

		Troop 323
		Campout Coordinator Checklist
	Date	1 Month Out (or longer if needed)
		Contact Scoutmaster and Senior Patrol Leader for the activity. Agree on roles, responsibilities, and timelines.
		Three Weeks Out
		Attend PLC and obtain planned activities and equipment required for campout.
		Assist in identification and completion of any special permits required for activities in coordination with Scoutmaster and SPL.
		In accordance with the Guide to Safe Scouting, ensure participation of properly trained adults for activities planned.
		Two Weeks Out
		Verify Tour Permit has been submitted by Committee Trip Coordinator
		Finalize Roster of Scouts and Adult Leaders participating in coordination with SPL and Troop Treasurer.
		Obtain Trip Notebook from Scoutmaster and ensure all trip participants have current Medical Forms on file. Notify XXX of any discrepancies.
		Identify adult drivers and sufficient vehicles to transport all participants and equipment including Scout trailer.
		Update Troop Committee, Scoutmaster and PLC on activity plans and provide list of participants
		One Week Out
		Obtain Tour Permit and Campsite reservation form(if required) from Committee Trip Coordinator
		Complete transportation plan (drivers, planned stops, cell phone list, route maps for all drivers – Mapquest.com, Google maps etc.)
		Ensure Troop Trip Book has all necessary permits, current health forms and roster for planned activities
		Update Troop Committee, Scoutmaster and PLC on activity plans
		Day of Departure
		Crosscheck roll call, permission slips, and personal health forms with Scoutmaster and Senior Patrol Leader
		Ensure each driver has directions / maps, cell phone numbers, and copy of Troop phone roster.
		Check in Troop at the destination site or activity
		No later than One Week after
		Submit list of participants to Scoutmaster, SPL and Troop Treasurer
		Return Troop Trip Book to Scoutmaster