This document is to be completed by the scout lead for the event with advise and counsel from the adult lead. Some information can be filled in straight away such as the general trip information. Other information may be provided to us if there is an event organizer. However, the remainder of the plan is an iterative process. Some aspects of the plan will need to be reviewed and revised as new information is available and new decisions are made. The scout lead should meet weekly for 10-15 minutes prior to the start of the regular troop meeting with the adult lead in the weeks and months ahead of the event.

**General Trip Information**

**Overview**

|  |  |
| --- | --- |
| When |  |
| Where |  |
| Theme |  |
| Scout Lead |  |
| Scout Lead Contact Info |  |
| Scout Quartermaster |  |
| Scout QM Contact Info |  |
| Adult Lead |  |
| Adult Lead Contact Info |  |

**Departure and Return**

|  |  |
| --- | --- |
| **Departure Location** |  |
| **Departure Time** |  |
| **Return Location** |  |
| **Est. Return Time** |  |

**Goals**

|  |
| --- |
| *What is the goal of the trip? What does a successful campout look like (results)?* |

**Registration**

|  |
| --- |
| *Is there anything that may restrict the number of scout/leaders who can attend or any additional age, skill, rank or any other requirement that must be satisfied in order to attend?**Is there a deadline for submitting registration to the event organizer (such as a council or district event)?* |

**Training & Special Personnel**

|  |
| --- |
| ***List any leader or scout led training that may need to take place prior to the trip. For example, for a trip with a theme of rifle shooting, who will be the range master? Be sure to list who will contact this person and by when.*** |

**Camp Ground Information**

|  |  |  |
| --- | --- | --- |
|  | **Friday** | **Saturday** |
| **Campground Location (***Camp name, park name, etc.***)** |  |  |
| **Campground website** |  |  |
| **Nearest city or town** |  |  |
| **Specific camp site #’s, names, etc.** |  |  |
| **Restroom type (***Flush, pit, cat hole, etc.***)** |  |  |
| **Potable water?****(***If potable water is not available be sure to include how you will get water.***)** |  |  |
| **Shower Facilities?** |  |  |
| **Hammocks allowed?** |  |  |
| **Other** |  |  |

**Expected Temperatures**

Use the monthly forecasts at [Weather.com](http://www.weather.com/) for historical averages if forecasting more than 1 month out

|  |  |  |
| --- | --- | --- |
| Day | High | Low |
| Friday |  |  |
| Saturday |  |  |
| Sunday |  |  |

**Transportation**

|  |
| --- |
| ***Are there any special transportation needs, such as hauling canoes, limiting parking space at the event site, fording of streams, etc.?*** |

**Meal Planning**

**Meals**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Day | Meal | Notes/Theme | Group | Patrol | Individual |
| Friday | Dinner |  |  |  |  |
| Saturday | Breakfast |  |  |  |  |
| Lunch |  |  |  |  |
| Dinner |  |  |  |  |
| Sunday | Breakfast |  |  |  |  |
| Lunch |  |  |  |  |
| Dinner |  |  |  |  |

*Place an X to indicate the type of meal (group, patrol, individual)*

|  |
| --- |
| **Additional Notes** |
| ***Are there any special considerations for meals this trip? For example, if the troop is holding a cooking competition be sure to include the theme if any, who will judge, what will be the prize if any.******Are there any concerns for meal planning such as limited time for preparation due to the schedule for the day?*** |

**Equipment**

Please list the equipment needs for this trip that are in addition to personal gear. Additionally, please make note of any special individual gear Scouts may need to bring, that’s not listed in our typical camping supplies list.

|  |  |
| --- | --- |
| Bringing Troop Trailer?  |  |
| **Bringing Patrol Boxes?**  |  |
| ***Are there any special equipment needs, such as canoes & PFD’s, climbing gear, astronomy gear, GPS devices, poles for lashing, etc.? Be as specific as you can be including quantities per scout or per patrol. Also be sure to include who is responsible for bringing the gear, who will contact this person, etc.*** |

**Agenda**

Even if the agenda or program is provided by the event organizer, begin to fill in as much detail as you can for the table below. This may be important when it comes to meal planning, coordinating drivers or the time allotted for troop or patrol activities outside of the organizer’s agenda.

|  |
| --- |
| Friday |
| Time | **Activity** | **Notes** |
| 4-5pm |  |  |
| 5-6pm |  |  |
| 6-7pm |  |  |
| 7-8pm |  |  |
| 8-9pm |  |  |
| 9-10pm |  |  |
| 10-11pm |  |  |
| 11-12am |  |  |

|  |
| --- |
| Saturday |
| Time | **Activity** | **Notes** |
| 5am |  |  |
| 5-6am |  |  |
| 6-7am |  |  |
| 7-8am |  |  |
| 8-9am |  |  |
| 9-10am |  |  |
| 10-11am |  |  |
| 11-12pm |  |  |
| 12-1pm |  |  |
| 1-2pm |  |  |
| 2-3pm |  |  |
| 3-4pm |  |  |
| 4-5pm |  |  |
| 5-6pm |  |  |
| 6-7pm |  |  |
| 7-8pm |  |  |
| 8-9pm |  |  |
| 9-10pm |  |  |
| 10-11pm |  |  |
| 11-12am |  |  |

|  |
| --- |
| Sunday |
| Time | **Activity** | **Notes** |
| 5am |  |  |
| 5-6am |  |  |
| 6-7am |  |  |
| 7-8am |  |  |
| 8-9am |  |  |
| 9-10am |  |  |
| 10-11am |  |  |
| 11-12pm |  |  |
| 12-1pm |  |  |
| 1-2pm |  |  |
| 2-3pm |  |  |