

# Troop 411

## Outing Leader Check List

\*Completed at  
(#) of months  
prior to outing.

**Outing Leader is:** \_\_\_\_\_ **2<sup>nd</sup> in charge:** \_\_\_\_\_  
**3<sup>rd</sup> in charge:** \_\_\_\_\_

**What:** \_\_\_\_\_

**Where:** \_\_\_\_\_

**Activity Level:**     \_\_\_\_\_ **Easy**     \_\_\_\_\_ **Moderate**     \_\_\_\_\_ **Strenuous**

**Open to:**     \_\_\_\_\_ **High adventure**     \_\_\_\_\_ **All Troop Members**     \_\_\_\_\_ **X Patrol**

6-12 months \_\_\_\_\_

**When:** From: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Thru: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

*ASAP estimate number of scouts attending outing and make reservations. Note: Reservations sometimes need to be made up to a full year in advance. Facilities fill fast and time must never be wasted making reservations. Plan ahead!*

**Cost:** \$ \_\_\_\_\_ **Payment Due by:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Includes:** \_\_\_\_\_ **Camp Fees** \_\_\_\_\_ **Meals** \_\_\_\_\_ **Activities**

**Transportation:** \_\_\_\_\_ **Will be furnished** \_\_\_\_\_ **Provide your own** \_\_\_\_\_ **Drivers needed**  
*Ask drivers only for number of scouts they can transport in their vehicle. This should not include their own son(s).*

**Food:**     \_\_\_\_\_ **Provided by patrol**                             \_\_\_\_\_ **Provided by event staff**  
                  \_\_\_\_\_ **Bring money for Friday meal**                     \_\_\_\_\_ **Bring money for Sunday meal**

4-5 months \_\_\_\_\_

**Planned activities/advancement opportunities:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

45 days \_\_\_\_\_

**Advise SPL if time will / will not be needed during a regular troop meeting for merit badge prep or teaching of required outing specific skills prior to outing.**

30 days \_\_\_\_\_

**Prepare and issue permission slips.** *\*See sample permission slip for guidance.*

30 days \_\_\_\_\_

**Recruit an Adult Grub-Master.**

14 days \_\_\_\_\_

**Permission slips are due in at scout house.**

14 days \_\_\_\_\_

**Verify quartermaster will be available on campout Prep night.**

14 days \_\_\_\_\_

**Verify Chaplains aide is going on campout and prepared for scouts own.**  
*If chaplain's aide is not attending campout he is responsible for assigning this duty to someone else and notifying outing leader who is Chaplains aid during outing.*

14-10 days \_\_\_\_\_

**File tour permit with council.** *Available in forms section of troop 411 Leader guidance manual.*

10 days \_\_\_\_\_

**Start a driver and available seat count so verification can be made that required transportation is available.**

10 days \_\_\_\_\_

**Verify Troop Trailer and Tow vehicle will be available if needed.**

5 days \_\_\_\_\_

**Have Maps and driving directions available for all drivers.**

Note to Outing Leader:

If guidance is needed from another experienced leader when planning an outing ask ASAP and during regular scout meetings, phone or email. At Leaders Meetings; outings and above topics should be briefly (5 Min. or less) reported on only and are not for open discussion and/or planning of above topics.