

Troop 30

Outing and Trek Preparation

Leaders Guide

Troop Preparation for Outings

If the Troop follows the steps below, the process of preparing everyone for an enjoyable experience should go smoothly.

Upon deciding on an Outing:

- Get the dates on the calendar
- Determine the SPL and Adult Leaders
- Collect literature and collateral material
- Note any long term planning needs-reservations or fees
- Choose the age and rank of Scouts, decide if siblings and Parents are welcome

Trip Planning: (Two Months Before the Outing)

- Determine what the outing's program is
- Make reservations
- Note payment date
- Put sign-up sheet on website or troop room
- Schedule special training
- Publish special training and equipment needs with program flyer

Final Planning: (One Month Before the Outing)

- Leaders planning meeting
- Make meal menu preparation
- Assign drivers
- Announce equipment and Scout's gear to be taken
- Who will lead advancement or merit badge?
- Announce outing on email blast, website and Wednesday meeting-Final Notice
- Make sleeping arrangements-tents
- Fill out Tour Permit, fax to Palo Alto Service Center for authorization,
Attn: George 650-327-1905
 - Local Tour Permit: <http://www.scouting.org/forms/34426.pdf>
 - National tour Permit: <http://www.scouting.org/forms/4419.pdf>
- Finalize costs
- Send in fees
- Do pre-requisites for merit badges
- See that all medical and consent forms are completed

One Week Before Outing:

- Finalize roster and assign Patrols with leaders
- Assign Scouts to drivers
- Double check medical and consent forms
- Set date and time to purchase food with Scouts and SPL
- Prepare Troop and Patrol equipment and do pack inspection
- Confirm reservation

Day of Outing:

- Collect enough Troop medical and consent forms books for each car
- Collect gas money from each Scout
- Final pack inspection and load Troop and Patrol equipment
- Orient drivers of route to destination, exchange cell phone numbers
- Notify Scouts and Parents who are coming later where to find you and your cell number