

Monthly Scout Trip Planning

Troop 1 generally tries to go on a camping/activity trip once a month, pretty much year round. There is a lot of effort involved in planning and executing these trips, but by distributing the work over several people, we try to keep it from being too demanding on any one person or set of people. This is where you, as parents, can help out a great deal.

The planning starts with the monthly Patrol Leadership Council (PLC) meetings. At these meetings, the Patrol Leaders from each patrol, as well as the Senior Patrol Leader (SPL), Assistant SPLs, Scout Master, and Assistant Scout Masters discuss what events the Troop should undertake in the coming months and how the planning for those events is going.

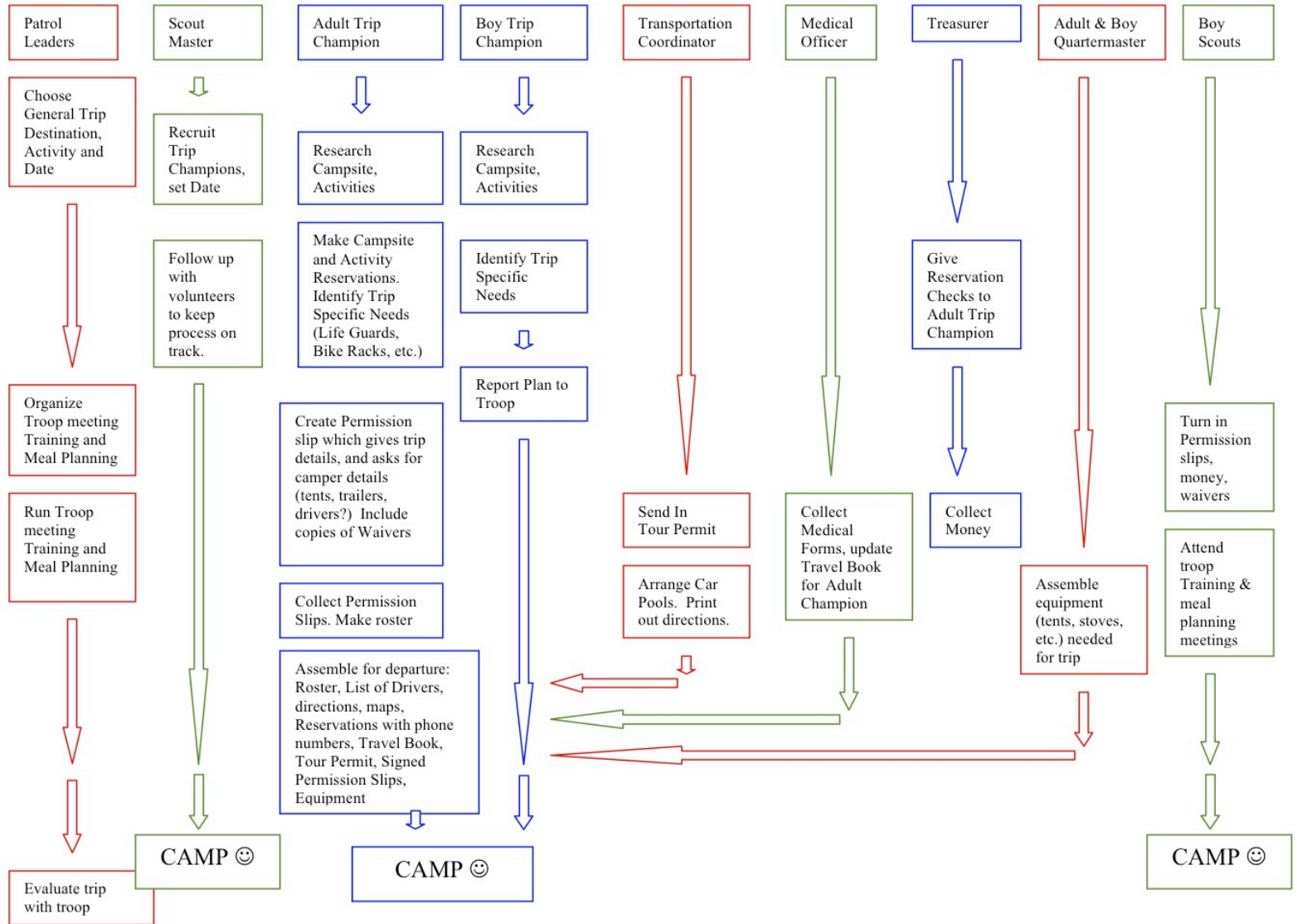
Once the activities are selected, Trip Champions for each event are sought. Trip Champions are a Scout and adult pair that coordinate and plan the trip. They might not even be people going on the particular trip. Often the Adult Champion may be the parent of the Scout Champion, but not necessarily. The task of the Trip Champion pair is to pull the pieces together, let the Scouts and their parents know what's going to happen, and provide the Adult Leaders who are going on the trip with the information they need to supervise the trip.

Usually, one Scout either volunteers or is asked to serve as Champion for each trip. A large part of Scouting is leadership training. Learning what is involved in conducting a canoeing / camping trip (for example) is a great way to practice the skills needed for making good decisions, fostering teamwork, and accepting responsibility. The job of the scout champion is mainly to communicate to the Troop what the trip is, what the Scouts might expect to do, and what will be expected from them. According to age and ability, they can also help with planning logistics.

The Trip Planning Process

The flow chart on the next page shows all the activities involved in preparing for a trip. As you can see from the complexity of the flowchart, planning is essential, and so deadlines are necessary and should be adhered to. We try to be flexible and work with Scouts as we all have encountered unexpected circumstances; however, waiting until the last minute to make commitments makes planning and executing these trips far harder than it should be. Getting these forms and payment submitted in a timely manner will make planning the trip much easier on those involved.

Boy Scout Camp Out Planning



Roles of the Trip Champion

1. Make campsite and activity arrangements

Trip Champions contact the intended campsite and make arrangements for the Troop to stay there. There are numerous resources available for locating campsites, and the Troop Adult Leadership will gladly work with the Champions to contact and book a campsite. The Trip Champions also contact the intended activity organization (canoe rental, museum, whatever) and book the activity for the planned date.

2. Create a permission slip

Information needs to be compiled for distribution to the Troop. We have templates for permission slips that can be modified for the particulars of a trip. Information about the activity (hiking, orienteering, skiing, etc.) and camping particulars (tent camping, cabin camping, weather concerns) that parents and Scouts will need to prepare for the trip needs to be gathered and communicated along with the permission slips. Deadlines for submitting permission slips, payments, etc. need to be established.

3. Along with Adult Leaders, collect forms and money

After the information packets with permission slips are distributed (usually through Google groups email), the various forms that need to be turned in should be completed and submitted back to the Troop. The adult Champion can serve as a contact point, collecting the permission slips, the payment, and any other specific forms (some trips require waivers, if medical information needs updating, revised medical forms will need to be submitted, etc.), but any of the Adult Leaders can collect forms, etc. and make sure they get to the right people.

4. Compile and distribute a trip roster

The Trip Champions compile a list of planned adult and scout attendees (trip roster), and hold onto the permission slips. These slips will need to go with the Troop on the trip. They then forward this roster to the Treasurer (to reconcile payment) and to the Transportation Captain. They will also provide the roster of attendees to the Trip Leaders who go on the trip.

5. Ask the Transportation Captain to get a Tour Permit, driving directions, and arrange drivers

6. Along with Adult Leaders, give updated medical forms to the Medical Officer

If there are any updates to medical information, the Medical Officer should receive an updated medical form, which will be used to update the Traveling Medical Form Book.

7. Give necessary information to the Adult leaders

- Roster of attendees (both Scouts and adults)
- Signed permission slips
- List of drivers and maps
- Tour Permit
- Campsite contact information
- Activity contact information

Role of the Transportation Captain

The Transportation Captain uses this information to carry out their duties. First, they file a Tour Permit Application with the Knox Trail Council for the Troop to go on the trip. The Council will then approve the permit and return it to the Troop. This permit must be carried by the Trip Leaders on the trip. The Transportation Captain also arranges drivers for the trip, and works up driving directions and maps. They then provide the list of drivers to the Trip Champions and the trip leaders.

Role of the Registrar

The Registrar will produce an updated emergency contact list for the trip leaders to take. This list is prepared from the information in TroopMaster.

Role of the Medical Officer

The Medical Officer prepares an updated medical insurance list for the trip leaders to take.

Role of the Scoutmasters After the Trip

The Scoutmaster / trip leader provides the trip roster to the Troopmaster Overseer and updated medical information to the Medical Officer. A copy of the trip roster is also provided to the Treasurer to reconcile payments.

Role of anyone purchasing items for the trip (site deposits, equipment, supplies, etc.)

Forward receipts to Treasurer in a timely manner so that trip net cost can be calculated.

Current Troop Contacts re: Trips
3/1/2010

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Transportation Captain:

Russ Lang	russlang@charter.net (508) 393-4498 (H) (774) 258-2050 (C)
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Treasurer:

Wes Church	weschurch@charter.net (508) 393-1742 (H) (508) 843-6524 (C)
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Medical Officer:

Kim Conte	jon.conte@prudential.com (508) 981-9726 (H/C)
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Registrar:

Mark Hecker	markbh@verizon.net (508) 393-7785 (H) (508) 397-7276 (C)
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Trip Champions Checklist

- _____ Make activity arrangements
- _____ Make campsite arrangements
- _____ Submit reservation paperwork, as needed
- _____ Request campsite or activity deposit from Treasurer and submit, as needed
- _____ Create and distribute permission slip to Troop
- _____ Along with adult leaders, collect completed permission slips, necessary forms, and money
- _____ Compile adult and scout trip roster
- _____ Give copy of trip roster to Treasurer
- _____ Give copy of trip roster to Transportation Captain and request a tour permit, driving directions/maps, and driver list
- _____ Make final adjustments to driver list
- _____ Request a check for final campsite or activity payment from Treasurer
- _____ Make sure adult leaders have:
 - _____ Adult and scout trip roster
 - _____ Signed permission slips
 - _____ List of drivers and maps
 - _____ Campsite contact information
 - _____ Activity contact information
 - _____ Any Troop checks for campsite and/or activity