

## T680 Trip Planning – Sequence of Events & Responsibility

Updated: 12/8/14

**NOTE: All communications between Scout Lead, Adult Advisor and the Troop (most likely emails) MUST be copied to Outings Chair and ASPL Outings at any stage of this process.**

Step #	Job	Responsibility	When
1	TLC prepare a list of proposed outings with Scout Leads (who are “passionate” about leading these outings) for Outings Chair review.	Outings Chair and ASPL Outings Note: - Outings Chairs will prepare a proposed calendar adding regular outings (summer camp, family camp, etc.).	May
2	Select a Scout Lead or 2 before putting the outing on the website calendar and spreadsheet  Note: Major outings with large numbers of Scouts or multiple days are advised to have 2 Scout Leads	- TLC selects Scout Lead - Scoutmaster, Outings Chair, SPL and ASPL Outings must approve of the Scout Lead - Outings Chair updates calendar - ASPL Outings updates outings spreadsheet Note: - SPL is the Point of Contact to the Outings Chair	June
3	Select Adult Advisor for Outing	Scout Lead with TLC input, and Outings Chair approval Notes: - Adult Advisor must be BSA registered and PROPERLY TRAINED and must find a second BSA registered adult - If the Adult Advisor does not plan on attending the outing, the Adult Advisor must find two BSA registered adult replacements to go on the outing	June
4	Set up regular meetings between Scout Lead and Adult Advisor to plan outings	Scout Lead Note: - If Scout Lead is slow in setting up meetings, Adult Advisor to prompt lead	As early as possible – 3-6 months prior to trip
5	Obtain necessary permits and reservations including backcountry permits, BSA tour permits, & campsite reservations. Also, collect deposits and necessary payments.	Adult Advisor	As early as 6 months prior to trip, if needed
6	Request advance payments or Troop checks for any permit fees, deposits, reservations, etc., to the Treasurer with a detailed cost breakdown. Requests for over \$200 <b>MUST</b> be submitted to the Troop Committee for approval <b>BEFORE</b> making arrangements.	Adult Advisor  Note: - Give the Treasurer enough notice for requests. - When payments are received for any outing, provide the Treasurer the actual cost to be paid and the participant list.	As early as 6 months prior to trip, if needed
7	Review location alternatives and finalize location	Scout Lead with assistance from the Adult Advisor– Scout may get input from others in patrol or troop. Scoutmaster, Outings Chair, and ASPL Outings review and approve.	3-6 months prior to trip, depending on permit requirements

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8	Select route and camp sites and print maps	Scout Lead with assistance from the Adult Advisor. Adult Advisor approves. Scoutmaster, Outings Chair, and ASPL Outings review and have final approval authority.	3-6 months prior to trip
9	Develop trip itinerary and review Outings Patch requirements that may require changes to the itinerary.	Scout Lead with assistance from the Adult Advisor. Adult Advisor approves. Scoutmaster, Outings Chair, and ASPL Outings review and have final approval authority.	3-6 months prior to trip
10	Develop rough cost breakdown	Scout Lead with assistance from the Adult Advisor. Note: - SPL requests funds at the committee meeting if needed	3-6 months prior to trip
11	Determine prerequisite Merit Badges and training.	Scout Lead with assistance from the Adult Advisor propose; Outings Chair and ASPL Outings approve	3-6 months prior to trip
12	Create Folder and Sign-up Sheet	Scout Lead notifies the Outings Chair	As soon as steps 1-9 above are completed
13	Advertise Trip	Scout Lead	Weekly
14	Develop Training Activities if needed	Scout Lead and Adult Advisor jointly with Outings Chair input	3-6 months prior to trip
15	Hold Pre-Trip Meetings	Scout Lead leads with Adult Advisor supporting	Starting 6 weeks prior
16	Develop Duty Roster, & Assign Grubmaster & tent partners & Chaplains aide must prepare Scouts Own	Scout Lead with approval by ASPL Outings and Chaplains aide	5 weeks prior
17	Close sign-up sheet and Folder	Scout Lead makes announcement and sends T680all email with Outings Chair assistance	4 weeks prior
18	Prepare Menu, taking allergies into account	Grubmaster prepares; Scout Lead reviews; ASPL Outings approves	4 weeks prior
19	Prepare Permission Slip and Finalize Trip Costs	Adult Advisor with Scout Lead Supporting	4 weeks prior
20	Identify Drivers and print driving directions	Scout Lead and Adult Advisor jointly	2 weeks prior
21	Collect Money, Medical Forms, and Permission Slips	Scout Lead is responsible for tracking down and collecting medical forms and permission slips; immediately pass to Adult Advisor. Adult Advisor collects funds.  Note: For major trips, it may be necessary to collect money in stages and final payment may need to be collected earlier than 2 weeks prior to a trip	2 weeks prior
22	Finalize Itinerary, duty roster, tent partners, menu, drivers and map.	Scout Lead and Adult Advisor. Scout Lead to email to: SM, SPL, Outings ASPL, Outings Chair and the "In Town Contact".	2 weeks prior
23	Trip Execution	Scout Lead, to the extent possible	
24	Fill Out Trip Log and Patch Requirements Form.	Scout lead provides input to Adult advisor and Adult Advisor turns it in, to the Outings Chair.	1 week after