

TROOP 117 TRIP COORDINATOR WORKSHEET

I. Present the activity and purpose of the trip to the scouts and to the adults in the troop. *Try to enlist a Scout Coordinator to assist in the planning.*

II. Specifics of the event:

Event date _____

Departing from _____

At what time? _____

Anticipated return time _____

Additional information _____

Where are we going? _____

☐ *Provide road maps, site specific maps and directions as needed.*

III. Cost Schedule

Item	Cost	Point of Collection		
		Troop	Patrol	Individual

* *In most cases, patrols purchase their own food and divide the costs.*

☐ High adventure trips and summer camp may require a payment schedule

☐ If destination is over 25 miles one way, estimate, collect, distribute gas money to event drivers.

III. List of participants – Scouts and Adults – Use attached spreadsheet(s)
Distribute lists to drivers.

IV. Schedule meetings prior to the event

α Major trips: Summer camp or High Adventure trips may need several meetings.

α Weekend trips: Make sure patrols meet to plan meals, tenting arrangements, etc. This can be at a Troop or Patrol meeting.

Notes: - Inform Scoutmaster or Senior Patrol Leader in advance that Troop meeting time must be scheduled for this planning activity.

- Two deep leadership is required on shopping trips; make sure adults are scheduled to attend.

V. Administration

α Advance payments or deposits

α Are reservations or participant lists required to be submitted?

α Liability or permission forms (other than Troop 117 forms)

α Required courses or classes (summer camp only)

α **Submit “Local Tour Permit” to Arapahoe District A. * +**

α **Troop 117 permission slips * + (Required prior to departure - for adults too!**

α **Obtain medical form binders and give one to each driver.+**
At end of trip, must collect and return binders to Forms Coordinator. *Include in binder: location of nearest medical facility to event site.*

α Coordinate any check-in or check-out procedures, if applicable

α If a District, Council or Summer Camp event, coordinate the pick-up of any patches available.

+ *Required for all events*

*** *These forms are available on our Troop website:***

www.troop 117.com

VI. Training or skill requirements:

Inform Troop leadership if any special scout skills, requirements, special training or certifications will be needed.

- ☐ Swimming skills
- ☐ “Safe Swim Defense”
- ☐ “Safety Afloat”
- ☐ Boating or canoeing skills
- ☐ Shooting skills and/or certifications
- ☐ Climbing skills

VII. Equipment Needs

- ☐ Develop trip specific scout and adult personal equipment list.
Generic list available on our website - www.troop117.com
- ☐ Patrol boxes in order?
- ☐ Propane bottles filled?
- ☐ Other equipment needed?
- ☐ Is everything being taken in good repair?

- ☐ *Advise Scout and Adult Quartermaster as to the Troop equipment required.*

VIII. After trip, submit list of Scout attendees to the advancement Chairperson for the Scouts’ files.