Troop 59

Outdoor Planning Guide

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Outdoor Committee Chair

Troop 59

Marin Council

Last Updated September 10, 2016

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**Introduction**

A critical element of the Boy Scout Troop 59 mission is to provide activities that interest, educate, and further Scout rank advancement. Camping trips and other outings allow Scouts to lead and participate in activities that the Scouts themselves choose. These trips and outings often involve weeks or months – or sometimes even years of preparation and planning.

This planning guide is intended to assist both adult leaders and Scout leaders in the planning and execution of Troop 59 outings. Copies of this guide, checklist, and associated forms are available on the Troop 59 website at <http://www.troop59bsa.org/>

**Trip Leaders/Coordinators**

The Scouts, under the direction of their junior leadership and the Scoutmaster staff develop the annual Troop 59 program. This takes place during the “planning weekend”, typically held sometime between August and September. The Troop Committee has the responsibility to support and conduct the program and must approve it once the scouts have done their initial planning. Adult leaders are needed to help coordinate the details of the outings. Shortly after the scouts complete their annual program, adult leaders are asked to volunteer to attend, oversee and support the scout trip leaders for all the outings and activities for the upcoming year.

**The Patrol Method**

Troop 59 adheres to the patrol method of boys leading boys. Scouts learn valuable skills in the planning process while at the same time deciding what activities they want to do. The role of the adult leader is to oversee the coordination of trip details. The adult leader should follow the plan laid out by the scouts and involve the scouts as actively as possible.

It is critically important that the adult leader is mindful of the patrol method while coordinating trip details and during the trip. Adult leaders should step back and allow the scouts to run the activities, take over tasks and make decisions. The adult leader needs to work with the scout leadership as well as other adult volunteers to ensure a successful trip. Occasionally there will be inexperienced adult leaders or parents along on the outing who may need to be instructed and guided on the patrol method and it’s application.

**Campsite Location**

Some trips are to locations chosen by a party outside Troop 59, such as District or Council Camporees. In these instances, it is usually not necessary for Troop 59 to do anything to secure the site, other than to file the required paperwork with the event organizer. It may be necessary to request or lobby for a particular site if the troop has a preference.

Some trips are such that there is some flexibility in their location. These include trips involving backpacking, canoeing/kayaking, caving, rafting, or mountain biking. Choosing different locations provides some variety year to year. For these trips the adult leader(s) will need to work with the Program Chair, Patrol Leader’s Council, the SPL and his staff, and the Scoutmaster early in the planning process to identify the location options and to decide on the final location.

Once a location is decided upon, it’s important to reserve the campsite or otherwise arrange for use of the site. This may need to be arranged several months or even up to a year in advance. Refer to the Troop 59 trip-planning checklist for campsite logistics. Either the adult leader or (preferably) the SPL will need contact the campsite location and establish a contact at the site in addition to securing the reservation. If a deposit is required then the trip leader should obtain a check from the Scoutmaster or the Troop Committee Treasurer. The trip leader can also pay by personal credit card or check and then be reimbursed by the Troop Treasurer.

**Program Activities for Outings**

The scout leadership can determine a program theme at the time the schedule is developed or in subsequent meetings. The trip leaders working with the Scoutmaster, and the PLC may fine-tune the program activities as part of the trip preparation process. Incorporating work on one or more merit badge requirement(s) into the theme of the outing is highly recommended.

If the program activities are at the same location as the campsite then they can all be arranged with the same authorities. If the program activities are away from the campsite then they those arrangements must be made separately.

When the program involves skill type activities they should be developed, staged by, and led by scouts. In these instances the trip leaders(s) need to coordinate with the SPL and any other scout or scouts designated to lead program activities. This will involve working with the older scouts, Assistant Scoutmasters, or the troop leadership.

**Required Adult Level Training for Troop Outings**

Where swimming or boating is included in the program, Safe Swim Defense and/or Safety Afloat standards are to be followed. If climbing/rappelling is included, then Climb On Safely must be followed. At least one person must be trained in CPR from any recognized agency. At least one person must also be trained for Safety Afloat and Climb On when the activities involve boating or climbing. Effective for tours on January 1, 2009, ***at least one adult*** must have completed Planning and Preparing for Hazardous Weather training.

**Event Invitation in Scout Manager**

All events invitations should be created in Scout Manager (see page 16 for invitation template) <http://www.scoutmanager.com>

*The Outdoor Committee Chair should be informed of all events created in Scout Manager in order to review*. Scout Manger is not intuitive for some users therefor the adult leader in charge should review the attendance responses for duplicate entries. The RSVP date can be extended if circumstances require although is considered the last possible date to cancel and not be charged for the event. This should be made clear in the invitation.

**Costs/Fees**

All outings will include meals and cooking costs. The standard amount for a typical day of camping is ***$16.00 per person per da***y (breakfast - $4, lunch - $4, and dinner - $8). This amount applies to both scouts and adult participants. Patrol box fees will no longer be added. The patrol leader or the scout assigned to cook for the outing should prepare a meal plan, grocery shop, and save receipts. Reimbursement for expenses can be made with the Troop Treasurer.

Any additional participation fees should be explicitly defined and explained in the original event invitation.

**Reimbursements**

The preferred method for meal expense reimbursement is to scan or photograph the receipts and send via email to the troop Treasurer treasurer@troop59BSA.org.

The total amount and trip name should be in the subject and first line of the email. Be sure to copy the adult in charge and SPL.

In order to receive reimbursement, the troop requires the person submitting the receipts to include the meal budget calculation (Each meal x number of participants x meal allowance). The budget calculations can be included in a spreadsheet or simply written in the body of the email. How you arrived at the total amount must be clear. If the Treasurer is required to do calculations, payment may be delayed.

A copy of the receipts may also be given directly to the troop treasurer or sent by traditional mail if digital copies are not possible. Paper copies will also delay reimbursement. Digital is much preferred.

Specify the reimbursement method as either check or Paypal. Checks may take an extra week, Paypal reimbursement are much faster.

Reimbursements may not be used as credit to Scout or adult accounts.There may be other costs depending on the particulars of the outing. Any campsite fees, registration fees, or activities fees will be included in the fees paid by the participants. These fees should be collected with the permission forms with a check payable to Troop 59, BSA. Additional payments methods are available via the Troop 59 website: <http://www.troop59bsa.org/>

**Permission Forms**

A permission form is required for all outings. This form provides Troop 59 with parental permission for scouts to participate in the outing and authorizes Troop 59 adult leaders to make emergency medical decisions. It also provides the scout and family with important information regarding the trip. Sample permission forms are attached, and need to be adapted to create a permission form for the outing being planned.

**Tour Permit – Required by BSA**

BSA requires that for any trip, or event in which the unit travels from their usual meeting place and is located out of the geographic area of Marin County Council, or is more than 1 day in length (an overnight is included) must have a local tour permit on file (policy as of 1/1/2009). The Tour Permit provides the Marin Council with information about the outing – dates, locations, activities, trip leader(s), etc. – and provides a checklist to make sure each outing is in compliance with the Guide to Safe Scouting.

Using their BSA ID number, all current adult leaders are able to create a user ID and log into the national BSA website and create a tour permit.

<http://www.scouting.org/>

The Tour Permit should be submitted online at the above website address at least one month in advance of the outing to allow time for it to be reviewed, approved, and returned to the trip leader with the approval stamp and signature. The adult leader must carry the tour permit during the outing. Showing or submitting the tour permit may be required at check-in at some campsites, especially at BSA campsites or council camps.

If the trip is greater than 500 miles from home or for destinations outside of the United States, the Marin Council has to review and approve the trip. No different form is required.

For all outings, there ***must be******at least one adult*** with current Youth Protection Training certification. If there are water activities, there must be at least one adult leader with current Safe Swim Defense training certification, and if boating activities, there must be at least one adult leader with Safety Afloat training.

Effective for tours on January 1, 2009, at least one adult leader must have completed Planning and Preparing for Hazardous Weather training. Troop 59 also strongly encourages that all trips include at least one adult leader certified in CPR.

Trips to high adventure bases (like Philmont) or outings that involve high adventure require one and preferably ***two adults trained and certified in Wilderness First Aid****.*

**Medical Forms/Troop 59 Insurance Forms**

Troop 59 maintains a current BSA medical form and a Troop 59 medical insurance/information form for each member and requires that these forms be taken along on all outings. The Scoutmaster or Program Chair maintains these forms in a binder. The trip adult leader will need to confirm that forms for each participant are included in the binder and take it along on the outing.

**Dispensing of Medications on Outings**

Prescription Medication is a sensitive and potential health and safety issue for all persons attending an outing.

BSA Prescription Medication policy:

*“Taking prescription medication is the responsibility of the individual taking the medication and/or that individual's parent or guardian. A leader, after obtaining all the necessary information, can agree to accept the responsibility of making sure a youth takes the necessary medication at the appropriate time, but the BSA does not mandate or necessarily encourage the leader to do so. Standards and policies regarding administration of medication may be in place at BSA camps. If state laws are more limiting than camp policies, they must be followed. The AHMR also allows for a parent or guardian to authorize the administration of nonprescription medication to a youth by a camp health officer or unit leader, including any noted exceptions.”*

Troop 59 allows for a scout’s medications, including over-the-counter medications be held and administered by an adult leader, if the leader, parent, and scout agree.

The adult leader involved with managing scout’s medications needs to be aware of the confidential nature of medical information and should protect that confidentiality.

Any medications that a scout may need should be listed on the permission form and should be noted by the adult leader on the attached medicine dispensing form. Medications must be in their original prescription bottle with dosage instructions with the youths name printed on the bottle. In the case of asthma inhalers or Epi-pens when there is a risk of severe allergic reaction, the scout needs to carry the medications at all times.

**Trip Roster/Patrol Assignments**

Prior to final departure for the outing, the trip adult leader will need to produce a roster of all participants, both scouts and adults. The roster is available on Scout Manager (Scout Manger use will be covered in detail on page 15). The adult leader should bring along a printed version of the roster in order to record attendance.

No later than two weeks prior to the event, the SPL should provide the adult leader with patrol assignments for each scout, names of patrol leaders and assistant patrol leaders.

The SPL must also manage cooking assignments. Cooking and eating is done within each patrol. It is the reasonability of the SPL to coordinate and assign a scout within each patrol to act as the trip cook. Often a younger scout will need to fill this role in order to earn his cooking merit badge. It is also the responsibility of the SPL to make patrol cooks aware of any special meal or diet requirements a scout my have requested on his permission form or medical from. In either case it is the responsibility of the scout or his parents to inform the SPL of any special dietary requirements.

Adults attending the event will from their own patrol, cook, and eat on their own. The adult leader of the outing will coordinate grocery shopping, planning meals and cooking for the adult patrol.

The typical camping trip (when arriving Friday night) includes a fully cooked breakfast on Saturday morning, a “bag” lunch assembled by patrols either before the trip or Saturday morning, a fully cooked dinner on Saturday evening, and either a cold “getaway” breakfast (cold cereal, bagels, fruit, juice, etc.) or a “hot & quick” breakfast (oatmeal, cocoa, etc.) breakfast on Sunday morning.

In the case of an early Saturday morning departure to the event, participants will be asked to provide their own breakfast and the first patrol prepared meal will be Saturday lunch. Which meals will be prepared by patrols and which meals are the responsibilities of individual participants will be provide on the original trip invitation.

**Transportation Arrangements**

The adult leader organizing the event will coordinate transportation to and from the outing, and sometimes during the outing. The original invitation will ask that adult leaders and parents attending the event to respond to the trip organizer with the number of scouts they will be able to drive to and from the outing. It is the responsibility of the adult leader in coordination with the SPL organizing the event to confirm that there is a ride provided for each scout attending.

BSA guidelines require that there be a seatbelt for each occupant of the vehicle so the number of seats with seatbelts should be requested of each adult driver. If it looks as though the seats will be tight for one or both directions, the adult leader should arrange for a couple of adults to be on “on call” and ready to drive if needed.

Most trips depart and return from Four Corners (Bon Air Center) in Kentfield.

[https://www.google.com/maps/place/Subway/@37.9454983,-122.5244558,17z/data=!3m1!4b1!4m2!3m1!1s0x80859a6dcd2139e7:0xf1abc3f6646b402b](https://www.google.com/maps/place/Subway/%4037.9454983%2C-122.5244558%2C17z/data%3D%213m1%214b1%214m2%213m1%211s0x80859a6dcd2139e7%3A0xf1abc3f6646b402b)

Trips to Tamarancho or points west such as Point Reyes, may have a second meeting spot at Fairfax Market in Fairfax.

**Emergencies**

There may be times when a trip leader has to deal with emergency situations. As previously discussed, the medical forms and trip permission forms should provide emergency contact information for individual scouts. The following are some emergency situations trip leaders may encounter:

Injuries/Illness – For minor injuries – cuts, scrapes, minor illness – Each Troop 59 patrol box carries a fully stocked first aid kit for all outings. Additionally, a personal first aid kit is including in the packing list for all trips and outings. Each individual scout and adult leader is expected to pack a personal first aid kit on every trip and outing.

When it is not possible to carry the large troop first aid kit, such as backpacking, canoeing etc., it’s the responsibility of the adult leader to make sure that enough adults and scouts are carrying personal first aid kits so that any injury can be treated. There should be a sufficient number of kits of several people for several days. Items for group first aid like a SAM splint should be distributed among the participants to share the weight.

Injuries or illnesses that cannot be treated with first aid supplies should be brought to the attention of the medical personnel of the park or camp, and, if necessary taken to a local hospital or emergency medical facility. Two adult leaders must accompany the Scout, and the parents should be notified as soon as possible. Maps or directions to the nearest medical facility should be documented prior to the trip and copies provided to adult leaders.

Lost Campers – While the buddy system is emphasized, strictly adhered to, and head counts are regular part of all trips, leaders must be prepared to respond to a lost camper. In the even the a scout is missing or thought to be missing, the camp or park authorities should be notified so that the camp’s emergency procedures can be put in place.

In the event that the campsite is in a location where no such authorities are present then local law enforcement should be notified.

Natural Disasters – Most scout camps, and national, state, and local park will have established procedures in the event of a natural disaster. The adult leader should make sure and familiarize himself with these procedures prior to the outing and share the procedures with the other adult and scout leaders. Many natural disasters can be avoided if leaders have taken hazardous weather training and check the NOAA weather forecast before leaving.

Auto Accidents or Breakdowns – Troop 59 follows the BSA guidelines that prohibit convoys. However, traveling in buddy pairs is allowed and should be encouraged. Sharing cell phone information and traveling in buddy pairs will enable adult leaders to deal with emergencies such as breakdowns or accidents.

**Upon Arrival Back at Bon Air Shopping Center (or other departure spot)**

The SPL should take a roll call and insure that all drivers and scouts have returned safely. The SPL should review lost & found items at final assembly before dismissal. If an adult leader was in charge of medications he should return all unused medications and medication bottles to scout parents.

**Post-Trip Duties/Responsibilities**

After the outing, the trip leader(s) will need to follow up on a number of duties and responsibilities.

If the Scoutmaster was not present on the outing, The adult leader in charge should notify the Scoutmaster of any incidents or problems, medical emergencies, behavioral problems, etc., that may have occurred on the outing. The Scoutmaster needs to be appraised of all such incidents as soon as possible so that a response can be made to any calls from parents.

The trip SPL should update the trip roster showing the names of all the scouts who participated and the number of nights they spent on the outing. The adult trip leader should then confirm the roster and submit it to the Troop Program Chairman and Troop Advancement Coordinator. This is needed for tracking participation, for tracking total camping nights for Camping Merit Badge, and for determining Order of the Arrow eligibility.

The adult leader should complete the expense form and turn in all receipts, checks, and cash to the Troop Committee Treasurer.

A brief written summary of the event is not required but is nice to have. Contact information for campsites, outfitters, and any other facilities or services used during the outing may assist in future trips. The written summary can be provided to the Troop 59 Committee for review in order to improve future trip planning and execution.

**Trip Examples – Steps in the Process:**

*Trip Example 1 - Simple case, Angel Island*

Confirm reservation (6 months out, CA State Parks)

Invitation – Scout Manager (3 months in advance, 30 day reminder)

SPL Plan, activities, create Patrols, duty roster

BSA Tour Permit – Adult Leader responsibility (my.scouting.org)

*Trip Example 2 - Complex case, BSA High Adventure Bases; Philmont Scout Ranch, 50-mile hike*

Enter the Lottery (18 months out, apply direct with camp

Within two weeks give deposit (need head count, need two adult leaders)

Confirm Reservation, (18 months out) (lottery; Northern Tier 2017, Sea Base)

Invitation goes out 1 year in advance,

Training requirements for Adults and/or scouts throughout the year

Philmont

BSA Tour Permit

*Trip Example 3 – Most Complex, non-BSA High Adventure*

Begin plans 12-18 months out

Planning meetings; determine destination location, permit requirements, routs

 Any additional skills training required (Example; 50 mile float, hike)

Troop Required, minimum two adults

Wilderness and Remote First Aid Training

CPR training

Training requirements for Adults and/or scouts

Confirm reservations,

Invitation – Scout Manager

BSA Tour Permit

**Forms and Documents links:**

Trip Planning Checklist

Scout Manager Invitation Checklist

Permission Forms

## Troop 59 Outing Checklist

Outing Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Scout(s) Planning: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ASM Guide: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Activity Type (check all that apply):

[ ]  Day outing [ ]  Car Camping [ ]  Service Project

[ ]  Hiking [ ]  Water Activity [ ]  Backpacking

[ ]  Biking [ ]  Sightseeing [ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by SM: (signed by adult):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4 Months Before Outing: (Fill in the date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

[ ]  Re-confirm dates and develop a preliminary Outing Agenda for the event including proposed activities, advancement opportunities, venue & travel plan

[ ]  Review event information with 1) ASM Guide, 2) PLC, and 3) Troop Committee (if necessary), and make any needed modifications

[ ]  Budget needs reviewed and, if needed, fundraising amount needed, activity, date and leader set

[ ]  Interest Sheets or Permission Slips distributed and returned if numbers are needed for reservations

[ ]  Reservations secured by Outdoor Activity Chair

[ ]  Special permits/tickets attained or info gathered

[ ]  Appropriate Troop announcements made

[ ]  Provide Quartermaster with dates of event and general equipment needs

[ ]  Info communicated to ASM Guide

Completed: (signed by adult):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2 Months Before Outing: (Fill in Date): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

[ ]  Check that numbers attending is still accurate, or if not done previously, arrange distribution and collection of Permission Slip to Troop

[ ]  Verify availability of equipment (if required)

[ ]  Troop gear

[ ]  Patrol gear

[ ]  Personal gear list to Scouts

[ ]  Verify availability of adult attendees and drivers with Outdoor Activity Chair

[ ]  Obtain route maps, area/topographical maps, pamphlets, etc., as needed

[ ]  Appropriate Troop announcements made

[ ]  Info communicated to ASM Guide

Completed: (signed by adult):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by SM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1 month before Outing: (Fill in Date): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

[ ]  Menu Planning, including food shopping list

[ ]  Duty Rosters

[ ]  Outing Agenda (including departure and travel times, activities, skill challenges, etc)

[ ]  Identify and verify availability of extra equipment needed for activities

[ ]  Appropriate Troop announcements made

[ ]  Info communicated to ASM Guide

Completed: (signed by adult):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1-2 Weeks before Outing: (Fill in Date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

[ ]  Assign Scouts to drivers

[ ]  Driving maps and times printed for drivers

[ ]  Prepare Drivers List for each driver (passenger names and other drivers’ cell #s)

[ ]  Purchase food

[ ]  Pack Checks

[ ]  Troop binder

[ ]  Reminders to participants

[ ]  Tour Permit secured (complete online at least two weeks before outing)

[ ]  Check out equipment from Quartermaster and pack

[ ]  Appropriate Troop announcements made

[ ]  Prepare Outing Safety Talk

[ ]  Info communicated to ASM Guide

Completed: (signed by adult):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by SM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Departure for Outing: (Fill in Date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

[ ]  Confirm attendance

[ ]  Distribute Drivers Lists and maps

[ ]  Safety Talk

Completed: (signed by adult):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**At the Outing Venue:**

[ ]  Duty rosters distributed

[ ]  Buddy system reviewed and implemented

[ ]  Advise PLs of agenda for all days on day of arrival

[ ]  Keep notes of +’s and –‘s to review at Cracker Barrel

Completed: (signed by adult):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**By Troop Meeting After Outing: (Fill in Date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

[ ]  Complete Outing Evaluation & provide a copy to Advancement Chair

[ ]  Thank you notes written and sent

[ ]  Verify gear has been cleaned and returned

[ ]  Finalize bookkeeping, including submitting any receipts to Treasurer and filing all details

(maps, menus, budget details, evaluation forms, etc) related to this outing in Troop Outing Binder

[ ]  Info communicated to ASM

Quartermaster OK: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Completed: (signed by adult):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by SM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Troop 59

**Scout Manger - Event Invitation Template**

*Requirements:*

**Main Event tab**

To: *Troop 59 All Adults and Scouts*

Subject: *Event Name/Title*

Location: *Event Location*

Start time: *Departure time from meeting spot*

End time: *Time of return to pick up spot*

Time zone: *Pacific*

Event Owner: *ASM*

Repeats: *Add a Repeating Schedule*

**Options tab**

 Dues/Cost: *Total cost per participant*

 Email reminder: *30 days prior*

 2nd Email reminder: *20 days prior*

**RSVP tab**

 RSVP: Enable response for attendance – *check on*

 Max Responses: *if applicable*

 Response Cutoff Date: *as applicable, suggested two weeks*

**Coordinators tab**

 Event Coordinators: *SPL and ASM*

**Body of Invite**

 *Begin with an engaging event description.*

 *Summary of activities and or event theme*

 *Departure Location and Time*

 *Request Adult drivers needed – contact ASM*

 *Reminder of Medical Forms and Permission Slips*

 *Reminder to wear Class A while traveling*

*Meal schedule: meals participants are responsible for and meals that will be prepared as patrols.*

*Special Gear if required: (example; ski gear)*

*Pick-up location/estimated Time (may be different from departure location)*

*Contact information: SPL and ASM*

**Note:** *Make clear that participant cancelations after the RSVP date may be charged for all event fees and costs.*

### PARTICIPANT AGREEMENT, RELEASE, AND ACKNOWLEDGMENT OF RISK

Description and Date of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hereby agree to release, indemnify and discharge Boy Scout Troop 59 and the adult leaders and organizers of the Event referenced above, and other participating Boy Scouts and parents, on behalf of myself, my children, my parents, my heirs, assigns, personal representative and estate as follows:

1. I acknowledge that the Event entails known and unanticipated risks that could result in physical or emotional injury, paralysis, death, or damage to myself, to property, or to third parties. I understand that such risks simply cannot be eliminated without jeopardizing the essential qualities of the activity.

2. I expressly agree and promise to accept and assume all of the risks existing in this activity. My participation in this activity is purely voluntary, and I elect to participate in spite of the risks.

3. I hereby voluntarily release, forever discharge, and agree to indemnify and hold harmless Boy Scout Troop 59 and the adult leaders and organizers, and other participating Boy Scouts and parents (collectively referred to as the “released parties”) from any and all claims, demands, or causes of action, which arise out of or are in any way connected with my involvement or participation in this Event, travel to or from it, or my presence in or use of vehicles, equipment or facilities, **including any such claims arising out of or connected with the sole negligence of any of the released parties.**

4. Should the released parties be required to incur attorney’s fees and costs to enforce this agreement, I agree to indemnify and hold them harmless for all such fees and costs.

5. I certify that I have adequate insurance to cover any injury or damage I may cause or suffer while participating, or else I agree to bear the costs of such injury or damage myself. I further certify that I am willing to assume the risk of any medical or physical condition I may have.

6. In the event that I file a lawsuit against any of the released parties, I agree to do so solely in the state of California, and I further agree that the substantive law of that state shall apply in that action without regard to the conflict of law rules of that state. I agree that if any portion of this agreement is found to be void or unenforceable, the remaining portions shall remain in full force and effect.

**By signing this document, I acknowledge that if anyone is hurt or property is damaged during my participation in this activity, I may be found by a court of law to have waived my right to maintain a lawsuit against the released parties.**

**I have had sufficient opportunity to read this entire document. I have read and understood it, and I agree to be bound by its terms.**

Print Name of Participant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Participant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Street City State Zip code

PARENT’S OR GUARDIAN’S CONSENT AND INDEMNIFICATION

**(Must be completed for participants under the age of 18)**

In consideration of the above participant (“Minor”) being permitted to participate in the Event, including transportation to and from the Event, and the use the equipment and facilities supplied, I hereby consent to Minor’s participation in this Event and further agree to indemnify and hold harmless Boy Scout Troop 59 and the adult leaders and organizers of the Event and other participating Boy Scouts and parents from any and all Claims which are brought by, or on behalf of, Minor arising out of or in the course of the Event.

Parent or Guardian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**