned and ask for help when you need it. Your go-to resources are the programs chair (currently Ron Stoffel 949-463-8265 mobile [stoffels@cox.net](mailto:stoffels@cox.net)) and the adult leaders of the troop

### **1) Understand the outing expectations**

- a) Understand the original intent of the outing.
- b) Discuss details with programs and/or PLC as needed.
- c) Consider what type of outing it is: expectation, distance, is water available?

### **2) Make all necessary reservations**

- a) Campsite (e.g. - [www.reserveamerica.com](http://www.reserveamerica.com), Camporee/Scout-O-Rama site, Summer Camp, etc.).
- b) Other facilities (e.g. - white water rafting company, climbing instructor for Mt. Shasta, etc.).
- c) Equipment (e.g. - canoes, climbing gear, snowshoes, rocket kits, etc.).
- d) Food (e.g. - a pizza parlor on the drive up or back vs. McDonalds "Mac Attack" or "Road Dogs" at rest stop).
- e) Some reservations can be very long-lead items (Sep-2011 beach outing made in Mar-2011).

### **3) Work with the PLC as much as possible**

- a) Develop an itinerary for the outing - hikes, activities, times, meals, etc.
- b) Get SPL and ASPL involved early on. Get youth leader for trip.
- c) Communicate to them any challenges or changes to the outing vs. as originally proposed.
- d) The PLC generally ties the outing into the monthly theme (e.g. - build rockets before outing).
- e) Tie the outing to a merit badge if possible.
- f) Add service project to the outing where possible.

### **4) Create a permission slip and take sign-ups for the outing**

- a) Generally about 2-3 weeks before the outing.
- b) Work from a copy of a previous permission slip, especially if the same/similar outing (e.g., Death Valley).
- c) E-mail a copy to Troop 787 webmaster for posting to the website (currently George Yavarinia at [gyava@yahoo.com](mailto:gyava@yahoo.com))
- d) Prepare an outing sign-up sheet
- e) Encourage the PLC to do most of the advertising, whenever possible and if time permits.

f) Adult sign-ups become your list of potential drivers, include total seatbelts on signup.

### **5) Confirm qualified supervision and certified personnel**

- a) All adults need Youth Protection Training, one adult leader or co-leader needs Hazardous Weather Training
- b) Reference Safe Swim Defense, Safety Afloat, Climb on Safely, Trek on Safely, etc. as needed.
- c) Determine who is to serve in each position, and confirm training is current prior to the outing.
- d) Scouts on the outing may require certification as well (e.g. - climbing, scuba, swimming MB).

### **6) Permits**

- a) BSA Local Tour Plan - required for all outings, no matter how short a distance (even Camporee), excepting day outings within OC
- b) BSA National Tour Permit - required if outing venue is more than 500 miles away (even if still in CA).
- c) Information on leaders, co-leaders, and scout participants plus drivers should be communicated to the Programs Chair, who will submit the Tour Plan electronically for the trip
- d) Information needs to be communicated to the Programs Chair no later than immediately after the last Monday troop meeting before the outing
- e) Others - wilderness permit (backpacks), fire permit, Forest Adventure Passes etc.
- f) Scouts must wear Class A (Field Uniform) on the trip up/back ... Class B (Activity Uniform, red troop t-shirt) usually worn in camp.

### **7) Identify the SPL and ASPL for the trip, and communicate to the scouts through them**

- a) Develop the trip itinerary and roster, trail plan, meal (cooking) plans, etc. with them.
- b) Have them select a scribe (for trip summary) and a chaplain (for Scout's Own) for the outing.
- c) Encourage them to take a headcount (either cumulative or by patrol) at various times on outing.
- d) SPL should schedule activities that help scouts get rank advancement items signed off.
- e) Trip SPL forms patrols for outing using current PLC for leadership.

### **8) Establish an adult trip quartermaster**

- a) This is more important on the larger/longer outings (e.g. - summer camp).
- b) The quartermaster handles all equipment needs - patrol boxes, coolers, ice, propane, trailer, etc.
- c) For complex and extended outings, the trip leader and quartermaster should consider visiting the outing location beforehand to know what to expect.

**9) If weather or other factors could jeopardize the outing, have a "Plan B" in place**

- a) Consult with programs chair, former outing trip leaders, and other scouting leaders for alternate plan possibilities.
- b) Most outings do not change once they are underway.
- c) Rocketeering has been cancelled due to high winds, closure of I-15 pass, etc.
- d) Snowboarding has been cancelled due to no snow.

**10) Get the First Aid box, and take it on the outing**

- a) Before leaving, check the Medical Information cards for all scouts on the outing, which are in the barn closet (update as required).
- b) Review the contents (for expiration dates, sufficient quantities, etc.) and replenish as necessary.
- c) The First Aid box (also in the barn) and tools, water, etc. should be in the last car of the caravan on the way up/back.

**11) On-road and on-trail communications**

- a) Have copy of scouters' cell phone numbers for all drivers.
- b) Bring walkie talkies for cars if route is through no-cell zones
- c) Establish plan to communicate a revised ETA to parents on return. Generally this has been handled by having individual scouts use cell phones from each vehicle.
- d) The revised ETA is typically determined at the last stop before arriving back at the barn.

**12) Upon completion of the outing**

- a) Share with the programs chair any "lessons learned" for any future repeat of the same outing (e.g. - better campsites, route, etc.). Ask for input of other scouters that went on the outing.
- b) Prepare a post-trip outing participant payment record (see website) for troop treasurer
- c) Include an Excel spreadsheet (or other format) to show balance of trip receipts and expenditures for troop treasurer
- d) If checks were written to Troop 787, a reimbursement form may be needed (see website).
- e) Generally, each trip is self-sustaining (can be subsidized, with troop committee approval).
- f) E-mail digital pictures to Saints Yuan [weiyuan@cox.net](mailto:weiyuan@cox.net) for posting on the troop website.