

One-Stop Activity Planning Guide

(For Troop 583 Leaders In-Charge of an Activity)

Date	Scheduled	Task	Done
9 weeks prior <i>Getting Started</i> (Two months are needed for a well planned ahead activity)		<p>Coordinate with the Troop Scoutmaster that you have volunteered as the Adult Leader In-Charge and begun the responsibilities of this particular activity. Keep him/her informed through-out the process of your progress and of any issues or problems that may need their (or other Troop Adult Leader) assistance.</p> <p>Please familiarize yourself with this One-Stop Activity Planning Guide and the Activity Training Guide the responsibilities required. Note the handy checklists and forms to use to help you plan and organize your activity. Checklists and forms are noted as bolded and underlined and are downloadable from the Troop's website at www.bsatroop583.com.</p>	
8 weeks prior <i>Acquire Information, Solicit Help, Permission Slip Development, BSA Local Tour Permit</i>		<p>Select Site and Location. Acquire maps and directions as needed.</p> <p>Complete Permits. Obtain the BSA Local Tour Permit, fill-out and get Troop 583 Committee Chairperson signature sign-off and then submit to the Denver Scout Office for approval. This permit can be Faxed; (303) 455-4689). Any restrictions such as water availability and are open fires allowed? Are medical and/or special release forms required? Obtain a Site Contact Name/Phone Number for emergency purposes.</p> <p>Adult Leader Solicit/Select/Coordinate with the Scout-Leader In-Charge of the activity.</p> <p>Develop the <u>Permission Slip</u> and obtain any other available supporting information such as camping gear and other helpful checklists. Discuss with the Scoutmaster the appropriate fee amount and get his/her approval. Make copies of the Permission Slips.</p>	
7 weeks prior at Troop Meeting <i>Announcement</i>		<ul style="list-style-type: none"> Scout and Adult Leader In-Charge announce the activity. Use the <u>Sign-up Sheet</u> to gather names of those interested in the activity and to get an idea if enough adult volunteers are going. Make the Permission Slips available (and other supporting information about the activity and/or helpful checklists such as the, <u>Winter Camping Checklist</u>, <u>Spring/Fall Camping Checklist</u>, <u>Summer Camping Checklist</u>, etc.) <p>The <u>Announcement Checklist</u> has the following helpful tips:</p> <ul style="list-style-type: none"> Where and When the activity is (plus leaving/returning times from KOK?) Purpose and Fees Special items to pack and/or items to be obtained or purchased Name and phone number of the persons to contact for additional information Deadline for completing and submitting the required permission slip Potential Merit Badge(s), Rank Advancement, and/or Service Hours opportunities to be earned during the activity. 	
6 weeks and every week till the activity		<ul style="list-style-type: none"> Leave <u>Permission Slip</u> copies in a folder in the Troop's office (to have on-hand). Scout (and Adult In-Charge as necessary) re-announce the activity. Provide the above Permission Slips and any other available supporting information, checklists, etc. 	
3 to 5 weeks prior at Troop Meeting <i>Detailed Planning Period</i>		<p>Determine who is going and begin detailed activity planning. Refer to the <u>Activity Training Guide</u> and the many activity checklists on the troop website for guidance on what is needed for planning purposes. Please ask questions as needed.</p> <p>Detailed Planning. Plan/organize; troop adult outing supervision, driving logistics (use the <u>Transportation List</u>), collect Permission Slips and log in fees (use the <u>Activity Log</u> and/or <u>Budget List</u>). Plan menus/grocery lists, cooking/clean-up responsibilities, and other arrangements as needed. Use the <u>Meals/Grocery/Pack List</u> and <u>Cooking and Cleanup Crew List</u> to help plan and organize those tasks. Any site maps need to be obtained?</p> <p>Determine who is responsible for hauling troop equipment. Is the troop trailer needed? If so, who can tow it? Plan any special patrol and/or troop activities (as applicable).</p> <p>Have scouts check to see if parents can drive/attend the outing. Get adult commitment to drive at this point so we can be assured of available seats and at least 2-deep leadership.</p> <p>Have Scout In-Charge conduct or arrange for someone to conduct any special training (if needed) that might be necessary before the trip (e.g., how to pack for backpacking, cold weather camping, special activity skills training, etc.). Any gear needs to be purchased?</p> <p>Alert scouts to any rank advancement training you want them to be prepared for such as Tenderfoot, 1st or 2nd Class Scout advancement, and any Merit Badge opportunities. As applicable, ensure that the appropriate Merit Badge adult counselor(s) and/or adult scout leaders can be present at the activity to offer support or counseling.</p>	
3 weeks prior at Troop Meeting <i>Permission Slip Deadline Announcement</i>		<p>Announce the 2-week deadline for <u>Permission Slips</u> (with any applicable special release forms such as medical or activity forms plus the money amount to be turned-in).</p> <p>Coordinate menu for the scouts and adults with the Scoutmaster. Get approval!</p> <p>Keep making preparations. Familiarize yourself with the <u>Guide to Safe Scouting</u> document. Notebook copies of this guide are available in the Troop office.</p>	
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Date	Scheduled	Task	Done
2 weeks prior at Troop Meeting <i>Activity Deadline</i> <i>Final Preparations</i> <i>Approved BSA Tour Permit Received</i>		This is the deadline date for collecting <u>Permission Slips</u>, money, special release forms, etc. Make maps for the trip and have available to the troop at this point.	
		Finalize all the activities noted above (e.g., committed drivers, menus/grocery list, activity cooking/cleanup lists, special activity requirements, tenting arrangements, and anything else)	
		Tally-up the final number going and organize <u>Permission Slips</u> and money (use the <u>Activity Log</u> and/or <u>Budget List</u> to log and track money. Turn the permission slips and money into the Troop Treasurer and get King Soopers certificates and/or a blank Troop check to buy groceries and/or pay for the activity. Complete all applicable checklists to ensure that the activity is fully planned and organized.	
		Make sure you received back from the Denver Scout office a signed-off and approved <u>BSA Local Tour Permit</u>. This permit is required for liability and insurance reasons.	
		Pre-check the Troop's equipment shed and the pantry for supplies we already have. In the Troop's equipment shed; check propane tank levels/bottle supply and charcoal supply. Also, check the chuck boxes for completeness of supplies, especially consumables such as; matches, paper towels, bleach, dish wash soap, scrubbing pads, foil, coffee/filters, garbage bags, vegetable oil, flour, etc. Check the lantern mantles and any battery operated devices. Note any purchases needed for the grocery shopping date and any special items (like propane or firewood purchase). Collect troop coolers to be used after grocery shopping to store/transport food. Again, please check the Troop's pantry supply before grocery shopping. Coordinate with the Troop's Quartermaster prior to any purchases of supplies of equipment.	
		Announce the grocery shopping date, place and time and solicit scout and adult help. Arrange for storage of refrigerated food to be purchased.	
		Go over gear needed. Refer to checklist(s) as applicable. Note any special gear for the activity (e.g., winter camping gear requirements, caving or backpacking gear requirements, special activity skills gear, etc.).	
		Have the Scout In-Charge fill in the <u>Tent Buddy List</u> and <u>Cooking and Cleanup Crew List</u> .	
		Coordinate to pick-up equipment trailer, if needed.	
		Arrange for a Troop check or King Soopers coupons to purchase groceries.	
Wed or Thurs Before Activity		Go grocery shopping. Also purchase propane, charcoal, firewood, batteries, and other non-food items (as applicable).	
First Day of Activity <i>Packing Up, Travel, At-the-Site Tasks</i>		Prior to leaving for activity, Scout-in-Charge verifies that everyone is present (take roll) and properly equipped (e.g., Check for 10 Essentials, sleeping bag, layered clothing, rain gear/coats, extra socks/boots, water bottles, Scout Book, scout uniform, hat, flashlights, sunscreen, medications, chair/stool, etc., and any other special gear needed for the activity).	
		Adult Leader In-Charge assigns Scouts to vehicles (use <u>Transportation List</u>). Make sure parents not attending the activity know when and where to pickup their child afterwards.	
		Ensure troop camp equipment (as applicable) is packed, including: <div style="display: flex; justify-content: space-between;"> <ul style="list-style-type: none"> o Flags and flag holders o Tents (bring a couple spares) o Dining and/or Garage Canopies o Picnic Tables o Stoves o Propane (and Firewood?) o Charcoal o Shovel o Chuck Boxes o Pots/Pans Tubs o Lanterns <ul style="list-style-type: none"> o Dutch Oven Tub and Off-the-Ground Griddle for Cooking o "Orange Tool Box" o Prep Tables o Special Equipment for Trip o Spare sleeping bag(s) o Walkie-talkies (with spare batteries) o Dry Food o Perishable Food o Water Jugs (fill at King of Kings Church) o First Aid Kit & Guide to Safe Scouting Book </div>	
		Issue maps to all drivers and drivers exchange cell phone numbers and/or distribute walkie-talkies.	
		Once at the site, check-in, take roll, first setup troop kitchen/canopies/tents/etc. (as applicable) and once done, <i>then</i> have scouts setup their own tents. Enjoy the activity!	
1 week Following the Activity <i>Closeout Tasks: Please turn in the <u>Activity Log</u> and <u>Report to Quartermaster</u> filled-out forms</i>		Closeout Activities: Complete the <u>Activity Log</u> and attach all supporting documentation (e.g., original receipts and any applicable forms used for the activity). The <u>Activity Log</u> records which scouts and adults participated in the activity, and (as applicable) the number of nights camped, miles hiked, and/or service hours worked. This form needs to be submitted to the Troop Records Person, promptly. Make 3 copies of the <u>Activity Log</u> and supporting documentation for the; Troop Treasurer/Troop Records persons, Troop Committee Chairperson and yourself. Also, please submit a <u>Report to Quartermaster</u> , to the Troop's Quartermaster, that documents what supplies our troop needs to replace/buy (but first please inventory the chuck boxes upon return from the activity). Ensure all tents are returned cleaned and that they have all of their parts (e.g., rain fly, poles, stakes, etc.).	

Final Notes:

- Downloadable activity checklists and forms are all available on the Troop 583 website at: www.bsatroop583.com.
- Always feel free to ask questions and help from Troop Leaders as needed!
- Thanks for being a Troop 583 Leader-In-Charge volunteer!
- We welcome your feedback and any constructive suggestions on how to improve upon the leading of our activities.