



Troop 318 Activity Planning Form

Event Name: _____

Location: _____

Departure Date: _____

Return: _____

Scout-in-Charge: _____

Adult coordinator: _____

Check off each item as it is completed. Ask Scoutmaster or Adult coordinator for assistance.

Purpose of Trip – Theme/Plan

Marketing

Has the trip been posted on the website? Yes _____ No _____

Do you have a list of who is going? Yes _____ No _____

Has this been announced at least once during the regular Troop meetings? Yes _____ No _____

Lodging

Reservations/permits completed

1st night: We are staying at: _____

We will be there how many nights? _____

2nd night: We are staying at: _____

We will be there how many nights? _____

Estimated expenses for campsite/lodging: \$ _____ ←

Food

Food arrangements completed

Friday night: _____

Saturday morning: _____

Saturday lunch: _____

Saturday night: _____

Sunday morning: _____

Sunday lunch: _____

Grubmaster for trip: _____

Estimated expenses for food: \$ _____ ←

Safety

Nearest medical facility: _____

First Aid certified: _____

CPR certified: _____

Other safety certifications 1: _____

Other safety certifications 2: _____

Medical binder: (Goes with us everywhere) Yes _____ No _____

Emergency contacts: Mr. Wells Ms. Lane Mr/Mrs. _____

919-270-1395 919-345-0658 () _____ - _____



Program

Program agenda reviewed by SPL Yes ____ No ____
Patrol in Charge: _____
Backup activities ready Yes ____ No ____
Estimated expenses for program: \$ _____ ←

Transportation

We are taking (check the ones that apply) Church bus Personal vehicles
Who is driving? _____

Indicate who is towing the trailer with a star
Drivers have printed maps in case there is no cell service? Yes ____ No ____
We are leaving from (location): _____
We are returning to (location): _____
Estimated expenses for gas: \$ _____ ←

Equipment

Special gear needed for program: Yes ____ No ____
Quartermaster has confirmed that:
First Aid Kit has been checked Yes ____ No ____
Patrol boxes appear complete Yes ____ No ____
There are enough tents for those that need them Yes ____ No ____
Is there anyone sleeping in personal gear (tent or hammock) Yes ____ No ____

Total Cost of Trip \$ _____

**** The scout in charge of the trip is responsible for the following ****

Pre-trip -----

- Complete this form
- Check with adult coordinator, quartermaster, grubmaster

Departure -----

- Take Attendance
- Patrol boxes, food, tents loaded
- Troop gear loaded
- Personal gear loaded
- Scouts in uniform
- Have Chaplain Aid pray

Arrival -----

- Choose general location for tents, kitchen, fire
- Post Duty Roster

Post-trip -----

- Assign tent drying to scouts
- Assign patrol box cleaning to a scout
- Inform Quartermaster of equipment needs

Note: A scout planning a trip does not necessarily have to go on that trip. The SPL can appoint an acting Trip Leader.

Other details should be added to the back of this form. This form should be shown to the adult coordinator and given to the trip SPL.