

PATROL GUIDELINES FOR ORGANIZING A TROOP OUTING/ACTIVITY

Each activity planned by Troop 365 has the same basic components:

- a. Announcement, usually with permission slip
- b. Rough Cost estimate to figure out how much to charge
- c. Tour permit
- d. Program activity
- e. Name roster
- f. Summary report for archiving

ANNOUNCEMENT

The announcement typically has a description of the activity. A verbal announcement should be made at a troop meeting at least 2 weeks before the event is scheduled. A written form with a detailed description of the activity should be available at the time the event is announced to the troop. The description in the written announcement should be attractive and exciting, thereby encouraging scouts to plan to come.

Items included in the description should be:

- a. Location and planned activity
- b. Date and expected time for leaving and returning
- c. Approximate cost per individual
- d. Important items to bring

PERMISSION AND PARENTAL CONSENT FORM

This follows strict guidelines and is usually the same for all troop activities. A general form is expected to be put on the troop website, but see Mr. Meyer for help.

COST ESTIMATE

Each patrol should think about what the event will cost the troop. Include costs for gas for the bus or private vans, camping fees, food, patches, and any other supplies. Try to determine how many scouts will participate and divide this number into the total cost to come up with a cost per scout figure.

TOUR PERMIT

This is a BSA requirement. Forms are available from the scout office on Rt. 161. A form will be given to each patrol when it is their turn to plan an event. See Mr. Meyer for help in filling out the form.

IMPORTANT: When completed with all signatures, the form must be registered at the scout office on Rt. 161 at least one week before the scheduled event. Mr. Meyer can help with this.

ACTIVITY PROGRAM

The patrol planning the activity should put together a rough program of what is going to happen on the trip.

This plan should include things like:

- a. Approximate times to get to the camp/activity site
- b. Mode of transportation: will we use the bus or go in private vans?
- c. Times for reveille and lights-out
- d. Patrol activities or contests and times
- e. Duty rosters
- f. Meals and suggested recipes
- g. Skills training offered for advancement

TROOP MEDICAL FORMS

Make sure the troop packet of medical forms always accompanies the group leaving on the activity!

NAME ROSTER

A list should be kept which shows the names of anyone that has signed up for the event. This list can be from sign-ups at troop meetings, as well as have all names of scouts who have handed in their permission slips AND HAVE PAID THE FEE.

SUMMARY REPORT FOR ARCHIVING

A final list of all scouts participating is compiled and handed in to the scoutmaster for record keeping.