



Troop 173 Campout Planning Checklist

Camp: _____ Campout SPL: _____
 Campsite _____ Campout ASPL: _____
 Camp Dates: _____ to _____ Campout Scoutmaster: _____

The Campout SPL (Scout Coordinator), Campout Asst. SPL, and Campout Scoutmaster assigned to the campout should work together in planning the event by following the planning checklist below. Based on the dates of the campout, calculate the dates for each planning period. As you complete each activity, note the date on the line to the right of the activity.

2 Months Before (/ /) Date

#	Item	Completion Date
1.	Reserve campsite.	_____
2.	Visit the campsite if new to the Troop. Take notes on conditions of campsite to help with planning equipment needed. Example: Lean-tos have dirt floors versus wooden floors	_____
3.	Complete the Tour and Activity Plan Form, submit to Troop Outdoor/Activities Chair and then to Council.	_____
4.	At Troop meetings, announce the details of the campout: campsite, dates, activities, etc as needed.	_____
5.	Instruct Patrol Leaders to start coordinating Patrol Roster and Patrol Duty Roster.	_____
6.	Prepare submission for the "Troop News", describing the campout and requesting adult Leaders and/or parents to sign up via e-mail to Campout Scoutmaster. Submit e-mail to the Campout Scoutmaster and Troop Outdoor/Activities Chair for approval and distribution through the "Troop News."	_____

1 Month Before (/ /) Date

#	Item	Completion Date
7.	Inform Patrol leaders that Patrol Roster, Patrol Duty Roster, Menu and Permission Slips are due in 2 weeks, / / to the Troop Asst. SPL.	_____
8.	Prepare schedule of activities for the campout.	_____
9.	Discuss schedule of activities with the Troop Scoutmaster and Troop SPL.	_____

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2 Weeks Before (/ /) Date

#	Item	Completion Date
10.	Collect all Patrol Rosters, Patrol Duty Rosters and Permission Slips from the Troop Asst. SPL.	_____
11.	Remind Scouts that a Permission Slip is required and should have been handed in.	_____
12.	Confirm with Campout Scoutmaster which adult leaders are attending the campout.	_____
13.	Ensure Adult (<i>Old Goats</i>) Patrol has completed its Patrol Roster and Patrol Duty Roster.	_____
14.	Determine Troop equipment needed and create equipment list.	_____
15.	Ensure Campout Scoutmaster makes arrangements for Troop equipment (see separate list from step above) to be brought to campout and returned to Troop closet.	_____
16.	Contact Troop SPL to make time available at Troop meeting before campout to discuss final Details.	_____
17.	Work with Troop Quartermaster to ensure he is ready for the Equipment Checkout Night (the Thursday evening before the campout).	_____
18.	Decide on meeting time, meeting place, and departure time for campout. Prepare e-mail with this information, directions to campsite, campout schedule and reminder about required Permission Slip. Submit e-mail to the Campout Scoutmaster and Troop Outdoor/Activities Chair for approval and distribution through the "Troop News".	_____

1 Week / Troop Meeting Before (/ /) Date

#	Item	Completion Date
19.	At the Troop meeting, make an announcement with final plans for campout and read the itinerary, schedule and anything special the Scouts needs to bring.	_____
20.	Collect outstanding Permission Slips, if any.	_____
21.	Wednesday before campout, ensure all FINAL Patrol Menus, Patrol Rosters, and Patrol Duty Rosters have been submitted to Campout SPL, Campout Scoutmaster, and Troop Scoutmaster.	_____
22.	Thursday night before the campout, through the Troop Quartermaster, ensure Troop and Patrol equipment is checked out and distributed to designated adult(s).	_____
23.	Check with Patrol Leaders to ensure that each patrol is prepared for campout: has patrol bucket, water jugs, tents, tarps, food, etc.	_____
24.	Get all Scout medical forms from the Troop Secretary.	_____
25.	Create a list of late arrivals and early departures.	_____
26.	Create Troop Roster to submit to the Campmaster at the site.	_____
27.	Prepare / Create Troop Duty Roster for campout.	_____

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Day of Campout / At Campsite

#	Item	Completion Date
28.	Take attendance.	_____
29.	Post and follow campout schedule and Duty Rosters, taking notes on any problems or issues.	_____
30.	Leverage Patrol leaders to gather their patrols.	_____
31.	At takedown of campsite, make sure that Troop equipment that needs cleaning is distributed. Remind Scouts and adults that Patrol and Troop equipment should be cleaned and returned to closet at following Troop meeting, with the Troop Quartermaster checking it in.	_____

After Campout

#	Item	Completion Date
32.	Communicate with Troop Quartermaster to ensure that all equipment is returned.	_____
33.	Submit Attendance report to the Troop Scoutmaster and the Troop Advancement Chair.	_____
34.	Evaluate how the campout went, noting both positive and negative points below.	_____
35.	Discuss evaluation with Troop Scoutmaster and Troop SPL within 2 weeks.	_____

