



Adult Coordinator Outdoor Program Checklist

These items should be handled by either the adult coordinator or scout-in-charge depending on abilities.

Event Name: _____ **Location:** _____
Depart: _____ **Return:** _____
Scout-in-Charge: _____ **Adult Coordinator:** _____

Check off each item as it is completed. Ask Scoutmaster for assistance.

Pre-trip (complete at least 4 weeks before event)

- Distance: _____
- Depart time: _____ Arrive: _____
- Return time: _____ Arrive: _____
- Permission Slip distributed
- Permission Slips Received
- Reservations Made
- Maps and directions copied
- Complete Event Expense Planning worksheet with the Scout In Charge
- Collect Payments
- Nearest town: _____
- Nearest medical facility: _____
- Police number: _____
- Emergency number: _____
- Other: _____

Registration and Expense Procedures

Payments for food, registration and fuel costs should be collected from all Scouts at least 2 weeks prior to each event. Money must be submitted with the Event Expense Planning Form and a separate itemization of each payment that includes the name of the Scout and the amount paid. Reimbursement requests must be submitted using the Troop's Expense Report and Reimbursement Request form and must have receipts attached that clearly indicate each item and costs.

Post-trip (complete at least 2 weeks after event)

- Turn in remaining Expense Reports and Reimbursement Requests to Treasurer
- Turn in attendance to Outdoors Coordinator