

BSA Troop 63 Event planning kit

This is a kit of forms to help you successfully plan and execute an event or outing.

Event title_____

Scout lead_____

Adult Planning lead_____

Adult lead_____

adult must have appropriate training for event.

Adult two deep_____

Age/Rank Minimum:_____

Departure Location_____

Departure Date and Time_____

Return Location_____

Return Date and Time_____

Sign up due date and time_____

Number of youth attending_____ /10 number of adults needed_____

Costs of the event_____

Description of the event_____

BSA Troop 63 Event Planning Check List

Forms:

- | Complete | Due Date | Description |
|--------------------------|--------------------------------|--|
| <input type="checkbox"/> | ___ / ___ / ___ (NOW!!!) | Event Planning Check List (this sheet) |
| <input type="checkbox"/> | ___ / ___ / ___ (30 days) | These documents need to be completed. |
| <input type="checkbox"/> | ___ / ___ / ___ (30 days) | List of what the scouts need to pack: |
| <input type="checkbox"/> | ___ / ___ / ___ (30 days) | Sign up sheet with any payments including meals and Miles |
| | | . List of Adults minimum 1 adult for every 10 youth drivers (make sure you have enough) |
| | | Payment = number of meals _____ x \$4 = _____ per person |
| | | Payment for any activities \$ _____ |
| | | Miles to be traveled if over 30 miles ___ * \$0.03 per mile = \$ _____ per person |
| | | How many meals on the road will need money \$ _____ |
| <input type="checkbox"/> | ___ / ___ / ___ (30 days) | map and directions to an from event location for drivers |
| <input type="checkbox"/> | ___ / ___ / ___ (30 days) | Announcement email |
| <input type="checkbox"/> | ___ / ___ / ___ (30 days) | Itinerary with each overnight accommodation. |
| <input type="checkbox"/> | ___ / ___ / ___ (14 days) | BSA Tour activity Plan |
| <input type="checkbox"/> | ___ / ___ / ___ (16 days) | Reminder email |
| <input type="checkbox"/> | ___ / ___ / ___ (14 days) | permission slips http://www.scouting.org/filestore/pdf/19-673.pdf |
| <input type="checkbox"/> | ___ / ___ / ___ (14 days) | medical forms and Checked for Completeness. |
| <input type="checkbox"/> | ___ / ___ / ___ (14 days) | patrols:(one for each patrol) |
| <input type="checkbox"/> | ___ / ___ / ___ (14 days) | Week Camping trip Menu |
| <input type="checkbox"/> | ___ / ___ / ___ (14 days) | patrol quartermaster/grubmaster |
| <input type="checkbox"/> | ___ / ___ / ___ (14 days) | quartermaster equipment request form |
| <input type="checkbox"/> | ___ / ___ / ___ (8 days) | Reminder email |
| <input type="checkbox"/> | ___ / ___ / ___ (1 days) | Reminder email |
| <input type="checkbox"/> | ___ / ___ / ___ (7 days after) | ACTIVITY REPORT turned in. |
| <input type="checkbox"/> | ___ / ___ / ___ (7 days after) | ACTIVITY REPORT OF SURPLUS FUNDS turned in . |

BSA Troop 63 Event Sign up Sheet

Troop Outing: _____ Destination: _____

Departure: _____ Return: _____

Scout(s) Planning this Outing: _____

Food Cost _____ Fuel Cost Per Scout: _____ Due By: _____

Permission Paid	Youth/Adult Slip.	Name	Email or Phone	Parent/Adult to Drive
<input type="checkbox"/>	<input type="checkbox"/>	Y/A _____	_____	Y/N
<input type="checkbox"/>	<input type="checkbox"/>	Y/A _____	_____	Y/N
<input type="checkbox"/>	<input type="checkbox"/>	Y/A _____	_____	Y/N
<input type="checkbox"/>	<input type="checkbox"/>	Y/A _____	_____	Y/N
<input type="checkbox"/>	<input type="checkbox"/>	Y/A _____	_____	Y/N
<input type="checkbox"/>	<input type="checkbox"/>	Y/A _____	_____	Y/N
<input type="checkbox"/>	<input type="checkbox"/>	Y/A _____	_____	Y/N
<input type="checkbox"/>	<input type="checkbox"/>	Y/A _____	_____	Y/N
<input type="checkbox"/>	<input type="checkbox"/>	Y/A _____	_____	Y/N
<input type="checkbox"/>	<input type="checkbox"/>	Y/A _____	_____	Y/N
<input type="checkbox"/>	<input type="checkbox"/>	Y/A _____	_____	Y/N
<input type="checkbox"/>	<input type="checkbox"/>	Y/A _____	_____	Y/N
<input type="checkbox"/>	<input type="checkbox"/>	Y/A _____	_____	Y/N
<input type="checkbox"/>	<input type="checkbox"/>	Y/A _____	_____	Y/N
<input type="checkbox"/>	<input type="checkbox"/>	Y/A _____	_____	Y/N
<input type="checkbox"/>	<input type="checkbox"/>	Y/A _____	_____	Y/N
<input type="checkbox"/>	<input type="checkbox"/>	Y/A _____	_____	Y/N
<input type="checkbox"/>	<input type="checkbox"/>	Y/A _____	_____	Y/N

Please remember it is your responsibility to return telephone calls or emails from the scout(s) organizing this outing. Everybody's cooperation could lead to more outings being planned.

Patrol Weekend Camping Duty Roster

Patrol: **Camping Trip:** _____

Responsibilities:

Cook	Assistant Cook	Cleanup #1	Cleanup #2
Prepare meals and clean stove.	Assist cook as needed and boil water for washing dishes and supervise cleanup	Wash dishes and clean up patrol box.	Clean up patrol area, dispose of trash and refill water container.

Friday Campsite Set Up: All Patrol Members

Saturday Breakfast:

Cook	Assistant Cook	Cleanup #1	Cleanup #2

Saturday Lunch:

Cook	Assistant Cook	Cleanup #1	Cleanup #2

Saturday Dinner:

Cook	Assistant Cook	Cleanup #1	Cleanup #2

Sunday Breakfast:

Cook	Assistant Cook	Cleanup #1	Cleanup #2

Sunday Lunch:

Cook	Assistant Cook	Cleanup #1	Cleanup #2

Sunday Campsite Breakdown: All Patrol Members

Weekend Camping Trip Menu

Patrol: _____ **Camping Trip:** _____

Friday Night Crackerbarrel	Preparation Instructions
food: _____ food: _____ drink: _____	
Saturday Breakfast	
main: _____ side: _____ drink: _____ fruit: _____ extra: _____ extra: _____	
Saturday Lunch	Preparation Instructions
main: _____ side: _____ bread: _____ drink: _____ fruit: _____ extra: _____ extra: _____	
Saturday Dinner	
main: _____ side: _____ side: _____ bread: _____ drink: _____ fruit: _____ extra: _____ extra: _____	

Weekend Camping Trip Menu

Patrol: _____ **Camping Trip:** _____

Saturday Night Crackerbarrel	Preparation Instructions
food _____ food _____ drink _____	
Sunday Breakfast	
main: _____ side: _____ drink: _____ fruit: _____ extra: _____ extra: _____	
Sunday Lunch	Preparation Instructions
main: _____ side: _____ bread: _____ drink: _____ fruit: _____ extra: _____ extra: _____	
Other Notes:	

ACTIVITY REPORT

PATROL: _____

ACTIVITY: Camping ____ Bicycling ____ Back Packing ____ Hiking ____
Canoeing ____ Field Trip ____ Other _____
Service ____ For whom? _____

Where did the activity/service take place? _____

When did the activity/service take place? _____

How many hours, nights, miles, etc., were involved in the activity/service? _____

Who participated in the activity/service? _____

Signature of adult in charge

ACTIVITY REPORT FOR SURPLUS FUNDS

PATROL: _____

Amount of Money surplus from trip \$ _____

Who participated in the activity/service? _____

Signature of adult in charge