



Boy Scout Troop 524

Adult/Scout in Charge Planning Guide

Activity Name: _____ Adult _____ Scout _____

*See Planning Guide Notes found in the Camp Binder for more detailed instructions.

Blue: Scout in Charge WHEN	Red: Adult in Charge WHAT	Purple: Adult & Scout in Charge	Green: Adult OR Scout in Charge WHO
1. 4 Months	Assign an Adult in charge/Scout in charge. Give Camp Binder to adult leader.		<i>Activity Chair</i>
2. 4 Months	Review this Guide and divide tasks. Review Camp Binder and the enclosed Planning Guide Notes. (Forms and other information to help with the Planning process can also be found and edited on our Troop Website at www.3rivers/troop524/troop-forms Feel free to contact the Activity Chair with questions or problems as needed.*		<i>Adult & Scout</i>
3. 4 Months	Get input from Patrol Leader's Council on theme/activities.*		<i>Adult & Scout</i>
4. 3 Months	Decide on theme/activities. Check troop's calendar for conflicts. Determine potential for Advancement opportunities.*		<i>Adult & Scout</i>
5. 3 Months	Determine availability of location (if Northern Star Camp, go to link on our Website.) Make reservation with deposit if needed to hold the site.*		<i>Adult</i>
6. 3 Months	Estimate cost based on assumed number of participants.*		
7. 3 Months	Prepare information flyer with permission slip attached. Set deadline 3-4 weeks before activity. Submit to Scoutmaster for approval.*		<i>Adult & Scout</i>
8. 2 Months	Send all information to the Troop 524 Webmaster to put on the website at gopherfan@q.com		<i>Adult</i>
9) 2 Months	Put out a sign-up sheet and distribute Flyer/Permission slip to all registered Troop members. Make it clear that no scout is "signed-up" without a signed Permission slip AND payment. (To be collected before camp.)*		<i>Adult or Scout</i>
10) 3-4 Weeks	Deadline, collect permission slips. Assess Adults and Scouts.*		<i>Adult & Scout</i>
11) 3-4 Weeks	Publish list of participants going, notify those who need updated forms.*		<i>Adult</i>
12) 3-4 Weeks	Fax Tour Permit to council office, a 3 week minimum, take returned permit to Camp.*		
13) 2-3 Weeks	Have Patrols and Adults plan their meals.*		<i>All Participants</i>
14) 2-3 Weeks	Contact quartermaster to checkout necessary equipment.*		<i>Adult</i>
15) 2-3 Weeks	Confirm reservation, prepare Camp Binder.*		
16) 1 Week	Go over attendance, assign boys to cars, and make duty roster if needed.*		<i>Scout</i>
17) Day of Trip	Verify all necessary troop equipment is packed, drivers are given cell phone numbers and paired up.*		<i>Adult</i>
18) During Trip	Take Pictures, send those with signed Release Forms to the Webmaster at gopherfan@q.com		<i>Historian/Adult or Scout</i>
19) End of Trip	Clean the site, make sure all equipment is cleaned and put back, Make sure all Scouts have a ride back and everyone is accounted for.		<i>All Participants Adult & Scout</i>
20) After Trip	If camping trip or service project, give list of Scouts to Advancement Chair Please fill out Assessment Form and give, with Camp Binder to Activity Chair		<i>Adult Adult & Scout</i>