

# Troop 72 Outing Timeline

Outing Name: \_\_\_\_\_ Date: \_\_\_\_\_

Outing Leader: \_\_\_\_\_

Adult Outing Guide: \_\_\_\_\_

## 2-6 months before the outing

| Target Date | Action  | Responsibility | Date Done |
|-------------|---|----------------|-----------|
| 2-6 months  | Reserve facility as necessary.<br>Phone Number: _____<br>Point of Contact: _____<br>Confirmation Number: _____  |                |           |
| 2-6 months  | Complete the Outing Survey form. Review it with the Adult Outing Guide, the SPL and Scoutmaster to show them what you are planning.   |                |           |
| 2-6 months  | Begin promoting your outing to the troop. Start with very general info, to get scouts interested, and add details as the weeks unfold. Use meetings and emails. Mention it every meeting once you are inside of 2 months. |                |           |
| 6 weeks     | For Overnighter: Have completed the Outing Timeline<br>This will contain answers to all of the details you will need to address. Share the plan with the SPL and Scoutmaster so they can share at PLC.                    |                |           |
| 5 weeks     | If you desire the SPL to help the troop prepare certain skills for the outing, submit a plan of instruction to him so he can schedule time at meetings for it. This would come up for Snow Caving, Camporees, etc.        |                |           |
| 4 weeks     | For Day Trip: Complete the Outing Timeline<br>Share the plan with the SPL and Scoutmaster.  |                |           |
|             | Send out permission slips. Prepare them in a Word File so you can send it out via email, but also have some hard copies at meetings. Can be done earlier.   |                |           |
|             | Send any info you have typed up on your outing to the webmaster via email so he can help you promote your outing on the website. (fliers, permission slips, web links, photos, whatever. The more the better.)            |                |           |
|             | Recruit adult help/drivers for outing. Adult-in-charge can help you with this. Make sure you have enough car seats for scouts.  |                |           |
|             | Begin filling out the Tour Permit. Adult can assist.  |                |           |
|             | Ask Troop Scribe to put info about the outing in the troop minutes.   |                |           |
|             | Have an Outing Roster ready to go to record scout names as they bring you permission slips and money.   |                |           |
| 3 weeks     | Patrols plan meals, skits, anything else patrol related for outing.   |                |           |
| 3 weeks     | As Scout-in-charge, make a checklist for yourself of troop gear to pack for the outing (big first aid kit, gateway materials, troop flags and sign, etc.)   |                |           |
|             | Submit Tour permit to Chief Seattle Council. Needs to be faxed to (206) 725-2862 (Adult-in-charge can help if you need it)  |                |           |
|             | Confirm any reservations you made earlier.  |                |           |

# Troop 72 Outing Timeline

Outing Name: \_\_\_\_\_ Date: \_\_\_\_\_

Outing Leader: \_\_\_\_\_

Adult Outing Guide: \_\_\_\_\_

| Target Date      | Action  | Responsibility | Date Done |
|------------------|---|----------------|-----------|
|                  | Speak with Troop Quartermaster about any equipment concerns you have. Ask him to check propane tanks if you are taking them.  |                |           |
|                  | Speak with Chaplain's Aide to plan a Sunday service (if applicable)   |                |           |
| 2 weeks          | Deadline for turning in permission slips (two Mondays before the outing). Exceptions may be made only by the SPL or Scoutmaster   |                |           |
| 2 weeks          | Confirm that the Tour Permit is approved.   |                |           |
|                  | Confirm with Patrol Leaders: "Ready to Go?"   |                |           |
|                  | Make Driving Directions for drivers – hand out at meeting in advance. Have extra copies available the day of departure. MapQuest works well.  |                |           |
|                  | Speak with Troop Historian to see about photo coverage of the outing.   |                |           |
| 1 week           | Email attendees about departure time, packing considerations, or anything else on your mind.  |                |           |
|                  | Confirm that each of your drivers is still available.   |                |           |
|                  | Look over your checklist of troop gear – do you have everything ready to go for day of departure?   |                |           |
| Day of Departure | Bring permission slips and tour permit with you. Also bring any paperwork you have for your outing (reservations), and a copy of the Guide to Safe Scouting.                              |                |           |
|                  | Take roll using your Outing Roster and make sure all scouts and drivers are present or accounted for. (some may have arranged to come later)  |                |           |
|                  | Ensure Troop gear is packed.  |                |           |
|                  | Speak with each patrol leader and ensure they have patrol gear and food packed.   |                |           |
|                  | Provide drivers with directions and assign cars for scouts. Head out! Have a great Outing.  |                |           |
| Upon Return      | Make sure Troop Gear is properly dried out, cleaned, and restowed by the troop.   |                |           |
|                  | Forward a copy of your roster of all attendees, scouts and adults, to the Scoutmaster by email or hard copy. (used for record keeping) Income/Expense report goes to the troop treasurer. |                |           |
|                  | Prepare and send any necessary Thank You notes to individuals outside the troop that helped you with your outing.   |                |           |