

## PATROL GUIDELINES FOR ORGANIZING A TROOP OUTING/ACTIVITY

Each activity planned by Troop 63 has the same basic components:

- a. Announcement, usually with permission form
- b. Rough Cost estimate to figure out how much to charge
- c. Program activity report
- e. Name roster
- f. Activity Report

### **ANNOUNCEMENT**

The announcement typically has a description of the activity. A verbal announcement should be made at a troop meeting at least 2 weeks before the event is scheduled. A written form with a detailed description of the activity should be available at the time the event is announced to the troop. The description in the written announcement should be attractive and exciting, thereby encouraging scouts to plan to come. Items included in the description should be:

- a. Location and planned activity
- b. Date and expected time for leaving and returning
- c. Approximate cost per individual
- d. Important items to bring

### **PERMISSION FORM and BSA HEALTH FORM**

This follows strict guidelines of the BSA and is usually the same for all troop activities. A Trip Permission form should be completed and turned into the Adult in charge (AIC) of the trip before or the day of the trip. Each person participating in the trip should also have a BSA health form turned into the (AIC) and a copy in their gear (kept in a small plastic bag). This is important in case of an emergency, it can be given to the emergency responders transporting the individual and used at the hospital to gather important information, including consent to treat.

### **COST ESTIMATE**

Each patrol should think about what the event will cost the troop. Include costs for transportation (gas/mileage), camping fees, food, activities and any other supplies. Try to determine how many scouts will participate and divide this number into the total cost to come up with a cost per scout figure.

### **ACTIVITY PROGRAM**

The patrol planning the activity should put together a rough program of what is going to happen on the trip. This plan should include things like:

- a. Approximate times to get to the camp/activity site
- b. Mode of transportation: Who will be driving, how many vehicles do we need to transport the participants and gear?
- c. Times for reveille and lights-out
- d. Patrol activities and times (mileage)
- e. Duty rosters
- f. Meals and suggested recipes
- g. Gear list (gear suggested for activities)
- h. Skills training offered for advancement

### **NAME ROSTER**

A list should be kept which shows the names of anyone that has signed up for the event. This list can be from sign-ups at troop meetings, as well as have all names of scouts who have handed in their permission forms.

### **ACTIVITY REPORT**

A final list of all scouts participating is compiled and submitted online to the Activity Report Group for record keeping and payment. The report includes type of event, location, time, participants, days, hours, mileage of event, cost of event (including gas, facility use, activity fees, meal cost, including who paid).