

T783 - Organizing an Outing

Trip: _____

Date: _____

Planner: _____

- ___ 1. Figure out where you want to go, what season is best, how much advanced planning is required (is a permit or reservation needed, etc.). Plan a backpack and car camp each month.
- ___ 2. Call Ranger, ask: if permit/reservation is required, is there a water source, can you use fire, are there pit toilets.
- ___ 3. Work with the troop's Event Coordinator to select dates for the trip and get a rough estimate of anticipated participation numbers. Also, if a similar trip has been done in previous years, find out who organized it and talk to them.
- ___ 4. Make arrangements to reserve camp sites, hiking permits, event tickets, etc as needed – get an adult's help with reservations, most will require a credit card. Usually, the trip organizer fronts the cost of any permits, etc. and requests reimbursement from the Troop Treasurer after the trip. If the trip involves an unusually large up-front payment you will need to coordinate with the Troop Treasurer.
- ___ 5. Estimate the total cost of the trip and cost per participant using this chart:

Event Fees		
	Tickets	Admission to events or other fees that are required for entrance
	Tip	Factor 10% to 20% tip for a guide or other individuals that provide a service as part of the event. In many situations, you may have to plan a tip for a group of people.
Lodging Fees		
	Campsite	Fees for a site used for camping or lodging. Take the fees and divide by the estimated number of scouts and adults that are going to use it. Permit costs if any should also be factored into the calculation
	Hotel	
	Permits	
Travel		
	Mileage	Estimate the gas to cost an average \$.26 per mile. Use google map to estimate the mileage from the beginning to end points. Typically, RHUMC is the beginning point. Double the mileage to include the return. As a rule of thumb, you can assume 4 passengers per automobile so divide that cost by 4 to get a cost per person.
	Parking	Parking and toll fees. Multiply the parking and tolls by the estimate number of cars and divide by 4 (estimated number of passengers per vehicle)
	Tolls	
	Transportation	Alternative transportation costs, such as bus. Divide the costs of the transportation by the number of riders
Meals		
	Breakfast	As a rule of thumb, assume \$5 per meal (Breakfast is usually cheaper, but dinner is usually more expensive). If you have a specific meal plan, you can adjust the costs accordingly. For example, if the Troop plans on having steak for dinner, the costs need to increase to reflect this. On many trips, fast food is planned on the trip there or on the return. Scouts are told to bring money for this meal and costs should not be included in the calculation
	Lunch	
	Dinner	
	Total Cost	

- ___ 6. Make sure the trip info is displayed on the troop web site (www.troop783.com). Optional: make a flyer and use email to advertise the trip to the troop.
- ___ 7. Make a sign-up sheet for the trip with the Location, Type of Trip, Date/Time, Cost and any other pertinent info. Attach the sign-up sheet to a large envelope or folder to collect permission slips and payments. Use these columns on the sign-up sheet: Name, Scout/Parent, Email, etc. On the sign-up sheet have a place for adults to indicate if they can drive and how many scouts they can take. You need to make sure that you have enough adults going to transport all of the scouts.
- ___ 8. Place sign-up sheet on the sign-up table at each troop meeting starting approx. 6 weeks before the outing. Remember to collect the sign-up sheet at the end of each meeting. Be sure to collect trip fees and permission slips as you go along. Ideally, trip signups should close 2 weeks before the outing.
- ___ 9. Decide if any activities will be done on the trip, plan the activities and get scouts to help with the activities.
- ___ 10. Determine who the Adult Trip Leader will be. Optimally, this will be one of the Asst. Scoutmasters or a parent with a lot of experience on troop outings. Determine who will be the trip SPL, if not you.
- ___ 11. Work with the Senior Patrol Leader (SPL) to make sure that troop meeting time is allotted for Meal Planning (and Backpack Training, if needed), 2 weeks before outing and Pack Checks the meeting before the outing, as needed. You will need to give a list of participants to the trip SPL sometime before the Meal Planning meeting so that he can form the patrols.
- ___ 12. Parents will form their own patrol for meal planning so give the Adult Leader the list of adults. Give the list of adults to the Youth Protection Champion so that he/she can verify recent completion of YPT.
- ___ 13. One week before, call Ranger, ask about weather, trails, fire conditions and can you use fire.
- ___ 14. In the week before the trip ensure that you have collected money and permission slips from all participants (adults and scouts). Make sure there are enough drivers. Make sure that all participants know when and where to meet for the departure. Remind all participants that they must wear the Class-B Uniform (troop orange t-shirt). Send out any other important trip information such as maps, trail maps, special items to bring, weather conditions, etc.
- ___ 15. Make up a cell phone list for all the drivers. Make copies of the driving directions for each driver. The Adult Leader should be given the permission slips which must be kept with the group at all times. Prepare a roster/patrol lists for check in/out. Have SPL prepare to talk to the scouts about the safety precautions for the trip.
- ___ 16. After the trip, submit a Troop Reimbursement Form with receipts to the treasurer for any out-of-pocket expenses. Inform the Participation and Service Hours, Nights and Miles, Advancement and Parent Participation of the names of scouts AND adults for recording credit.
- ___ 17. Review and document lessons learned. Provide the Webmaster with an electronic document that can be stored on the troop web site for future activity organizers.