



# Troop 67 Outdoor Program Trip Leader Checklist

## 1. Administration

- Tour Permits
  - Permission Slips
  - Camp Reservations
  - Camp Roster
  - Trip Accounting Record
- 

## 2. Leadership

*Adults Attending:*

_____	_____
_____	_____
_____	_____
_____	_____

- Adult Quartermaster Assigned
  - Adult Grubmaster Assigned
- 

## 3. Transportation

*Drivers Assigned:*

_____	_____
_____	_____
_____	_____
_____	_____

*Equipment Transportation Assigned:*

_____	_____
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#### **4. Location**

- Driving Directions
  - Access to Site \_\_\_\_\_
  - Water Proximity \_\_\_\_\_
  - Fire Ring Policy \_\_\_\_\_
- 

#### **5. Equipment**

- Troop Gear
  - Program Equipment
  - First-Aid Kit
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#### **6. Grub**

- Menu's Planned
  - Charcoal/Propane
  - Duty Roster's Completed
- 

#### **7. Program**

- Program Planned
  - Special Program Equipment
- 

#### **8. All the Rest....**

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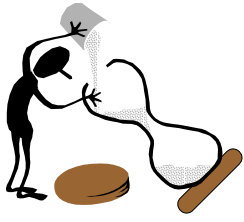
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# Trip Planning Timeline of Events



Required Task	Responsibility	Timeline
Permission Slips Handed Out	Trip Scribe	4 Weeks Prior
Permission Slips Returned by Scouts	Trip Scribe	2 Weeks Prior
Tour Permit Filed	Trip Scribe	2 Weeks Prior
Camp Menu's Planned	Trip Grubmaster	2 Weeks Prior
Grocery Shopping Completed	Trip Grubmaster	1 Week Prior
Outing Equipment Inventoried and Pulled	Trip Quartermaster	1 Week Prior
Duty Roster Completed	Trip Leader	1 Week Prior
Trip Accounting Record Completed	Trip Leader	1 Week Post