

# Troop 107

## Boy Scout Event Planning Guide & Checklist

Revised June 2017

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## Introduction

This guide is intended to be a help to Troop 107 Boy Scouts who are responsible for planning monthly outings. In the past, Scout Masters and Committee members have planned trips. Moving forward, patrol leaders will be given responsibility for organizing meetings and outings for an assigned month. These assignments will be made by the Senior Patrol Leader in conjunction with, and based on the advice of the Scoutmaster and other Troop & Committee leaders. If you are a Patrol Leader who has been assigned responsibility for a monthly outing, this guide is for you!

A month that has been assigned to a Scout typically consists of the following:

- Three Troop meetings that are held on each Tuesday of a given month
- One Patrol Leader's Council (PLC) that is held on the \_\_\_\_ Tuesday of a given month. (Planning for this meeting is the Senior Patrol Leader's responsibility)
- One Troop Outing each month

This guide will be focused on the third item above (Troop Outings) in general, but will try to specifically help Scouts plan for Campouts, tours, trips, etc. As the Guide develops over time, it will be expanded to provide guidance on the planning needed for an entire month.

Care has been taken to make this guide easy to use. This includes the provision of a glossary of Troop terms that is provided at the end of this guide. Please keep in mind that this is an early version of this guide and that your input and recommendations are essential. Please send all recommendations and ideas to the Troop 107 Committee Chair.

Finally, using this guide should be simple – start at the beginning, and work your way through to the end! If you have any questions, or need help, please feel free to talk with the Scoutmaster or Committee Chair.

Yours in Scouting,

Troop 107 Committee

# Planning Troop Outings

## Basic Required Information:

- Name of Patrol Leader who is planning this outing (Scout Planner):  
\_\_\_\_\_
- Name of Adult who is helping the Scout Planner (Adult Advisor or SMIC):  
\_\_\_\_\_
- Date the Troop Outing is Planned: \_\_\_\_\_
- Type of Event (check only one):
  - Campout
  - Day Outing (trips to museums, ball games, etc.)
  - Athletic Outing (triathlons, biking, hiking, etc.)
  - Advancement Outing
  - Other \_\_\_\_\_
  
- When was this outing assigned to the Scout Planner? \_\_\_\_\_
- (Scout Planners should be provided assignments at Leadership Review, which is held one to two weeks prior to every new Term)
- Date for review of outing plans with the ASPL? \_\_\_\_\_
- Date for review of outing plans with the SPL? \_\_\_\_\_
- Date for review of outing plans with the Scoutmaster?  
\_\_\_\_\_

## Key Dates to Keep in Mind:

- **February 15 / August 15:** Assignments of each Patrol Leader's month for planning should be completed one to two weeks prior to the start of each Scouting Term. This means that incoming Patrol Leaders should have their assigned month(s) by the second half of February, and August. Please see your Senior Patrol Leader or Scoutmaster if this is not the case.
- **One Month Prior to Your Assigned Month:** Rough drafts of outing plans should be turned into the ASPL who is responsible for helping you create a quality outing plan, one month prior to your assigned month. For example, if your assigned month is July, then you should turn in your outing plans by June 1.
- **PLC Prior to your Assigned Month:** Final outing plans need to be turned in to the Senior Patrol Leader at the Patrol Leader's Council in the month prior to the actual event. For example, if your outing is in July, you must hand in your final outing plans at the PLC held in June.
- **Tour Permits:** No longer required.

## Thinking through the Event:

Listed below are the tasks you need to perform along with some guidance and suggestions to help you plan and run a great campout.

### 1) What is the Purpose of your event?

**Helpful Hint:** Determine the purpose/goals of the campout in accordance with the troop plan. Examples include:

- Executing a short backpacking trip to help train new scouts how to plan and pack for a campout that is not car camping.
- Advancement campout
- Scouting Skills development outing
- Describe your purpose here:

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## 2) Timeline

Scouts should view their Event Planning as a project. Every good project has a timeline of activities or tasks. These tasks may change depending on the event that you are planning, but the basics are as follows:

Task	When this should occur	Have I completed this?
Decide what your event will be	2 weeks after assignment of your month	
Create draft plan for the Event	2 weeks after assignment of your month	
Estimate Costs of Event	2 weeks after assignment of your month	
Send Plans to ASPL	1.5 month prior to my assigned month	
Confirm that ASPL has sent plans to the Scoutmaster	Towards the end of the month prior to my assigned month	
Receive Approval for your Event Plans	1 month prior to my assigned month	
Make Reservations for your event, if needed	When plans have been approved	
Share Plans at PLC	Monday before my month	
Communicate Event to the Troop via email	During my month	
"Pitch" event at a Troop Meeting	During my month	
Ensure that Permission Slips have been Distributed and Collected	Monday before my outing	
Final Count of Attendees	Monday before my outing and day of the outing	
Arrange for Drivers	During my month	
Distribute Meal & Equipment Requirements	2 weeks prior to my outing	
Inspections of Packs/Bicycles, if needed	2 weeks prior to my outing	

### 3) Where do I plan to hold my event?

- Location: \_\_\_\_\_
- Reservation confirmation: \_\_\_\_\_
- Contact Information: \_\_\_\_\_

**Helpful Hint:** Time of year, type of event, and other aspects may have an effect on your outing. For example, if you intend to plan a trip to Washington D.C. during Cherry Blossom season, you may find it difficult to find parking. Similarly, many camping areas may require reservations far in advance. So be sure to plan in advance!

### 4) Medical Requirements:

- Are medical forms required? \_\_\_\_\_
- If so, when did I distribute forms to the Troop? \_\_\_\_\_
- When are they due back to the Scoutmaster or SMIC?  
\_\_\_\_\_
- Does my outing require strenuous physical activity? (e.g. Hiking, biking, running, etc.)
- If so, what are some ways that it can be tailored to scouts of all levels of physical fitness?

**Helpful Hint:** Most events that are done on Boy Scouts of America facilities (e.g. Philmont, Treasure Valley, Jamborees, etc.) require medical forms to be completed on both boys and adult leaders. Do not forget to make sure that parents know this, as it would be a terrible thing for a parent not to be able to go to an event simply because he didn't know they needed a physical exam. BSA has identified Risk Factors that may limit participation in outdoor adventures. A physical exam by a doctor will help identify such risks.

### 5) Logistics Plan

- How far away is my event? \_\_\_\_\_
- Will Scouts be bringing camping gear? \_\_\_\_\_
- How many seats in vehicles will I require for Scouts? \_\_\_\_\_
- How much room will I require for camping gear? \_\_\_\_\_
- How many drivers do I estimate based on the above? \_\_\_\_\_
- Have I printed Google Map directions to my destination for all drivers? \_\_\_\_\_
- What is our departure date / time/Location? \_\_\_\_\_
- What is our return date/ time/Location? \_\_\_\_\_
- Does my outing require extra equipment, such as stoves, trailer, tents, cabanas, etc.? \_\_\_\_\_
  - If the answer is yes, then please pass requirements to the Troop Quartermaster at least 2 weeks before the event.
- Have I ensured that Scribes have collected all permission slips if they are required? \_\_\_\_\_

## 6) Meal Plan (number of meals, meals on the road, etc.)

Every event plan needs to include a complete plan for meals. It is the responsibility for each Patrol leader to make plans for his patrol for meals. It is your job, however, to make sure that they have made these plans.

Patrol leaders should make plans that include adult leaders that will be part of that Patrol. The simplest way to do this is to have the Patrol leader include, in his meal plan, the parents of Scouts in his Patrol that are planning to attend the event. For example, if my parent is planning on attending an event, and I am in the Minuteman patrol, then the Minuteman Patrol Leader should include my parent in his meal plan.

For Troop 107, we are allowed to spend up to 4 dollars for breakfast per person, 6 dollars for lunch per person, and 8 dollars for dinner per person. For example, if I have 10 people in my patrol that are planning to attend, and we need six meals, then the budget would be approximately \$360 for my patrol.

When you are planning meals for your patrol, please keep in mind several things:

- **How are you going to cook your meals?** You can find a many interesting methods on the internet
- **Have I included a balanced menu?** The BSA defines a balanced meal as one that follows the MyPlate nutrition guidelines.
- **Do I have interesting menus?**
- **Have I planned for allergies in my Patrol?**
- **Have I packed food safely?** Be sure that food that spoils easily is packed in a way that would keep it edible throughout the campout.
- **Have I packed the right type of foods?** You want foods that are easy to cook and clean up.
- **Have you planned for sufficient hydration?** Do you have enough to drink during meals? Is there a source of potable water for scouts to refill?

The idea is to have fun when you're preparing meals for your Patrol, but be responsible as well. You don't want to have your fellow scouts have a miserable time because there is not enough food or the food is not good to eat.

## 7) Requirements for Specially Trained Personnel

Not included in this planner is how to plan for events where specially trained personnel are required. It would be best to discuss these needs with your ASPL, SPL, or Scoutmaster, but do your research first. For example, let's say you plan to have a campout, where you will include rappelling as an activity for this event. You'll need to make plans for a rappelling instructor, as well as ensure you'll have the right equipment available to you.

## 8) Make a Budget:

Part of your responsibility is to plan a budget that estimates the total cost of the outing and cost per person. This may seem difficult – but is really not so, if you think it through. One option is to start with an excel spreadsheet, and start typing the things you'll need. You'll want to account for the cost of site, meals, expendables, supplies, etc

*Example:*

*You are planning a two day / two-night camping trip to Camp Highroad the cost being \$10 per night per scout. Let's say that you left Friday evening, which means, the scouts could pack a dinner for Friday night. You still need to plan for roughly 6 more meals (Breakfast, Lunch and Dinner for Saturday and Sunday).*

Your spreadsheet might look like this:

Item	Unit Cost	# Scouts	# Days or "units"	Total Cost
Rental of Camp Highroad	\$10	40	2	\$800
Meals	\$3 per meal	40	6	\$720

Put something together and then discuss with other members of your Patrol, or with your Troop leadership.

## 9) Planned activities

- Prepare and distribute a list of planned activities (must conform with Guide to Safe Scouting)
- What early rank requirements will be met?
- What merit badge requirements will be met?
- Who is responsible for carrying out the planned activities?
- Specially trained adults who will be present (challenge course, rappelling, BSA Lifeguard, etc.)
- Ensure you have enough drivers to get everyone to and from services

## 10) Tour and Activity Plan

The Boy Scouts of America no longer requires Tour plans. However, it may be beneficial to develop one. Times when a tour plan should be written may include:

- Trips of 500 miles or more
- Trips outside of council borders not to a council owned property
- Trips to any national high adventure base, national Scout jamboree, National Order of the Arrow Conference, or regionally sponsored event
- When conducting the following activities outside of council or district events:
  - Aquatics activities (swimming, boating, floating, scuba, etc.)
  - Climbing and rappelling
  - Orientation flights (process flying plan)
  - Shooting sports
  - Any activities involving motorized vehicles as part of the program (snowmobiles, boating, etc.)

Having a Tour or Activity plan will let all know exactly what we are doing and when the troop/patrol/crew will be expected back.

## Glossary:

**Patrol Leader's Council (PLC):** The Patrol Leader's Council is a meeting held among Troop 107's leadership. This meeting is not attended by Scouts who are not in leadership positions. This meeting is held during the 30 minutes before each Troop meeting. At each PLC, final plans for the Troop Outing for the following month must be turned in.

**Patrol Leader Month Assignments:** Patrol leaders should each be assigned one month for which they will be responsible for planning three Troop Meetings, and one Troop Outing. This assignment should be made at the Leadership Review that is usually held one to two weeks prior to the new term.

**Scout Leadership Terms:** Scout leadership assignments are six months in duration – from September to February, and from March to August.

**Scout Planner:** The Scout Planner is a Patrol Leader who has been given responsibility to plan an assigned month of activities for Troop 107. As such, he does all advance planning for the campout. This includes: securing a location for the campout, promoting the event at all Troop meetings, finds out what activities are being planned, and makes sure the resources are available for the activities, By the date of the event, the scout planner must have planned for all activities, events, or trainings that will occur. In addition, the Scout Planner is responsible for developing a budget for the trip and the corresponding costs for each scout. Once this plan is prepared the planner should review the plan with the Senior Patrol Leader and the Scoutmaster before making reservations and putting the plan into action. The scout planner has an adult advisor – usually it is one of Assistant Scout Masters.