**Camp Out Check List**

* Get a scout on board to be the Scout Leader
* Ensure the camp out has a date set by the Committee

**LOCATION**

* Set camp out activity
* Determine the primary activity and alternate activities at the locations and availability
* Select the best location with the scout and communicate that to the Scoutmaster for inclusion on the master calendar and on the Troop calendar; if dates need to move, then please communicate to the Troop and the Webmaster

**BUDGET**

* Determine cost of the primary activity plus any alternate activities
* Estimate transportation costs:
	+ Calculate mileage departing and returning to Good Shepherd
	+ If needed, use $1 more per gallon on fuel costs just to give yourself some slack
	+ use 10 MPG average to account for the tow vehicle if hauling a trailer; if no trailer, use 16 MPG
	+ Estimate any toll costs and vehicle entry costs
	+ Divide the transportation cost by 4 scouts per vehicle
* Use $15 for food
* Add in the cost for overnight accommodations
* Remember to add in costs for firewood, parking, special treats at Mother-Son, etc
* If needed, add in $5 misc budget per scout
* All adults pay for activities
* Scoutmasters are not charged for food or camping

**LOGISTICS**

* Get reservations for the desired location and dates; get a check from the Treasurer if needed or do a personal payment and then seek reimbursement from the Treasurer
* Remember to use our tax exempt status to remove any taxes if possible
* Go through the agenda with the scout lead for any choices to be made
* Set the agenda and activities and budget and return location (Good Shepherd if Sunday after 1 PM return or use the Sec of State office for Sunday AM return)
* Create the Trip Permission slip using the current template and the budget spreadsheet and send out to all\_scoutmasters@ for review and input
* After alignment, send the permission slip to Damian to put on the Troop website in Forms and then send a note to the Troop (all@) with a link to the permission slip and highlighting the suspense date plus any cancellation information that is high priority (where we incur expense if the scout cancels – typically, we settle any reimbursement after the camp out when we figure out expenses to see if we can reimburse if we incur costs)
* Create the Camp Out Roster form
* Have the scout leader do the announcements at the Troop meetings
* Meal planning:
	+ start 2 weeks out from camp out date if scouts are cooking food
	+ ask patrols to use food stored in the large trailer for their meal plans
	+ get meal planning and duty roster forms from the scoutmaster or from the website and give to patrol leaders
	+ ensure patrols are getting menus and duty rosters signed off by a scoutmaster and then communicated to all\_scoutmasters@
	+ ensure the food purchaser is identified and verifies they will follow the Troop allergen and reimbursement policy – mark the food purchasers on the Camp Out Roster Form
* Send out a reminder note to the Troop, sometimes you may need to include a list of those who have signed up/for whom you have a permission slip
* Create a Tour and Activity Plan on my.scouting.org
* Send out the roster to all\_scoutmasters indicating who is attending 2-3 days prior to departure
* Ensure you have the health forms and Tour and Activity Plan in the Troop Travel Binder; review the Camp Out Roster Form for any scouts with health indications
* Prepare maps and routes with designated rally points if needed and capture driver information (cell phone, car make, insurance, etc) for first time drivers
* Ensure you have someone who can tow the trailer if needed for the trip
* Send a note to the drivers to ensure they tank up prior to departure and to keep receipts for all expenses for reimbursement; indicate the drivers on the Camp Out Roster Form

**DEPARTURE**

* Bring copies of the Camp Out Roster forms for the SPL and each driver
* You can create a group text for the drivers and send out links to a route in Mapquest or send out the addresses for the rally points and final destinations
* If towing the trailer, arrive early to get the trailer and move to the front of the church; consider having all vehicles travelling to park in one row and others to park elsewhere to simplify getting scouts into vehicles
* Check food supplies as they come in for allergens and quantities and ice.
* Have the SPL take attendance
* Ensure the Quartermaster or designated rep is handling the loading of the trailer or vehicles
* Prior to departure, ensure the SPL has a positive head count for each scout who is in attendance and in a vehicle.

**RETURN**

* Prior to departure from the location, consolidate coolers and dry good boxes. Put dry goods that can be reused in a separate container and any goods that we want to send home in other containers
* Consider doing a get together to offer a travel prayer by the Chaplain’s Aide or to share thoughts on the camp out (Roses and Thorns)
* One scout per tent should be signed up to take a tent home; ensure that scout takes the tent home with them
* Some parents may want to drive back directly if they can – only allow them if you have seat capacity to take the other scouts and ensure they don’t have other scouts’ equipment in their car; ensure they also grab their tent if they are signed up to take one home
* Have scouts call their parents when 30-45 minutes out
* When arriving back, have scouts unload the trailer and that is complete before dismissing them; do not allow scouts to just leave while there is work to be done
* Ensure coolers and dry good boxes are emptied of anything that may perish or was opened; use cardboard or dry good box lids to keep coolers open to dry out
* Ensure water coolers and water jugs are stored without the lids on them
* Return the trailer and put the lock back on it

**FOLLOW UPS**

* After return, send a completed Camp Out Roster Form to the Treasurer (Treasurer@) and Advancements (Advancements@) with the attendance, number of nights camped and who need to be reimbursed
* Send the list of scouts who have signed out tents to the adult and scout quartermasters
* Turn in the checks and payments to the Treasurer
* Send out any thoughts on the camp out to all\_scoutmasters@ so we can use it for planning
* At the next Troop meeting during announcements, either you or the scoutmaster should ask scouts what they thought about the camp out, what they liked, and if they would want to do it again.