

BOY SCOUT TROOP 62

MERIDIAN UNITED METHODIST CHURCH

ORE-IDA COUNCIL

GEM STATE DISTRICT



EVENT PLANNING GUIDE

[for use by Event Assistant Scoutmaster and Event Senior Patrol Leader]

Event Name: _____

Event Dates: _____

Event Location: _____

Event Assistant Scoutmaster [EASM]: _____

Telephone: _____ **E-mail:** _____

Event Senior Patrol Leader [ESPL]: _____

Telephone: _____ **E-mail:** _____

Event Assistant Senior Patrol Leader [EASPL]: _____

Telephone: _____ **E-mail:** _____

FORMULATE THE EVENT

[TO BE COMPLETED 8 WEEKS BEFORE EVENT]

_____ Troop Selects Event ASM

_____ Scoutmaster Review of Responsibilities with Event ASM

_____ Troop Selects Event SPL and Event Assistant SPL

_____ Scoutmaster Review of Responsibilities with ESPL and EASPL

Congratulations on being selected as ASM, SPL and ASPL for the event that the SPL will lead with guidance and supervision by the ASM, and with the assistance of the ASPL. This Event Planning Guide includes forms that will guide you on the planning and organizing of a successful event. The EASM, ESPL and EASPL will need to meet regularly to plan the outing and ensure its success. This Guide is organized chronologically to help you determine what needs to be done and when.

_____ Determine Event Location and Dates

_____ Publish Event Location and Dates on Scoutlander [EASM]

_____ Make any necessary reservations [EASM]

_____ If high adventure included, secure a Wilderness Permit [EASM]

NOTES:

CONSIDER EVENT ACTIVITIES
[TO BE COMPLETED 7 WEEKS BEFORE EVENT]

_____ ESPL and EASPL outline event activities with assistance of EASM

Describe the activities that you are leading. Make sure that appropriate activities are run by the boy leaders.

Describe the Scout Skills that will happen on your outing. Who will teach the scout skills? (rank signing off, merit badges, etc).

What are your plans in the event of emergency, adverse weather, delays, etc.

What are your plans for travel, travel breaks, travel meals, etc.

_____ ESPL Obtains Scoutmaster approval of the above plan

CONSIDER EVENT GUIDELINES

[TO BE COMPLETED 6 WEEKS BEFORE EVENT]

_____ ESPL and EASPL review event guidelines with assistance of Event ASM

The Troop Committee has established these policies to ensure that events are safe and conducted according to BSA policy. ASM's should review the "Guide to Safe Scouting" before leading an activity.

ASM's

Each activity will be led by a minimum of two registered ASM's. The Event ASM will have previous experience in running outings and will be trained as a leader for Weather Hazards, Safe Swim, Safety Afloat, Climb On and First Aid.

_____ For this event, who will be the second ASM assisting the Event ASM

Name: _____

Tour Permits, Medical Forms

The Event ASM is required to secure a Tour Permit from the Council when boys are being driven to an activity. A designated adult leader will have a Medical packet containing a Class 1 or Class 2 medical form for each boy in the car. **Under NO circumstances will a boy be allowed to travel on a trip without a medical form.**

Youth Protection

All adults will adhere to the BSA guidelines for Youth Protection. Adults should never be alone with a boy on any scout activity.

Drugs, Alcohol and Tobacco Use

Boy Scouts of America prohibits the use of alcoholic beverages and controlled substances on Scout activities. Adult leaders should support the attitude that young adults are better off without tobacco and may not allow the use of tobacco products at any BSA activity involving youth participants.

Selection of SPL for an Activity

The ASM will consult with the Scoutmaster to determine which boy is ready to be SPL and needs leadership responsibilities. The boy will only be asked to be SPL once the Scoutmaster has given his approval.

Consider issues of personal safety, security, privacy (showers/restrooms), etc.

CREATE AGENDA FOR EVENT

[TO BE COMPLETED 5 WEEKS BEFORE EVENT]

_____ ESPL and EASPL plan agenda for event with assistance of Event ASM

Date and Time	Activity	Leader
	DEPARTURE	
	RETURN	

_____ Event SPL Obtains Scoutmaster approval of the above agenda

COMMUNICATE DETAILS OF EVENT TO TROOP

[TO BE COMPLETED 4 WEEKS BEFORE EVENT]

_____ Review agenda and make any needed adjustments [ESPL / EASPL / EASM]

_____ Consider whether Scouts/Troop need to bring any special gear other than Scout Essentials and Basic Camping Gear [ESPL / EASPL / EASM]

_____ Update Scoutlander with Event details, agenda, leaders, needed gear [EASM]

_____ Broadcast email message to Troop with Event details and Scoutlander link; advise of RSVP deadline, which ordinarily should be two weeks before Event [EASM]

_____ ESPL announces Event details at Troop meeting

_____ ESPL and EASPL meet with Quartermaster to determine if Troop has any equipment needs and to review Troop equipment checklist

NOTE ANY NEEDED TROOP EQUIPMENT:

_____ Event SPL Reviews status of Event planning with Scoutmaster

QUARTERMASTER'S CHECKLIST

[Items to be included in every Patrol Box]

- | | |
|-----------------------------------|---|
| ◇ Bug Juice, Hot Cocoa | ◇ Small Packages of Sugar & Flour |
| ◇ Pam Non Stick cooking spray | ◇ Pepper, Salt |
| ◇ Ketchup, Mustard | ◇ Matches, waterproof container, fire starter |
| ◇ Water container | ◇ Spatula, large spoon, ladle, can opener |
| ◇ Cutting boards | ◇ Toilet Paper, Paper Towels |
| ◇ Garbage Bags (Many!) | ◇ Zip-Lock Bags (gallon size) |
| ◇ Aluminum foil | ◇ Sponges, Scrubbers, Handy Wipes |
| ◇ Charcoal if using Dutch oven | ◇ Dish Soap, Bleach, 2 wash basins |
| ◇ Pots and pans, lids and griddle | ◇ Fuel for Stove and Lantern |
| ◇ Stove and lantern | ◇ Ax, saw, shovel, rope and patrol flag |

[Troop Items]

- | | |
|------------------------------------|-----------------------------------|
| ◇ Dining Fly(s) | ◇ Propane Lanterns & extra mantle |
| ◇ Troop 1 st Aid Kit | ◇ Supply Tent |
| ◇ Tents | ◇ Flagging tape for tent ropes |
| ◇ “No Flames in Tents” signs | ◇ Extra Tent stakes |
| ◇ Two Burner Stove (adult cooking) | ◇ Coffee Pot & coffee |
| ◇ Wash Basins | ◇ Dish soap – biodegradable |
| ◇ Dish scrubber | ◇ 5 Gallon Water Cans |
| ◇ Extra propane canisters | ◇ Dutch oven(s) if needed |
| ◇ Paper towels | ◇ Bear Bag and ropes |
| ◇ Fire Wood | ◇ Shovel |

PLAN MENU AND BUDGET

[TO BE COMPLETED 3 WEEKS BEFORE EVENT]

- _____ Event SPL announces Event details at Troop meeting
- _____ Complete Menu portion of the Menu and Duty Roster [ESPL / EASPL / EASM]
Consider whether any Scouts should be involved for Trail to First Class
- _____ Plan Event budget [ESPL / EASPL / EASM]
- _____ Update Scoutlander with Event fee details [EASM]
- _____ Begin plans for drivers to Event [EASM]

DRIVER: _____

DRIVER: _____

DRIVER: _____

DRIVER: _____

DRIVER: _____

DRIVER: _____

DRIVER:_____

DRIVER:_____

DRIVER:_____

DRIVER:_____

DRIVER:_____

DRIVER:_____

DRIVER:_____

DRIVER:_____

SECURE TRIP PERMIT AND PAPERWORK

[TO BE COMPLETED 2 WEEKS BEFORE EVENT]

- _____ Event SPL announces Event details at Troop meeting
- _____ ESPL, EASPL and EASM review plans and details developed to date
- _____ Develop plan for any campfire programs to be held at Event [ESPL / EASPL]
 - _____ Complete the Campfire Agenda [ESPL / EASPL / other Scouts]
 - _____ Communicate assignments for the Campfire Program [ESPL / EASPL / other Scouts]
- _____ Continue to plan for drivers to event [EASM]
 - _____ Event ASM ensures Troop has needed information for drivers
- _____ Secure tour permit from Council [EASM]
- _____ Secure all equipment needed for Event [EASM]
- _____ Secure medical forms for all Scouts and Adult Leaders [EASM]
- _____ **Who will carry medical forms during Event - _____**
- _____ Secure event permission slips for all Scouts [EASM]
- _____ **Who will carry permission slips during Event - _____**

NOTES:

- _____ Event SPL Reviews status of Event planning with Scoutmaster

FINAL EVENT PLANS

[TO BE COMPLETED 1 WEEK BEFORE EVENT]

- _____ Event SPL announces Event details at Troop meeting
- _____ Complete all signups for Event attendance, including permission slips [EASM]
- _____ Collect all fees [EASM / Treasurer]
- _____ Confirm all drivers [EASM]
- _____ Develop Duty portion of Menu and Duty Roster [ESPL / EASPL / EASM]
Consider whether any Scouts should be involved for Trail to First Class
- _____ Event ASM and Event SPL review plans and details developed to date
- _____ Event SPL Discusses with Scoutmaster how groceries and supplies will be obtained and paid for
- _____ Develop **grocery shopping list** and procure groceries and supplies

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

- _____ Event SPL Reviews status of Event planning with Scoutmaster

DEPARTURE

[TO BE COMPLETED AT DEPARTURE POINT]

_____ Event SPL takes attendance and confirms travel plan at departure point

Scout	Driver
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	

Scout	Driver
20	
21	
22	
23	
24	
25	
26	
27	
28	
29	
30	
31	
32	
33	
34	
35	

_____ Group prayer for safe travel [Chaplain's Aide]

_____ ESPL, EASPL and EASM execute Event according to plans and details

RETURN

[TO BE COMPLETED AT RETURN POINT]

_____ Ensure all Scouts and Adults return from Event [ESPL / EASPL]

_____ ESPL, EASPL and EASM meet with Scoutmaster at Return point and discuss success of Event

EVENT REVIEW AND REFLECTION

[TO BE COMPLETED AT FIRST TROOP MEETING AFTER EVENT]

_____ Meet with Quartermaster to discuss needs for troop equipment [ESPL/EASPL]

_____ Complete Event Budget; return receipts to Treasurer; ensure reimbursements made [ESPL / EASPL]

_____ Ensure Troop Treasurer provides drivers with reimbursement [EASM]

_____ ESPL and EASPL reflect on event activities with assistance of Event ASM

**Was the outing a success? Did the boys have fun? Were the objectives accomplished?
What were the highlights of the trip?**

Would you recommend that we go on this activity again? Why or why not?

If we were to do this activity again, what changes/recommendations would you make?

Were there any concerns or issues that came up that should be considered for future outings?

Other comments and notes?

_____ ESPL, EASPL, EASM and Scoutmaster meet to discuss Event

Signatures – to reflect completion of event and fulfillment of responsibilities:

Event ASM

Event SPL

Scoutmaster

Event ASPL

_____ Turn in final Event Planning Guide to Troop Historian to be placed in permanent Troop Records

EVENT BUDGET

Event Expense	Expected Cost	Actual Cost
Camp Fees		
Drivers and Gasoline		
Food		
Equipment / Supplies		
Program Fees		
Unexpected Costs		
	TOTAL - \$	TOTAL - \$
	Per Scout - \$	Per Scout - \$

_____ Scoutmaster approval of expected costs

TROOP 62 CAMPOUT – MENU AND DUTY ROSTER

Event: _____

SPL for Event: _____ ASPL for Event: _____ Quartermaster: _____	<u>Preparation Before Leaving</u> Buy Food: _____ Check Equipment: _____
FRIDAY DINNER:	Fireman: _____ Cooks: _____ Cleanup: _____ Sanitation: _____
SATURDAY BREAKFAST:	Fireman: _____ Cooks: _____ Cleanup: _____ Sanitation: _____
SATURDAY LUNCH:	Fireman: _____ Cooks: _____ Cleanup: _____ Sanitation: _____
SATURDAY DINNER:	Fireman: _____ Cooks: _____ Cleanup: _____ Sanitation: _____
SATURDAY CRACKER BARREL:	Fireman: _____ Cleanup: _____
SUNDAY BREAKFAST:	Fireman: _____ Cooks: _____ Cleanup: _____ Sanitation: _____
BREAK CAMP AND CLEANUP:	Replenish Supplies: _____ Clean Equipment: _____

Fireman is lead person in charge of meal preparation, handles stoves and firewood, and directs **Cooks**; **Cleanup** is in charge of cleanup of the meal preparation area, stoves and dishes; **Sanitation** is in charge of preparing wash station for meal and cleaning it up after meal

CAMPFIRE AGENDA

Place: M.C.
 Date: Fire Master
 Time: Dusk Song Leader

<i>Spot</i>	<i>Action</i>	<i>By</i>
1	Opening	M.C.
2	Flag Ceremony / Pledge of Allegiance	SPL
3	Safety Rules / Fire Lighting Ceremony	Fire Master
4	Greeting – Patrol Yells	M.C.
5	Patriotic Song	
6	Stunts/Skits	
7	Tall Tale	
8	Stunts/Skits	
9	Short Story (humor, mildly scary)	
10	Stunts/Skits	
11	Scout Song	
12	Stunts/Skits	
13	Heroic Tale	
14	Stunts/Skits	
15	Flag Disposal	SPL
16	Scoutmaster's Minute	Scoutmaster
17	Scout Vespers	
18	Prayer	Chaplain's Aide
19	Closing – Scout Oath / Scout Law	M.C.
20	Cracker Barrel	

M.C. Duty to keep program moving and announce activities

Fire Master Duty to set up fire for lighting, assist with lighting and attend to fire throughout program

Song Leader Duty to select and lead songs