

TROOP ACTIVITY COORDINATOR CHECKLIST

1. Review Event Information
 - a. Date/Time
 - b. Registration requirements
 - i. Cost of activity
 - ii. Registration/reservation deadline
2. Research Camping Options
 - a. location of site(s)
 - i. driving directions
 - ii. travel time
 - b. cost per person
 - i. deposit required
 - ii. refundable?
 - c. availability for date requested
 - d. accommodation details (site, fire restrictions, amenities, activities available)
 - e. travel distance to activity site
3. Estimate number of scouts/adults planning to attend
(refer to weekly activity sign-up sheets)
4. Register/make reservations
 - a. payment/deposit required:
 - i. contact Treasurer for check, or
 - ii. pay and have Troop reimburse expense (turn in receipt to Treasurer)
 - b. Verify payment due upon check-in: notify Scoutmaster in Trip Itinerary.
 - c. Complete any other forms or requirements to complete registration?
5. Transportation
 - a. Determine if enough drivers available for anticipated # of scouts/adults
 - b. Solicit additional drivers as needed
 - c. Determine who will haul troop trailer
6. Confirm with troop leader:
 - a. All drivers/adults are registered Scouters
 - b. All adults have completed youth protection
 - c. Troop has car insurance information on all drivers
 - d. All adult training requirements are met (CPR, FirstAid, etc.)
 - e. Troop has current medical forms on all attendees including adults
 - f. **Tour plan** submitted to scout office if travelling out of Council
 - g. Other forms or requirements completed

7. Provide scoutmaster with trip itinerary for final review. Items such as:
 - a. Reservation/registration information
 - i. Number of scouts and adults attending
 - ii. Payment completed or due upon check-in (\$ amount)
 - b. Camping Location
 - i. Name and Address/Directions
 - ii. Confirmation number, if applicable
 - iii. Check-in time and instructions
 - iv. Check-out time and instructions
 - v. Camp Contact (name and phone number)
 - vi. Directions to campsite
 - vii. Campsite info (tent/cabin/other, toilets/showers, heat, kitchen, fires, etc.)
 - c. Activity/Park information (if different from camping location)
 - i. Name and Address
 - ii. Directions from Camping location
 - iii. Cost/payment information
 - iv. Hours
 - v. Schedule of activities
 - vi. Maps of trails/caves/etc.
 - vii. Picnic/dining location
 - viii. Additional information (required programs/classes to attend in order to participate, etc.)
 - d. Transportation
 - i. Driving directions
 - ii. List of drivers with # of scouts/adults they can take
 - iii. Identify who is hauling troop trailer
8. Provide trip details to scoutmaster/plc/**troop** the week before activity/campout *
 - a. Meeting/departure time and location
 - b. Pre-departure meal requirements (sack-dinner, spending \$)
 - c. Return date with estimated time of arrival for trailer unpacking (*not to leave until all equipment unpacked/returned to troop room*)
 - d. Special packing instructions (long pants, work gloves, mosquito net, etc)
 - e. Reconfirm those attending

* Send email to entire troop with same information, including names of those confirmed attending

9. If not able to be at departure, assign adult to make sure each scout is accounted for and has a driver.