

Troop 221 Outdoor Activity Planning List for Event: \_\_\_\_\_ / / \_\_\_\_\_

€ Check archives, and review reports from similar prior activities.

Goals and objectives

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

€ Dates : \_\_\_\_\_ Alternative \_\_\_\_\_

Location: \_\_\_\_\_

Alternative: \_\_\_\_\_

Participation requirements

Age: \_\_\_\_\_

Rank: \_\_\_\_\_

Personal advancement plan for the activity

Skills:

CPR

Fireman chit

Other: \_\_\_\_\_

Swimmer

Tot'n' chip

Fees: \_\_\_\_\_

Adult Leader Training requirements (Safe Swim, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ (#) Adult Leaders Committed to Attend (see activity plan to determine minimum acceptable number)

Adult Leaders List attached

The current list of registered vehicles/drivers is kept by a member of the troop committee.

The Scoutmaster has a copy of this list in his campout binder.

Map and directions attached

Permission Slip put into Scout folders

Tour Permit filed and returned, in possession of SM

Activity plan

Roll call lists

Vehicle list, adequate to accommodate all people and equipment

Duty Roster

Menu

Finances

Budget

Fiscal Report

Count down

Initiate plan

Activity plan for a weekend campout: : \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

rules for each event  
 equipment and supplies  
 organizational considerations  
     overall rules  
     contingencies  
 Menu  
     draft chain of command  
 schedule of events  
     muster (to assemble, as troops, for a roll call)  
     depart  
     travel  
     Arrival  
         Check-in with camp office  
         check out camp site  
         arrange camp site  
         unpack and set up troop gear  
         unpack and set up personal gear  
         Snack, review of general plan with troop  
         PLC to review detailed plans and assignments  
     Morning ceremony  
     Breakfast  
     Morning activities  
     lunch  
     afternoon activities  
     supper  
     evening ceremony  
         review plans with troop for evening and next morning  
         PLC fine tune plans  
     Campfire  
     Morning Ceremony  
     Pack personal gear  
     Breakfast  
     pack troop gear  
     muster  
     leave for home  
     PLC discussion on ride home - debriefing  
     unpack and assign troop gear









Troop 221

: \_\_\_\_\_

Meal Planning for event: \_\_\_/\_\_\_/\_\_\_

Date	Meal	Dairy	Protein	Grain	Fruit	Vegetable
___/___/___	Evening Snack					
___/___/___	Breakfast					
___/___/___	Lunch					
___/___/___	Between meals snack					
___/___/___	Supper					
___/___/___	Evening Snack					
___/___/___	Breakfast					















Troop 221 Outdoors Activity: : \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

<b>Driver:</b>
<b>License #:</b>
Occupants

<b>Driver:</b>
<b>License #:</b>
Occupants

<b>Driver:</b>
<b>License #:</b>
Occupants

<b>Driver:</b>
<b>License #:</b>
Occupants

<b>Driver:</b>
<b>License #:</b>
Occupants

<b>Driver:</b>
<b>License #:</b>
Occupants





Troop 221 Activity Fiscal Report

Activity: \_\_\_\_\_

\_\_\_\_/\_\_\_\_/\_\_\_\_

**BUDGET**

INCOME

Attendance fees	
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EXPENSES

Campsite	
Food/supplies	
Fees	
Fuel (\$0.15/ mile/driver)	
Other	
<b>TOTAL EXPENSES</b>	

<b>NET GAIN OR LOSS</b>	
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**REAL**

INCOME

Attendance fees	
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EXPENSES

Campsite	
Food/supplies	
Fees	
Fuel (\$10/100 miles/driver)	
Other	
<b>TOTAL EXPENSES</b>	

<b>NET GAIN OR LOSS</b>	
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Did the troop match or beat budget? \_\_\_\_\_

If not, why not?

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\$.15 per mile for long trips

## Troop 221 Post Outdoor Activity Debriefing

Activity: \_\_\_\_\_ : \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

- 1) What goals were met?
  - a) How?
  - b) By whom?
  
- 2) What goals were not met?
  - a) By whom?
  - b) Why?
  
- 3) Were equipment needs generally met?
  - a) What equipment was missing at the start?
    - i) Why?
    - b) What equipment needs to be repaired or replaced?
      - i) Has it been reported appropriately?
    - c) What equipment was missing after pack up?
      - i) Why?
      - ii) Was it reported appropriately?
  
- 4) Were there any safety problems?
  - a) Actual injuries?
  
  - b) Near misses?
  
- 5) Were there any discipline problems?
  - a) Describe them:
  
- 6) Were advancement items listed on attendance roster?    Y    N    If not, why not?
- 7) General narrative and comments:

8) Suggestions for future activities:

## Troop 221 Scoutmaster's/Leader's Outdoors Activity Final Check List

**Activity:** : \_\_\_\_\_ / \_\_\_\_/\_\_\_\_

**SPL has planning book**

**Tour Permit**

**Maps**

**Permission Slips**

**Medical forms**

**Vehicle list**

**Master Check list**

**Duty Roster**

**Call Roll**

**Medication forms**

**Assign Vehicles and Buddies**

**Review travel plan with drivers**

**Initiate plan!**

Count down

mark those who present to muster ready and qualified to attend

Print working roll-call and vehicle occupant lists

One master list for SPL and one for SM

group lists for acting PL's and drivers

Final Briefing

Chain of command for event

Review of rules for trip to camp

Medications, if any, to SM

Vehicle assignments

Go over rules and directions with drivers

Return to credit union

Call parents

Unload, check and stow equipment

Tents and Tarps assigned

Extra food and supplies disposed of or stored

Medications returned