

Worksheet for TOUR COORDINATOR

The Activities Committee has created the following worksheet to assist the tour coordinators in performing their assigned tasks.

- **Obtain TOUR PERMIT**

- Tour permit process is now online at "MyScouting.org"
- Do we have sufficient HEALTH FORMS for all scouts?
- Do we have sufficient TRAINED ADULTS on the trip, as required by the BSA (hazardous weather; youth protection; etc.)?

- **Arrange for LODGING**

- Camping? Hostel? Cabins?
- Are RESERVATIONS necessary?
- Are we going one night, two nights, or more? Has that been factored into cost?
- Is a DEPOSIT necessary? To whom is the check made out to? Where is it sent?
- Will we need to bring a CHECK (OR CASH) with us to the site?
- Is there a REFUND POLICY in case of cancellation, or if our numbers are lower than anticipated?
- Are there adequate BATHROOM FACILITIES?
- Is there POTABLE WATER nearby? Will we have to bring any water?
- Is there a PAVILION or a place to set up TARPS?
- What are the COOKING arrangements? What can we do; what must we bring?
- Do we need to bring FIREWOOD?
- How close to the site is PARKING? How many cars can we park?
- Where is the NEAREST HOSPITAL?

- **Arrange for TRANSPORTATION**

- What mode of transport – CARS? RENT BUS? Some other mode?
- Are arrangements in place for BOTH THE TRIP THERE AND THE BACK? Do we have enough drivers?
- Have DRIVING DIRECTIONS AND MAPS been obtained and copied all drivers? Are there any side trips taken during the weekend, and do we have directions for those destinations?
- Who is HAULING THE TRAILER?
- Who are the DRIVERS? Do we have their INSURANCE AND DRIVER'S LICENSE information? Have they registered their vehicles on the Tour Permit web-site?
- How many SCOUTS and/or ADULTS can each driver transport?

- **Arrange for PUBLICITY**

- Has WEB-SITE announcement been completed?
- Check to make sure the SPL makes announcements at MEETINGS.

- Send out a publicity E-MAIL.
- Make sure ACTIVITY SHEETS and SIGN-UP SHEETS are completed (see below).
- **Coordinate with PROGRAM STAFF**
 - Are any TICKETS needed for a special event?
 - Is any SPECIAL EQUIPMENT necessary? For example: mountain bikes; shotguns/rifles; climbing gear; caving gear; fishing rods;
 - COLD WEATHER CLOTHES; tools for a service project.
 - If cold weather camping, is there a place to get warm if necessary, such as an enclosed hut?
 - Is there adequate transportation to intermediate sites? Maps and directions for drivers?
 - Patrol or troop COOKING? Any restaurants? Will scouts and adults need
 - To bring MONEY for restaurants, or anything else?
- **Prepare ACTIVITY and SIGN-UP SHEETS**
 - Must establish an overall COST of the trip per person.
 - Include mention of special equipment needs or other special considerations.
 - Coordinate with Treasurer/clerical to establish a ROSTER.
- **Finalize Activity Logistic Details**
 - Monitor Sign Ups and Roster Preparation by Registrar
 - Monitor Health Form Status by Registrar
 - Tour Permit copies to Program Staff
 - Maps
 - Verify Lodging registration.
- **POST-TRIP Matters**
 - Provide Treasurer with FINAL TALLY OF WHO ACTUALLY ATTENDED, including cancellations (with reasons for cancellation) and/or late additions.
 - Coordinate with Treasurer to do a FINANCIAL ANALYSIS.
- **Obtain TOUR PERMIT**
- **Arrange for LODGING**
- **Arrange for TRANSPORTATION**
- **Arrange for PUBLICITY (activity sheets and web site info)**
- **Coordinate with PROGRAM STAFF**
- **Prepare ACTIVITY and SIGN-UP SHEETS**
- **POST-TRIP Matters (financials)**