



Scout-in-Charge Outdoor Program Checklist

Event Name: _____

Location: _____

Depart: _____

Return: _____

Scout-in-Charge: _____

Adult Coordinator: _____

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

Pre-trip Administration

- Copy Maps and directions
- Departure time: _____
- Arrival time: _____
- Return time: _____
- Arrival time: _____
- Will a rest stop be needed?
- Chaplain identified and ready
- First Aid Kit ready
- Send event detail information to Troop/Patrol
- Estimated Attendance turned in to adult coordinator
- Complete Event Expense Planning worksheet
- Patrol menus accepted
- Duty Rosters accepted
- Campout Agenda Planned
- Campfire Planned
- Agenda reviewed with adult
- Other: _____

Departure Responsibilities

- Take Attendance
- Distribute Maps and directions
- Patrol boxes, food, tents loaded
- Troop gear loaded (rope bag, special needs)
- Scouts in uniform

Arrival

- Tell drivers where to park
- Choose general location for patrol campsites
- Announce time for PLC meeting
- Lead PLC meeting
- Answer patrol leader questions

Program

- Post Campout agenda
- Prepare locations and gear for activities
- Solicit volunteers for activity leaders
- Monitor participation and success of activities
- Ensure campfire is ready before sunset

Post-trip Administration

- Schedule a Scoutmaster Conference
- Make notes of successes, failures, concerns