

# **TROOP 007**

## **PROCEDURE FOR PLANNING OUTINGS**

All outings and events must be approved in advance by the Parent Committee.

The Scoutmaster chooses an Outing-SPL and Adult Lead(s) as needed who are responsible for planning, publicity, sign-ups, organization, and leading the outing.

**Planning:** The Outing-SPL and Adult Lead(s) are encouraged to work together determine site selection, obtain reservations/camping permits, and research new venues, but assistance can be asked from the Outing Resource Coordinator. The Coordinator maintains a file of information on potential camping/hiking sites and past Troop 007 events.

**Leading:** The Adult Lead(s) should use this opportunity to teach the Scout planning and organization skills. Both should give regular updates about outing planning to the Scoutmaster. The Adult Lead(s) should ensure that BSA requirements are met and safety procedures are in place.

**Publicity and Sign-ups:** Outings should be announced at both troop meetings and via email. Announcements and sign-ups should be done early enough to ensure that the Troop Administrator has sufficient time to obtain necessary tour permits and permission slips.

**Timeline:** When possible, the Scoutmaster, with assistance from the Patrol Leaders Council (PLC) and Parent Committee, determines major camping trips/events/summer camps and tentative dates at least 5-6 months in advance, and chooses an Outing-SPL and Adult Lead(s) at least 4-5 months in advance.

**Organization:** The Troop007 website Outing Planning Information area contains useful information, checklists and forms, including:

- Planning Checklist for the Outing-SPL and Adult Lead
- Outing Announcement template (can be completed and sent with the email announcement)
- Outing Sign-up Sheet template (SPL or Adult Lead can maintains a master list and email to Troop Administrator or Troop as needed)
- Various gear lists (can be used as is or modified)
- Patrol Assignment Form
- Grubmaster and Food form
- Forms and information used at certain summer camps

Additional information is given in the Troop 007 website FAQs, located in the "Troop" area on the main menu.