

# Troop 220

## ASM Event/Campout Checklist

- Determine possible event, agenda, date and time. Usually done at annual planner, however, if patrols/troop want to do other events these can be added upon approval.
- Decide Leader and Assistant. Leader must have adult leader training.
- Go to committee and get event and date approved.
- Have a permission slip filled out with vital information such as time, date, cost, things scouts should bring to the outing. Where and what time to leave for event? The Leader and emergency contact person.
- Ask an adult to be the emergency contact person (only for campouts). That emergency person needs to be available to be contacted during the entire campout by telephone in case of emergency. This person needs a list of the scouts attending the campout, their phone numbers, the phone number of the campout and directions to the campout.
- Each patrol collects fees and gives them to the Leader/designee of the event/campout. Collect the permission slips and money from scouts and ASM's.
- Add up the number of scouts/ASM's who are going. Must have two adult leaders.
- Are there enough drivers for scouts/equipment? Check permission slips, it asks if scouts need transportation or can transportation be provided and for how many.
- Disperse money needed to buy food to each patrol. Patrols buy their food unless otherwise indicated.
- Give camping/event fee (determined on the permission slips ex: \$10/scout/ASM) to Treasurer.

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- Ideally file tour permit at the council service center 2 weeks prior to event. Get Committee Chairpersons signature. Leader signs, must have read and have in possession "The Guide to Safe Scouting". If there is no permit then it is not a scouting event and is not covered by the council's insurance.
- The Leader must have permission slips for all scouts attending event.
- Get the books which contain the consent to treat forms. Consents and Class 1 physical must be updated yearly.
- Gather First Aid box for the campout.
- Each patrol needs to gather tents, lanterns, tarps, coolers and other equipment needed. Most of equipment is in the bin or trailer.
- Upon return from event/campout give Advancement Chair a list of scouts who attended and # of nights camped.
- Return consent to treat books.
- Retain permission slips/Tour Permits.