

# Activity Leader Checklist

## Three Months Before

- 1 \_\_\_ Create activity summary (location, itinerary, skill development, participation requirements required equipment, cost).
  - Food Budget for each scout/adult: \$4 per meal.
  - Gas Budget for each scout/adult: # of miles / 5 (scouts/adults per car) / 20 mpg \* price of gallon of gas.
- 2 \_\_\_ Propose activity to PLC. Get feedback and approval.
- 3 \_\_\_ Propose activity to Troop Committee. Get feedback, approval and put on calendar.
- 4 \_\_\_ Make preliminary reservations.

## One Month Before

- 5 \_\_\_ Send out e-mail with activity details including required equipment to Troop Yahoo Group.
- 6 \_\_\_ Announce activity at Troop Meetings.
- 7 \_\_\_ Participants sign-up and pay activity fee to Treasurer.

## Two Weeks Before

- 8 \_\_\_ Finalize Attendance List. Ensure all Scouts meet participation requirements (high adventure, etc.).
- 9 \_\_\_ Make final reservations.
- 10 \_\_\_ Identify Scout Leaders (SPL, ASPL, Patrol Leaders) and Patrol breakdown for the activity.
- 11 \_\_\_ Send out e-mail with final Attendance List, Scout Leaders & Patrols and activity details including required equipment. Fill-in Tour Planning Worksheet. Submit to Transportation Chair who will obtain Tour Permit.
- 12 \_\_\_ Tour Permit needed for overnight, >50 miles away, swimming/boating/skiing/climbing/shooting outings
- 13 \_\_\_ Fill-in other needed paperwork (Safety Afloat Plan, etc.).
- 14 \_\_\_ Hold Activity Planning Meeting at Troop Meeting with assistance of Scout Leaders.
  - Review activity details including required equipment.
  - Form Scouts and Adult patrols. Patrols select Grubmasters and plan menus.
  - Finalize drivers. Ensure the driver taking the Troop Trailer makes arrangements to pick it up.
  - Understand any special Scout medical/support needsGrubmasters finalize menu, have it signed off by an Assistant Scoutmater and purchase food. A cash advance can be obtained from
- 15 \_\_\_ the Treasurer. See the Grubmaster Guide for more details.

## One Weeks Before

- 16 \_\_\_ Purchase/obtain other equipment/supplies as needed.
- 17 \_\_\_ Get medical forms box from Transportation Chair. Keep box under your control.
- 18 \_\_\_ Print out Scout-Parent Roster on Yahoo Groups so that you can call people who are late to the departure site.
- 19 \_\_\_ Send out e-mail reminder with final Attendance List, Scout Leaders & Patrols and activity details including required equipment.

## During Event

- 20 \_\_\_ Meet at departure site with participants.
  - Perform roll call to ensure everyone is there. Call people who aren't.
  - Ensure everyone has the required equipment (if not they can't participate in the activity).
  - Ensure everyone has a designated vehicle. Have drivers swap cell phone numbers.
  - Review what needs to happen on arrival.
- 21 \_\_\_ Collect medicine that needs to be administered to Scouts (turn into dispensary at Summer Camp).
- 22 \_\_\_ Check Troop in upon arrival.
- 23 \_\_\_ Ensure Patrol members setup camp in proximity to each other.
- 24 \_\_\_ Ensure Patrol Leaders post the Duty Roster and Meal Plan.
- 25 \_\_\_ Support the Scout Leaders in leading the Scouts. Have the other adults assist with this.
- 26 \_\_\_ Conduct planned skill development activities and sign-off requirements in Scout handbooks.
- 27 \_\_\_ Patrol Leaders checkmark Patrol Box Inventory List for missing or depleted items as they are found.
- 28 \_\_\_ SPL and Activity Leader inspect the patrol boxes prior to being packed and the checkmarked Patrol Box Inventory Lists.
- 29 \_\_\_ SPL organizes a litter patrol.
- 30 \_\_\_ SPL and Activity Leader perform a final camp inspection.

## After Event

- 31 \_\_\_ Ensure Troop Trailer is returned to storage location.
- 32 \_\_\_ Return medical forms box to the Transportation Chair.
- 33 \_\_\_ Patrol Leaders provide checkmarked Patrol Box Inventory to the Quartermaster who then restocks the patrol boxes.
- 34 \_\_\_ Participants provide receipts to the Treasurer who then reimburses.
- 35 \_\_\_ Provide the activity attendance list (Scouts and Adults), nights of camping & service hours (if any) to the Database Admin
- 36 \_\_\_ Send some photos to the Troop Webmaster for posting to the Troop Website.  
Send out short activity summary to Troop Yahoo Group:
- 37 \_\_\_ What was done? How it went? Lost and Found? Thank people who helped. Include a picture if possible.
- 38 \_\_\_ Treasurer summarizes trip costs in monthly committee report.