

Adult Checklist for Outings - draft Mar 03

- ❑ Make & distribute permission forms
- ❑ Make permission forms available electronically
- ❑ Tour permit
- ❑ Camp permit from site
- ❑ Driver info to driving coordinator - to get additional drivers
- ❑ Medical forms should be brought on the trip
- ❑ Troop equipment - check for:
 - First aid kit
 - Fuel
 - Program equipment
 - Determine program needs from boy leadership
- ❑ Collect forms and money
- ❑ Get worksheet for forms and money
- ❑ Distribute food money to patrols
- ❑ Check patrol menus - (patrol advisors)
- ❑ Organize adult food
- ❑ Organize adult cooking equipment
- ❑ Secure or create copies of a useable driving map, including landmarks, alternate routes in case of construction, phone numbers of the camp,
- ❑ Copy and distribute map of camp, including direction to nearest hospital or med-center, camp phone number, etc.
- ❑ Coordinate cell phones that are going on the trip. Roster of cell numbers? Emergency number? Home contact number?
- ❑ For far trips - a roster of who is going should stay with a home contact person