

Troop 72 Outing Planning Notice

To: Scoutmaster and Senior Patrol Leader

From: _____ and _____
Outing Leader *Adult Outing Guide*

About Outing: _____ Proposed Outing Date: _____

I am planning the outing listed above and I would appreciate your involvement to help make the outing a success. I would like to reserve some time at troop meetings for the following planning activities:

Make an announcement about the outing at the troop meeting and hand out permission slips.	_____	5 minutes
Make a reminder announcement about the outing at the troop meeting.	_____	5 minutes
Collect permission slips and outing fees.	_____	5 minutes

I will ask you to let the troop know about outing details in your communications with them:

_____ week of _____

I plan to work with others to plan and lead the outing.

- I will ask these Scouts to volunteer for these leadership roles:
- I would like you ask Scouts to volunteer for these leadership roles:

Program Leader _____
Safety Leader _____
Orienteering Leader _____
Leave No Trace Leader _____
Outing Historian _____

The troop should work on these skills before the outing:

I will organize the skills activities

I would like you to organize the skills activities