

Trip Leader's Checklist Troop 467

This checklist can assist Troop 467 Trip Leaders and Scouts in planning outings. This checklist is intended as a guide and may need to be changed or augmented depending upon the type of trip.

Adult Leaders: Name: _____ Cell# _____
 Name: _____ Cell# _____
 Name: _____ Cell# _____
 Name: _____ Cell# _____

Itinerary

Destination: _____

Trip Dates: ___/___/___ through ___/___/___

Depart from: _____

Departure time: _____ Approximate commute time: _____

Return to: _____

Arrival time: _____

Planned route: _____

Administration

Tour Permit

Insurance information available for all drivers

Name of BSA registered adult(s) who have taken "Youth Protection Training":

Name of BSA registered adult(s) who have taken "Planning and Preparing for Hazardous Weather" training

(Other certifications may be required depending upon the type of trip. See the Tour Permit for further information.)

Permits (camping, etc)

Parental releases if necessary

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- Additional/special Insurance requirements
- Local licenses and fees
- Fees collected from scouts
- Local requirements or restrictions

Transportation

Drive#1: _____ Cell# _____

Drive#2: _____ Cell# _____

Drive#3: _____ Cell# _____

Drive#4: _____ Cell# _____

Equipment hauled by: _____

Reimbursement for gas: _____

Rental Agreements: _____

Maps to and from: _____

Location reservations: _____

Special gear needed: _____

Planned stops/scout \$\$ needed: _____

Food

Menu planned: _____

Who buys food: _____

Equipment needed: _____

Patrol duty roster: _____

Food storage: _____

Sanitation

Drinking water: _____

Dishwashing: _____

Human waste: _____

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Garbage disposal: _____

Safety

- Copies of scout medical forms available for all Scouts
- Trip Permission/Medical Release forms available for all Scouts
- First aid kit

Nearest medical facility/local phone #: _____

Nearest town: _____

Ranger contact/local phone #: _____

Local Emergency #: _____

Hiking route plan left with adult in Atlanta: _____

First aid provider in group: _____

Gear

Personal/Notice sent to scouts: _____

Patrol: _____

Troop: _____

Program

Planned program: _____

Short term: _____

Long term: _____

Special equipment needed for program: _____

Rain plan: _____

Patrol assignments: _____

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