

Checklist for Planning Troop 1018 Activities

This checklist should be used as a guide for the adult planner and Senior Patrol Leader to be used in planning Troop 1018 activities.

Adult leader responsibilities:

- Confirm any reservations that have been made
- Arrange for transportation to and from the activity
- Arrange for a tour permit to be submitted by Mrs. Judie Robertson (note: this should be done at least 2 weeks before the event)
 - Info needed includes:
 - Number of youth and adults attending
 - Name(s) of drivers
 - Departure and return times
 - Number of miles (round trip)
- Arrange for permission slips (Mr Doug Donnell will put them on the website)
- Mentor the SPL where required -- make sure gear and food is properly selected and packed for the trip
- After the trip turn in a list of participants to Mrs. Robertson -- a record is kept for future reference and credit for advancement

Senior Patrol Leader responsibilities:

- Brief the Troop on the event/activity, including information on scheduling (when, where, special requirements, etc)
- Determine who is going
- Complete a duty roster when needed
- Develop a menu (remember allergies)
- Assign responsibilities for purchase of food and supplies

__ Review commissary list/equipment needs -- arrange for packing proper equipment

__ Plan outing program/activities/advancement