

## 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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