



## Trip Planning Checklist

Trip Name

Location

Departure Date

Departure Time

Return Date

Return Time

Scout coordinator

*Done*

- |                         |                          |                                                                                          |
|-------------------------|--------------------------|------------------------------------------------------------------------------------------|
| One month or more prior | <input type="checkbox"/> | Advise Patrol Advisor of event                                                           |
|                         | <input type="checkbox"/> | Add to Scoutbook calendar with RSVP option, set reminders                                |
|                         | <input type="checkbox"/> | Establish cost per person                                                                |
|                         | <input type="checkbox"/> | Email Troop about the event and promote at meetings                                      |
|                         | <input type="checkbox"/> | Make reservations, obtain permits, etc.                                                  |
|                         | <input type="checkbox"/> | Begin collecting money to pay for reservations, permits, etc.                            |
| 4 weeks prior           | <input type="checkbox"/> | Send out reminder emails, Scoutbook reminders, event flyer and promote event at meetings |
|                         | <input type="checkbox"/> | Work with Troop Treasurer to collect outstanding money for event                         |
| 3 weeks prior           | <input type="checkbox"/> | Update Scouts at meetings and promote event. Give full detail of event                   |
| 2 weeks prior           | <input type="checkbox"/> | Last call for event. Use Scoutbook reminders and advise Scouts at meetings               |

- 2 weeks prior (cont'd)
- Determine number of drivers needed and coordinate with Patrol Advisor to secure drivers
  - Work with SPL to set up patrols for event
  - Set meal plan for event and secure Grubmasters. Set date/time to shop for food
  - Equipment checks, including Troop trailer equipment
- 1 week prior
- Email detailed itinerary to all attendees. Included equipment needed, money to bring, special instructions, etc.
  - Confirm driver list and availability
  - Confirm with Troop Treasurer that all money has been collected.
  - Send reminder email to all attendees reminding them of meeting time, location, uniform and special instructions
- 2 days prior
- Print out RSVP list from Scoutbook as well as permission slips (if necessary)
  - Check weather and update attendees of any changes
  - Email driving directions and special instructions to all drivers and Scoutmaster
  - Confirm with Patrol Advisor of any last-minute problems
- Day of Event
- Bring RSVP list to verify everyone is there prior to departure
  - Permission slips, fire permit, and/or any other necessary paperwork (hotel reservations, permits, tickets, contract, etc.)
  - Contact information for any venues, restaurants, campsites, etc. that may be needed during the trip
  - Copies of driving directions

Prior to Departure

- Meet with all adult leaders and go over last-minute details and instructions (driving route, radio frequency, planned stops/side trips, etc.)
- Do head count and check off all attendees on RSVP list
- Advise Patrol Advisor when Troop is clear to depart