Troop 49 Checklist for Adults Leading an Outing

If you plan on leading an outing you need to be:

- [ ] 1. ***Trustworthy*** by being BSA youth protection trained.[1]
- [ ] 2. ***Loyal*** by being a registered adult with the troop.[2]
- [ ] 3. ***Helpful*** by determining the exact date(s), and departure & return times of the outing.[3]
- [ ] 4. ***Friendly*** by determining the approximate cost of the outing.[4]
- [ ] 5. ***Courteous*** when determining a due date for signed permission slips to be in.[5]
- [ ] 6. ***Kind*** (to yourself) by signing up other adults as needed, keeping a waiting list as only those "necessary" are paid for by the troop. Remember to sign someone up to pull the trailer if you plan to use it.[6]
- [ ] 7. ***Obedient*** by completing a BSA trip permit.[7]
- [ ] 8. ***Cheerful*** when you contact the Senior Patrol Leader (SPL) to have him announce the outing & send around a sign up sheet at meetings with the dates and estimated cost of the outing.[8]
- [ ] 9. ***Thrifty*** by sending out a troop email announcing the outing and including the permission slip, indicating that scouts who want to attend should email you to sign up.[9]
- [ ] 10. ***Brave*** by collecting all permission slips by the due date.[10]
- [ ] 11. ***Clean*** by contacting the Medical Coordinator to check if scouts and adults going have current medicals and arrange to get these before departure.[11]
- [ ] 12. ***Reverent*** when you contact the adult Quartermaster to let him know what gear you will need, and to arrange to pick up the trailer if it is being used for the outing.[12]

Detailed information follows. Worksheets are at the end of the document.

If you have any questions, contact the Activities Coordinator!

Contact information for all troop positions is available at www.t49.scoutlander.com

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DETAILED INFORMATION

1. Be ***Trustworthy*** by being BSA youth protection trained.

Troop 49 requires that all adults attending campouts be trained. Youth Protection is easily available via the web and does not take long to complete. **Outing Leaders should ask all volunteers if they have taken this training and explain the importance of completion during the planning of any outing.** Youth Protection Training may be taken online at the BSA Online Learning Center found via the link https://myscouting.scouting.org/. You will need to register a User name and a password before beginning. Select Youth Protection Training from this website and follow online instructions. **The Youth Protection Training course must be completed (renewed) every 2 years.** Report completion of this course and date to the Training Coordinator. This is Scouting is also highly suggested but not mandatory. This is training can be taken at the BSA Online Learning Center found via the link https://myscouting.scouting.org/.

If you have any questions on this item, contact the Training Coordinator.

2. *Be **Loyal*** by being a registered adult with the troop.

Adults must be BSA registered with the troop. Use this link to get the adult registration form: http://www.scouting.org/filestore/pdf/28-501F.pdf

If you have any questions or are not sure if your registration is current, contact the Committee Chair.

3. *Be **Helpful*** by determining the exact date(s), and approximate departure & return times of the outing.

The date of the outing is usually determined by the troop committee. The approximate departure and return times depend on the outing and your schedule. For weekend outings take into account parent work schedules. We usually do not depart before 4:30 pm on Fridays. All outings depart from and return to Summit Town Hall.

If you have any questions, contact the Activities Coordinator.

4. ***Be Friendly*** by determining the approximate cost of the outing.

This is an important aspect of outing planning. You want to be sure parents have an accurate estimate of the outing cost. A number of troop policies are involved which are summarized below. A more detailed explanation can be found in the Troop Policy Manual available at www.t49.scoutlander.com (Click on Forms in the left hand frame). A planning worksheet which includes determining the cost is at the end of this document.

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Basically, you need to estimate the cost of the outing per scout and have this ready when you announce the outing. After the outing you will need to compute the actual cost of the outing and inform the treasurer so accounts can be updated.

You estimate the cost of the outing by adding up (1) the registration/reservation fees, (2) the fuel cost for the adult pulling the troop trailer, and (3) the estimated cost of meals. The problem is that the fuel cost is a fixed cost and the others are variable depending on the number of scouts attending. Here is a guide: (the worksheet is at the end of the document)

(1) Registration: This is usually a set cost per scout & adult attending. The troop pays for "necessary" adults attending (see #6 regarding "necessary" adults). Scouts pay for their registration.

(2) Fuel: (This is only necessary if you use the troop trailer). The adult pulling the troop trailer gets reimbursed for fuel. The reimbursement is determined each year by the troop and can be found in the Troop Policy Manual www.t49.scoutlander.com (Click on Troop Policies in the left hand frame). The amount is from the federal business reimbursement rate minus the charitable rate.
Go to MapQuest and determine the round-trip mileage for the outing and calculate the fuel cost, which will be divided by the minimum number of scouts you expect to be going.
http://www.mapquest.com/directions/
For example, Long Lake Camp is 61 miles from the Summit Town Hall. Round trip it is 122. If the reimbursement rate is $0.41, you would take 122 x O.41 = $50.02. If you had at least 10 scouts attending, they would each pay $5.

(3) Food: Here you will compute two figures: 1) an estimate before the outing; and 2) an actual cost after the outing.

(4) Tent Fee: Scouts are charged $1 per night for use of troop tents.

Before the outing: Here are some suggestions: estimate breakfast at $2.00 per person; estimate lunch at $3.00 per person, estimate dinner at $4.00 per person; and estimate "cracker-barrel" evening snacks at $1 per person ($10/day total).

Remember, scouts pay for the food for "necessary" adults, so figure that when you compute the per scout cost. All registration fees and food costs for extra adults will be paid for by that adult.

If a boy who wants to go does not have sufficient funds in his account to cover the cost of the activity, total fees will be paid upfront by the parent. If payment exceeds actual cost, credit will be put into their scout account. If a refund check is needed, a written request would need to be turned in to the Treasurer by the parent.

After the outing you will need to calculate the actual cost of the outing and what each scout is to pay. This is then given to the troop treasurer so the scout can have it taken out of their account.

For high adventure and summer camps refer to the Troop Policy Manual for more detailed information regarding costs.
If you have any questions, contact the Activities Coordinator.

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5. ***Be Courteous*** when determining a due date for signed permission slips to be in.

This depends on the type of outing and whether it involves registration & reservation fees. The signed permission slip is the only guarantee that a scout is going. This gets around problems of scouts who will sign up for outings but don't let a parent know. The permission slips need to be completed prior to the due date of any required registration. If there is no such requirement, they need to be turned in at least one week before the outing so the Medical Coordinator has time to prepare the medical forms for you. Scouts who turn in their slips but do not attend the outing will still be charged for the outing. See #10 below for more information on the permission slip.

If you have any questions, contact the Activities Coordinator.

6. ***Be Kind*** (to yourself) and sign up other adults as needed, keeping a waiting list as only those "necessary" are paid for by the troop. Remember to sign someone up to pull the trailer if you plan to use it.

BSA outings require "2-deep" leadership at all times. Depending upon the number of scouts attending the outing you will need additional adult leadership. The Activities Coordinator will indicate the required number of adults. The troop will pay the registration costs for the required number of adults (referred in this document as "necessary adults") for any camps or activities. Scouts pay for theirs. Additional adults can attend but must pay their own way. Do not take too many adults as this may disrupt the meaning or purpose of an outing. It is not meant to be a father-son outing. Keep a list of what adults do sign up and when. Tell the adults that the number of adults needed depends on the number of scouts going. Tell them that you will put them down on the list but that you may not need them. Find out if they are interested if they are not needed. Once you know how many scouts are attending; check with the Activities Coordinator for a maximum number of adults. Then contact the adults and see who is interested in going. The outing will be cancelled if the required number of adults is not met.

If you have any questions, contact the Activities Coordinator.

7. ***Be Obedient*** and complete a BSA trip permit.

If this is a Potawatomi Area Council sponsored outing or if your group is traveling to Camp Long Lake, you do not need a BSA Tour and Activity plan.

FOR HIGH ADVENTURE TRIPS AND CAMPS complete the tour and activity plan found here: http://www.scouting.org/filestore/pdf/680-014.pdf. This must be in to the council office at least two weeks prior to the departure of the trip. The permits go to the Potawatomi office Harkrider Service Center 804 Bluemound Road Waukesha, WI 53188-1698. Directions can be found at http://www.pacbsa.org/about-us/hours-and-location/38740

If you have any questions about this, contact the Activities Coordinator.

8. ***Be Cheerful*** when you contact the Senior Patrol Leader (SPL) to have him announce the outing & to send around a sign up sheet at meetings with the dates and estimated cost of the outing.

This should be done as early as possible to facilitate planning. A flyer is helpful to hand out at meetings. This can be handed out at meetings and increases the likelihood that parents will have first hand information about the outing. Include a copy of the individual Equipment Checklist if appropriate (see the troop webpage section on *Troop and BSA Forms* www.t49.scoutlander.com) Have copies of the permission slip (#10 below) available at the meeting as well.

If you have any questions about this, contact the Scout Master.

9. ***Be Thrifty*** by sending out a troop email announcing the outing and including the permission slip, indicating that scouts who want to attend should email you to sign up.

You can use the email list from a scout master email and just "reply to all" with the information. Attach the permission slip and *Individual Equipment Checklist*. See #10 below about permission slips.

If you have any questions about this, contact the Activities Coordinator.

10. ***Be Brave*** and collect all permission slips by the due date.

A blank copy of the permission slip can be found on the troop website at: www.t49.scoutlander.com (click on *Forms* in the left-hand frame and then follow the links under *Permission Slip Troop 49*). You will want to add information about the departure & return times, and any individual equipment & gear that may scouts need to bring.

The permission slips must be kept with you because they have the emergency release for emergencies.

No scout can attend unless YOU have a permission slip and a current medical form. YOU must have a current medical form for all adults (including yourself).

If you have any questions about this, contact the Activities Coordinator.

11. ***Be Clean*** and contact the Medical Coordinator to check if scouts and adults going have current medicals and arrange to get these before departure.

If a scout does not have the medical, the Medical Coordinator will contact the family to get one. A scout or adult will not be allowed to go on an outing if you do not have a current medical with you on the outing. An adult attending the outing may be designated to dispense medications or the parent may be required to attend the outing in order to dispense their son's medication. This will be determined by either the Scoutmaster or the adult running the outing.

If you have any questions contact the Medical Coordinator.

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12. ***Be Reverent*** when you contact the adult Quartermaster to let him know what gear needs you have and arrange to pick up the trailer if is being used for the outing.

Be sure to give the Quartermaster enough lead time so he can get gear that may be out from a previous outing.
Arrange for the pick up and return of the trailer.
Determine which scouts will be quartermasters for the outing.

If you have any questions contact the troop Quartermaster.

Further planning considerations:

This is a boy-lead troop and Outing Leaders are encouraged to have boys do as much as the planning as possible. Many scouts can fulfill advancement and merit badge requirements in doing this planning and while at the outing.

Before the outing scouts should help with the planning, particularly the menu (using the guidelines in their scout manuals for a balanced diet as a guide), and the shopping and packaging of the food.

At the outing Scouts should work in patrols for all cooking, cleaning, and camp tasks, with a designated SPL, ASPL, Patrol Leaders, and Quartermaster(s).

You as the adult leader should only have to work with the SPL when addressing tasks that need to be done. Scouts should check with their Patrol Leader if they need help or have questions. Patrol Leaders should check with the ASPL or SPL. Only the Quartermasters are allowed in the trailer (or their designee if they are out of camp or busy).

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Troop 49 OUTING WORKSHEET

To contact committee members for assistance, go to the Troop Web Page and scroll down the main page for Committee members. www.t49.scoutlander.com

Name of Outing	
Dates of Outing	
Meeting Time for Departure	
Expected Return Time	
Estimated Cost per Scout (from worksheet)	
Who Will Pull the Trailer	

ADULT ROSTER	
Name	*Medical Form Current*
Outing Leader (Your name)	
Outing Assistant Leader (Second Necessary for 2-deep leadership)	
Additional Leader if needed	
Additional Leader if needed	
Additional Leader if needed	
Additional Leader if needed	

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Troop 49 Outing:

Adult Leader: Assistant Leader:

SCOUT ROSTER			
Name	*Permission Slip In*	*Medical Form Current*	*Payment Received* *(if insufficient money in account)*

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OUTING COST WORKSHEET

COST ITEM
Registration Fee per scout- Put in Box #1
Fuel Cost for Trailer A. Mileage reimbursement per mile _____ (from Policy Manual) B. Round Trip Mileage _____ (from Mapquest) C. Minimum number of scouts attending _____ (you determine) Multiply A times B and divide this by C. Put this number in Box #2

Food Cost per Scout	
Number of Breakfasts: ____ @ $2 each =	
Number of Lunches: ____ @ $3 each =	
Number of Dinners: ____ @ $4 each =	
Number of evening snacks: ____ @ $1 =	
Add the above for the SUBTOTAL A >>>	

Food Cost for Necessary Adults:	
Food Cost per Scout determined above	
Number of necessary adults attending	
Multiply these two together	
Divide by the expected number of scouts attending (best guess), and put in box As SUBTOTAL B >>>>>>>>>>>>>>>	

Total Cost of Food for each Scout	
Subtotal #A	
Subtotal #B	
Add the two together and put this in Box #3	

Tent Fee per Scout	
Number of Nights: ____ @ $1 each	
Put this amount in Box #4	

Box #1
Registration

$_____

Box #2
Trailer Fuel Cost

$_____

Box #3
Food

$_____

Box #4
Tent Fee

$_____

TOTAL ESTIMATED COST OF OUTING PER SCOUT:

Add Boxes
1 +2 +3 + 4

$_____