

Outdoor Activities Checklist

I. Contact Outdoor Activities Coordinator to fill out permits (do this early)

_____ Email
(Date)

_____ Voice mail
(Date)

II. Pre-event planning

_____ Sign up sheet with cost information and signup deadline

_____ Signup sheet made available and announcement made
(Date)

_____ Confirm tour/activity permits with activities coordinator

_____ Make facility/event reservations if needed

_____ Name of contact person in charge of event or location

_____ Contact's phone number

_____ Contact's email

_____ Date of correspondence

_____ Assign grub master (checklist available online)

remember budget is \$3.50 per person per meal and \$1 per person cracker barrel

remember your leaders in the count

Grub master checklist can be found on "forms" page on website

_____ Assign quartermaster (checklist available online)

_____ Make or assign patrol duty roster

Additional notes: _____

III. Leaders and Transportation (_____ Total Count)

Secure Leaders (make sure you have enough with necessary training for event)

_____	_____
_____	_____
_____	_____

Secure drivers/how many seats in each car

_____ / _____	_____ / _____
_____ / _____	_____ / _____

Driver towing equipment if necessary _____

IV. Itinerary/Logistics

Departure Time _____ Arrival time _____ Rest stops _____

Clean up and departure time _____ Arrival time at church _____

Activities planned _____

Rainy day plan/Plan B _____

V. Communications

1-2 weeks before event do followup emails and confirm details with:

_____ Health form coordinator (currently Mrs. Horning) with names of attendees
(Date)

_____ Grub master
(Date)

_____ Quartermaster
(Date)

_____ Leaders and drivers for event
(Date)

_____ Confirm reservations at event location if necessary
(Date)

_____ Review planned activity list and secure all necessary items
(Date)

_____ Make sure patrol duty assignments and schedule is ready to be posted at site
(Date)

(Date) _____ Activities coordinator to confirm above checklist is complete; also let coordinator know who is responsible for each area

2-3 days before event

_____ Send out an email to everyone attending event with:
date/time of departure
reminder to wear class A uniform
any additional details (money for rest stops, patrol duty list, special supplies, etc.)
personal gear list (Scout Handbook, 11th edition, pg 224)

Additional Notes

