

Troop 1011 Event Planning Time Line

Event Planning Time Line

SPL - Senior Patrol Leader, **PL** - Patrol Leader, **SM** - Scoutmaster, **ASM** - Assistant Scoutmaster, **QM** - Quartermaster, **PLC** - Patrol Leaders Council

3 months prior to event: SPL prepares a draft event plan under the supervision of the SM and presents to PLs at PLC meeting. SPL instructs the PLs to work out the details in patrol meetings. PLs are to bring signup sheet, patrol roster, duty roster, menu and grocery shopping lists, equipment request form and written descriptions of patrol activities (if requested) to next PLC meeting. SM provides copy of draft plan to committee at next committee meeting as a heads up. **The PL is to provide an event sign-up sheet at his patrol meetings. If a scout is in not in attendance, it is the PLs responsibility to contact him prior to the next PLC meeting to see if he is planning to attend the event unless other arrangements have been made with SM or SPL.**

2 months prior to event: PLs bring written documents (described above) to PLC meeting and provide to SPL. SPL reviews documents during meeting and approves or provides suggested changes on the spot. SPL gives copy of rosters to SM who will distribute to Treasure. **Treasure to start collecting money for trip from scouts and adults.**

1 month prior to event: Prior to PLC meeting, SPL will show a "final" plan to SM. SM reviews and provides suggestions as needed. SPL then brings several copies of final plan to PLC meeting and provides one copy to each PL, SM and to staff (Quartermaster, scribe, historian, etc). SM then provides copies to Outdoor chair person, ASMs, and the committee. **All money must be turned into treasurer. Any person signed up but not paid by this time will not be able to go on the trip unless they have made other arrangements with SM or treasurer.**

1 week prior to event: PL makes reminder call downs to his patrol to give time and meeting location. SPL follows up with PL to make sure this is done. SM to get all necessary forms from committee for event, ie; medical forms, permission slips, tour permit, ect....

Day of Event: PLs meet with each scout in their patrol and verifies they have brought the proper personal gear with them for the trip, ie: jacket, rain gear, ect... PL and patrol meet with QM to get requested equipment. SPL and SM review with the PLs above items before departing on trip..

Note - At no time should a scout collect any money for a trip - All money is to be handled by the adult leadership of the troop. There will be no sign up sheets at troop meetings. Sign ups for all events will be done through the PL.

Troop 1011 Event Planning Worksheet

Date of trip _____

Destination/Location of trip _____

Purpose of trip _____

Rank requirements or Merit badges to be worked on _____

Estimated cost per person including food, transportation \$ _____
and lodging _____

Departure/Return Location _____

Departure Date and Time _____

Return Date and Time _____

Is special equipment required for trip? **Yes / No** _____ **What Kind?** _____

What needs to be done	Scout responsible	Date Due / Completed	Initials
Draft event plan	SPL/SM	/	
Notify Committee of upcoming trip	SM	/	
Put out and collect sign up sheet at patrol meetings	PL	/	
Fill out Patrol roster	PL	/	
Fill out Duty roster	PL	/	
Fill out Menu and Shopping list	PL	/	
Fill out equipment request form	PL	/	
Finalize Scouts/Adults going on trip with SPL	PL	/	
Provided completed rosters to treasurer	SPL	/	
Collect money for trip from scouts and adults	Treasurer	/	
Review paperwork to PL	SPL	/	
Review and give completed paperwork to SPL	PL	/	
Finalize trip plan with Scoutmaster	SPL	/	
Give a copy completed paperwork to staff, ie, PLs Quatermaster, ect..	SPL	/	
Collect finalized paperwork from SPL	SM	/	
Turn-in completed paperwork to Outdoor Chair	SM	/	
Provide a copy of completed paperwork to Committee	SM	/	

Paperwork turned into Outdoor Chair to include the following forms - Trip Planning Guide, Signup sheet, Patrol/Troop roster, Duty roster, Menu and Shopping list and Equipment request form.

Event: _____

Troop 1011 - Event Sign Up Sheet

Patrol _____

	Name	Rank	Phone	Scout	Adult	Paid
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Patrol _____

Troop 1011 Patrol/Troop Roster

Scouts

	Name	Phone Number	Emergency Contact	Position for Campout
1				PL
2				APL
3				Quatermaster
4				Grubmaster
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Adults

	Name	Phone Number	Emergency Contact	
1				POC
2				
3				
4				
5				

Patrol _____

Troop 1011 Duty Roster

Friday Night

Cracker Barrel

Cook	KP	Fire Warden	Camp Site Cleanup	Collect/Cut Firewood

Saturday

Breakfast

Cook	KP	Fire Warden	Camp Site Cleanup	Collect/Cut Firewood

Lunch

Cook	KP	Fire Warden	Camp Site Cleanup	Collect/Cut Firewood

Dinner

Cook	KP	Fire Warden	Camp Site Cleanup	Collect/Cut Firewood

Sunday

Breakfast

Cook	KP	Fire Warden	Camp Site Cleanup	Collect/Cut Firewood

Patrol _____

Troop 1011 Menu and Shopping List

of Scouts Attending _____

Total Budget \$ _____

Friday Night

Dinner		Cracker Barrel	
Food		Food	
Drink		Drink	

Saturday

Breakfast		Lunch	
Food		Food	
Drink		Drink	

Dinner		Desert	
Food		Food	
Drink		Drink	

Sunday

Breakfast		Lunch	
Food		Food	
Drink		Drink	

Approved by: _____

Patrol _____

Troop 1011 Menu and Shopping List

Shopping List

[illegible]

Patrol _____

Troop 1011 Equipment Request Form

Date Need _____

Requested by _____

Item	Need	Taken	Returned
One man Tent(s)			
Two Man Tent(s)			
Four Man Tent(s)			
Cooking Stove(s)			
Lantern(s)			
Fuel Bottle(s)			
Funnel			
Cook Kit(s)			
Dutch Oven(s)			
Camp Table			
Water Jug(s)			
Wash Tub(s)			
Dining Fly with poles			
Tarp			
Cooler			
Shovel			
Rake			
Hatchet			
Axe			
Saw			
Propane			
Bundle(s) of Rope			
Sleeping Bag			
Washboard			
Dry Bag			
Blue Tub			

[illegible]

I acknowledge all equipment was checked, complete and in good working condition when received/returned.

Date Taken

Date Returned

Quartermaster _____

Quartermaster _____

Scout

Scout