



## How to Plan a Trip or Event

Planning a trip or event does not have to be hard. Don't try to re-invent the wheel each time. Use notes from previous trips and talk to older Scouts who have planned a trip to get pointers on how to make it easier. Also, if a similar trip has been done in previous years, find out who organized it and talk to them. Remember to answer the important questions, who, what, when, where and why.

**Who** is this trip for? All Scouts, older/younger Scouts only, only certain ranks, is this a Scout only event or are families included?

**What** kind of trip is this – camping, hiking, recruiting event, combo event (multiple reasons), day trip vs, overnighter

**When** – when is the trip, how long and when do the Scouts need to RSVP

**Where** – where are we going, any side trips or options

**Why** – are advancement or merit badge requirements being met, other Scouting skills, recruiting, overall training, just for fun.

**TIME** - Remember that events take time to plan. While a simple local trip could be planned in a week, camping trips need to be planned more than a month in advance and larger campouts like summer camp and rafting trips need to be planned 9 months or more out.

These factors can considerably add to the planning time for events.

Campsite or other reservations – many campsites (especially in more popular camping areas) usually book six months in advance. Local campsites can fill up to four months ahead.

Permits – hiking/camping/other permits can take more time than you think. You will need to reach out to the permit issuer to determine their lead time for permits. This can be months in advance or as short as a week.

Tickets – If the event needs tickets, factor in the cost and when the tickets need to be purchased. You will need to back up that deadline to confirm how many Scouts are coming and collect these fees from the Scouts prior to purchasing tickets.

RSVP – If you need to RSVP for an event, factor in the lead time to gather RSVPs from the Troop to confirm the number of people you are bringing. Many times, you cannot add additional people after the RSVP deadline.

**COST** – While some events are free, most cost money. Many of the fees need to be paid prior to the actual trip. Schedule fee collection to give you enough time to get the fees paid for the event. Estimate the cost of the event keeping these items in mind:

- Event Fees - Tickets - Admission to the event and other fees associated with the event.
- Tip – For guided trips or other service-related items, a tip may be customary. Factor 10% - 20% (i.e., rafting guides, tour guides, skills instructors)
- Lodging Fees - Campsite, hotels, etc. need to be paid in advance of the event. Find out when these fees need to be paid and how much up front. Some require a deposit and others require full payment when booked.
- Travel - Mileage -Determine mileage fees based on round trip mileage from First Lutheran to the event and back. Mileage is paid at 26 cents per mile.
- Parking/Entrance fees – Do the locations we are going charge for parking/entrance fees? Do drivers have passes for these venues? How much does it cost to park or for entry?
- Transportation – If we need alternative transportation as part of the trip (i.e., We need to take a shuttle, bus, boat, etc.), find out the exact cost of this so it can be added to the trip costs.
- Meals - As a general rule of thumb, for campouts we charge \$5 per meal, per Scout. Adult leaders do not pay this fee as they purchase/cook their own meals on campouts. If you are planning a stop at a sit-down restaurant for a group meal, figure \$20 per meal. You will need to coordinate this stop with the restaurant well in advance of the trip. If you are planning to stop for fast food on the way to or from the event, Scouts need to be told to bring extra meal money. This money should not be included in the calculation of the trip expenses.

Fee payments should be coordinated with your Patrol Advisor AND the Troop Treasurer prior to the due date. You should advise your Patrol Advisor and the Troop Treasurer of these costs as soon as you confirm the amounts.

### **Coordinating The Trip**

Your Patrol Advisor should be the adult leader who assists you in coordinating this event. Make sure you advise him of the trip and planning information well in advance. If he is not going to be available for this event, he will assign you another advisor.

Advertise your trip to the Scouts and families. Consider making a flyer for the trip you can hand out at meetings and/or email to the Scouts/families. Talk about your event at every Troop meeting to get the Scouts excited about it.

Work with your Patrol Advisor to add the event to the Scoutbook calendar. Make sure to include RSVP option and add multiple reminders to be sent out, including one prior the deadline to RSVP. Once the deadline to RSVP is over, delete all Scouts/adults who are not planning on attending from the invitee list on Scoutbook, so they no longer receive automated update emails on the event from Scoutbook.

Coordinate with your Patrol Advisor to determine the number of adult leaders and/or drivers needed for the event to make sure you have enough.

Work with your SPL to make sure meeting time is set aside for meal planning at least two weeks before the event. Grubmasters should be chosen/assigned at this meal planning session as well as determining when food shopping will be done.

One week prior to the event, confirm with the Troop Treasurer to make sure all money has been collected. He/she can send out reminders to Scout families that have not paid to make sure they pay.

Send reminder emails (or updated Scoutbook event reminders) to all participants to let them know when and where to meet, what equipment to bring and what to wear (Class A or Class B).

Print out RSVP list from Scoutbook at one night prior to the event along with any permission slips (if necessary). You will use the RSVP list to verify everyone is there prior to departure.