

Troop 1029 _____ Trip Program Plan

(camping weekend dates)

Agenda for _____ Planning Meeting

(activity name)

1. Select the following leaders:
 - a. Patrol running this trip : _____
 - b. Scout Tour Leader[s] (patrol leader): _____
 - c. Adult Tour Leader[s] (patrol ASM): _____
 - d. Adult Tour Coordinator: _____ Mrs. Lawson / Mrs. Guckenberger
2. Complete Activity Costs worksheet - Tour Leader provide copy to Scoutmaster.
3. Discuss Activity and Registration Forms Section (below) with Tour Coordinator

Activity and Registration Forms

The following information is needed in order to issue the Activity and Registration Forms:

- 1) Complete the Activity Costs section on page 2.
- 2) Logistic information that is particular to this trip.
- 3) Are there additional costs for Scouts and parents to know such as POCKET MONEY for restaurants or optional admission?
- 4) The Activity Theme _____
- 5) Interesting items regarding the Activity that the Scouts or parents would like to know.

- 6) Are additional forms needed:
 - a. Waivers
 - b. Permission slips
- 7) Departure Time: _____
- 8) Return Arrival Time: _____

(camping weekend dates)

Activity Costs

Complete this form and provide a copy to Mrs. Lawson/Mrs. Guckenberger

Camp deposit / cost = \$ _____ per person
 Camp cost = \$ _____ per person
 Activity cost = \$ _____ per person
 \$16/person Food = \$ _____ per patrol
 \$1/person propane/consumables = \$ _____
 Misc cost / # of people = \$ _____
 Total trip cost per person = \$ _____

Estimated cost of the trip:

of Scouts _____ x cost per Scout _____ = Total Scout Cost \$ _____
 # of Adults _____ x cost per Adult _____ = Total Adult Cost \$ _____
 Estimated Total Expenses \$ _____

One Month before Trip _____ (date)

- A) Chaplin's Aide plan assigned and prepared
- B) Patrol menu – Sat/Sun BF, Sat LN, Sat DN. Focus areas?
- C) Weekend program plan
- D) Special personal gear
- E) Merit badge or advancement objectives
- F) Special troop gear

Friday Departure – Gathering time: _____

- 1) Head count – Maps/directions (waivers, permission slips, car assignments (ASMs))
- 2) Scout registration and Meds turn over (Scribe & Trip Nurse).
- 3) PL reviews Duty Roster with patrol
- 4) Review arrival plan (SPL, QM, SM, PL)
- 5) QM load trailer (QM)

Friday Check-in – ETA time: _____

- 1) Check-in with camp (Scout Tour leader/Scribe/Tour leader)
- 2) Patrol leaders: setup camp (tent locations, cook stations, canopy).
- 3) 9:00pm Snack (GM for patrols)
- 4) 9:00pm PLC mtg to review (SPL lead w/SM)
 - a. Trip objectives
 - b. Trip plan execution & assignments
 - c. Lunch preparation (in camp or not?)
- 5) 10pm Lights out.

(camping weekend dates)

Saturday

- 1) _____am Cooks up. _____am Everyone up.
- 2) _____am Breakfast – Patrol.
- 3) _____am Cleanup and Lunch bag prep.(Load in plastic bags)
- 4) _____am Program starts or departure to location
- 5) _____am Activity begins
- 6) _____pm Lunch
- 7) _____pm Activity ends
- 8) _____pm Head back to camp
- 9) _____pm Down time
- 10) _____pm Dinner preparation (GM w/ Assigned scouts)
- 11) _____pm Dinner
- 12) _____pm Cleanup
- 13) _____pm Evening program
- 14) 9:30pm PLC mtg (review activity, plan for Sunday)
- 15) 10pm Lights out

Sunday

- 1) _____am Cooks up. _____am Everyone up.
- 2) _____am Breakfast – Patrol.
- 3) _____am Cleanup
- 4) _____am Chapel Service
- 5) _____am PLC (review and assign camp packing plan)
- 6) _____am Police Line
- 7) Departure (from campsite) time: _____
- 8) Arrive at Church: _____
- 9) Unpack trailer & distribute remaining food (QM)