

Troop 322 – Adult Leader - Trip Planning Guidelines

I. Purpose / Scope:

- This document outlines how the typical weekend or regional camping trips are planned and managed.
- To help new or inexperienced parents get involved in being a trip Leader
- “Big Trips” that require out of state travel, are longer than 3 days, or have large budgets, are planned farther in advance and may require additional planning.

The trip Leadership should be collaborated between the Adult Trip Leader and the Scout Trip Leader. This is a unique opportunity to teach and mentor a Scout Trip Leader on event planning and Leadership. The Adult should give as much responsibility to the Scout as possible in the coordination and execution of the event. In general the Adult Scout Leader should communicate with the Scout Trip Leader and really let the Scout Trip Leader communicate and lead the Scouts. Naturally, the Adult needs to monitor and mentor the Scout on the fly to ensure the Scout Trip Leader is successful, learns from the experience and leads a great trip for the troop.

II. Planning / Schedule:

a. Yearly or Long Term Planning:

- i. During PLC or Troop Committee meeting: outings are suggested and discussed.
- ii. In the PLC meeting the troop commits to a trip.
- iii. Trips should be put on the calendar at this time or as soon as the date is fixed.
- iv. It is best to decide who the Adult Trip Leader is and if possible the Scout Trip Leader.
- v. For major trips or expensive outings a fundraising plan needs to be established and presented to the troop committee as early as possible.
- vi. Make needed reservations as soon as possible.
- vii. Special transportation arrangements will need to be worked out early, i.e. Air Transportation, Lodging, etc.
- viii. Scout Trip Leader Tasks:
 1. The Adult should give as much responsibility to the Scout as possible in the planning and execution of the event
 2. Scouts are in charge of promotion and promotional material for events, with the guidance of the Adult Trip Leader
 3. Communicate all updates and information with the PLC

b. 4 to 12 Months out - “Trip Announcement”:

- i. Send the “Trip Announcement” to the whole troop through the Communication Chair so it can be posted on the web site to reach all Scouts and Adults.

- ii. Communication Guidelines for Trip Announcement:
 1. Who is the Adult Trip Leader and Scout Trip Leader
 2. Exact dates / rough time of departure and return.
 3. Where the trip will be going. Route that will be followed.
 4. Trip description of activities.
 5. Special requirements for the Scouts and eligibility.
 6. If special training is needed.
 7. Age or rank requirements.
 8. Rough transportation plan. Cars vs. other.
 9. Equipment needed (It is important to list and make plans for special equipment that Scouts or the troop may not have).
 10. Advancement or Merit Badge opportunity.
 11. Rough (cost if known).
 12. Communicate trip details to the Scoutmaster and Troop Committee
- iii. Adult Trip Planning Tasks:
 1. Make rough equipment list and determine where each item will come from; Scout, Troop or other.
 2. Make / confirm all reservations or third party arrangements.
 3. Discuss with Adults who will act as Assistant Trip Leader and other Adults going on the trip.
 4. Confirm that Adults have the needed training required for the trip.
 5. Estimate the cost of the trip
 6. Select a Scout Trip Leader if not done so already.
 7. The Adult should give as much responsibility to the Scout as possible in the planning and execution of the event
 8. The Adult should guide him through his responsibilities.
- iv. Scout Trip Leader Tasks:
 1. Scouts are in charge of promotion and promotional material for outing and events, with the guidance of the Adult Trip Leader.
 2. At Troop Meetings: Announce the trip to the troop and talk about activities for the trip
 3. Announce and complete any pre-training needed for the trip.

c. 1 to 4 Month out - Pre Trip Planning – “Trip Plan”

- i. Communication Guidelines for Trip Plan:
 1. Reconfirm all plans made in the “Trip Announcement” and change if needed.
 2. Schedule of activities – Give a detailed description of the activities and a daily schedule if possible.
 3. Transportation Schedule. Where/When to meet. Leave time, Return time.
 4. Request that all Scouts interested in the trip sign up to get a rough count.

5. Detail of equipment needed. Work with Quartermaster.
 6. Determine the cost of the trip.
 7. If swimming is possible confirm all Scouts have passed the BSA swim test. If not they cannot swim on the trip (you can schedule a fun meeting at a pool for swim test).
 8. Communicate trip details to the Scoutmaster and Troop Committee
- ii. Adult Trip Planning Tasks:
1. Make detailed equipment list and determine where each item will come from. Scout, Troop or other.
 2. Start rough food plan.
 3. Plan any pre-trip training or equipment check at the Troop Meeting. Assign to Scout Trip Leader.
 4. Confirm all reservations or third party arrangements.
 5. Complete Adult Leader roster and responsibilities.
 - a. Assistant Adult Trip Leader
 - b. Scout Medication Adult
 - c. CPR / First Aid Leader
 - d. Other as needed.
 6. At Troop Meetings conduct break out session or involve the entire troop (schedule with PLC if necessary):
 - a. Discuss the equipment needs and review the personal and troop equipment.
 - b. Complete any training needed.
 - c. Discuss detailed plans around the trip like advancement, transportation, safety, behavior, uniforms etc.
- iii. Scout Trip Leader Tasks:
1. Scout should take on as much responsibility for planning as possible with the Adult Leader guidance
 2. Scouts are in charge of promotion and promotional material for outing and events. Announcing at closing circle and patrol Leader weekly calls.
 3. Communicate all updates and information with the PLC
- d. **3 weeks to 1 month - Pre-Trip Planning – “Update 1”:**
- i. Communication Guidelines for Trip Plan:
1. Publish current Trip roster of Scouts and Adults.
 2. Make a detailed transportation plan calling for cars and other needed vehicles (Trailers, Racks, other).
 - a. The Trip Leader should be working with the Transportation Coordinator.
 - b. The Transportation Coordinator should be working to confirm enough Scout seats and special vehicles.

- c. Often the Transportation Coordinator puts out an email soliciting drivers.
 - d. They will confirm that each driver and car is registered with the troop.
 - 3. Confirm Transportation Schedule. Where/When to meet. Leave time/ Return time.
 - 4. Update Event Schedule if needed.
 - 5. Set a meeting date to sign up for the trip.
 - 6. Set a meeting to pay the cost of the trip.
 - 7. Confirms all Scouts have or will get current health forms
 - 8. Communicate trip details to the Scoutmaster and Troop Committee
- ii. Adult Trip Planning Tasks:
 - 1. Make detail equipment list and determine where each item will come from. Scout, Troop or other.
 - 2. Check out Equipment in storage if needed. Repair or replace if needed. Work with Quartermaster.
 - 3. Complete Scout food plan (are Scouts doing some or all meal prep).
 - 4. Make Adult food plan.
 - 5. Complete the Trip Permit and Float Permit if needed.
 - 6. Determine who the “In town Adult” will be in the case of an emergency.
 - 7. Manage pre-trip training or equipment check at the Troop Meeting.
- iii. At Troop Meetings (use Scout Trip Leader whenever possible):
 - 1. Announce at the meeting which Scouts are signed up and ask if any are coming that are not on the list.
 - 2. Collect and check troop equipment needs and plan meetings that will review the personal and troop equipment.
 - 3. Complete any Scout training needed.
 - 4. Detail any work parties needed to prepare for the tip.
 - a. Confirm who will be there.
 - 5. Discuss detailed plans around the trip like advancement, transportation, safety, behavior, uniforms etc.
 - 6. Confirm that all Scouts are registered and have health forms.
 - 7. Confirm all Adults have appropriate training, are registered and have health forms.
- iv. Scout Trip Leader Tasks:
 - 1. Reminders:
 - a. Scouts are in charge of promotion and promotional material for outing and events, with the guidance of the Adult Trip Leader
 - b. Make announcements at closing circle and Patrol Leader weekly calls.
 - c. Communicate all updated information with the PLC

e. 1 to 3 weeks - Pre Trip Planning – “Update 2”

i. Communication Guidelines for Trip Plan:

1. Publish final roster – Scouts and Adults
2. Publish final transportation plan.
 - a. Drivers
 - b. Number of seats per vehicle
 - c. Confirm all drivers and cars are registered with the Transportation Coordinator.

i. On line registration =

3. Adjust trip plan and/or schedule if needed and republish.
4. Communicate trip details to the Scoutmaster and Troop Committee

ii. Adult Trip Planning Tasks:

1. Collect and organize equipment so it is ready for the trip.
2. Complete food plan and start to buy food. (Scouts & Adults)
3. Complete the Trip Permit / Float Plan if needed.
4. Pick up or receive copies of all health forms
5. Collect equipment from Church lockers or offsite storage.
6. Work with Quartermaster.
7. Collect money.
8. Meet with Adults at Troop meeting (if needed) to explain trip.
9. Manage pre-trip training or equipment check at the troop meeting

iii. At Troop Meetings (use Scout Trip Leader as much as possible):

1. Finalize all equipment check both personal and troop.
2. Announce any trip preparation times to prepare for the trip and confirm who will be there.
3. Remind all of meeting times and details such as sack lunches, uniforms, money for the ride, etc.
4. Typical gathering time is 30 min before the trip for local trips.
5. More time for trips that have complicated equipment tasks.

f. 1 to 3 days - Pre Trip Planning – “Final Update:

i. Communication Guidelines for Trip Plan:

1. Publish changes to final roster – Scouts and Adults
2. Publish changes to final transportation plan.
 - a. Drivers
 - b. Collect drivers cell phone numbers
 - c. Number of seats
 - d. Confirm all drivers and cars are registered with the Transportation Coordinator.
3. Adjust plan or schedule if needed and republish.

ii. Adult Trip Planning Tasks:

1. Collect and organize equipment so it is ready for the trip (If not complete).
 2. Buy food and prepare if needed for the trip.
 3. Receive copies of the Trip Permit / Float Plan if needed.
 4. Communicate any changes to the Transportation Chair.
 - a. They should send to the Scout office to update.
 - b. If they cannot do this fax to the Scout office.
 5. Pick up or receive copies of all health form.
 6. Confirm who the “In Town Adult” will be in the case of an emergency.
 - a. The In Town Adult must have duplicate of all health forms, trip plan, cell numbers of drivers, etc.
- iii. Scout Trip Leader Tasks:
1. The Adult should give as much responsibility to the Scout as possible in the planning and execution of the event
 2. Scouts are in charge of promotion and promotional material for outing and events, with the guidance of the Adult Trip Leader.
 3. Announcing event updates at closing circle and Patrol Leader weekly calls.
 4. Communicate all updates and information with the PLC
 5. Work on the seat assignment plan.

g. **Day of trip – “Departure”:**

- i. Adult Leader Tasks:
 1. Arrive at Meeting place 15 – 20 minutes early.
 2. Coach Scout Leader to take roll / get payment if needed.
 3. Coach Scout Trip Leader to assign Scouts to cars if not pre assigned.
 4. At Driver Meeting:
 - a. Maps / Directions
 - b. Schedule / Plan
 - c. Verify cell phone numbers
 - d. Responsible driving talk
 5. Load and Go!
- ii. Scout Trip Leader Tasks:
 1. Assign Scouts to Cars
 2. Organizes troop for a troop photo
 3. Take roll
 4. Have the Scout number off for the trip
 5. Establish the Buddy System

III. Returning from Trip:

- a. Assign equipment to Scouts to clean and bring to NEXT Scout meeting.
 - i. Scout trip Leader or Scout Quartermaster should create and maintain the list

- b. Clean all remaining equipment and arrange with Quartermaster to return.
- c. Have Scout lead “Good & Bad” session of trip at next Scout meeting.
 - i. Participate in this session
- d. Gather pictures for troop slide show.
 - i. Optional; create slideshow from pictures
- e. Track for the Advancement Chair
 - i. Scouts Names
 - ii. # of nights camped in Tents
 - iii. # of nights camped in Shelter
 - iv. # of miles hiked /paddled / ridden.
- f. Have the Scout tip Leader enter attendance and a recap of the trip
 - i. Go to: <http://forms.troop150.org/attendance/>
- g. Gather all receipts and reconcile with the fee estimator
- h. Send thank you cards or notes to people that helped us have the event.