

Trip / Outing Planning Form

Outing: _____ Date(s): _____

Assigned Planning Patrol (P): _____

Adult Trip Planning Advisor (A): _____

Reservations made with: _____

Date: _____ Phone No: _____ Email: _____

Task	A/P		Date:		√
Select Planning Patrol and Adult Trip Advisor		Designated		Completed	
Secure Reservations (6-12 months prior)	A	Date to Reserve		Reserved	
Prepare Budget (6-12 months prior)	A/P	Date to Prepare		Prepared	
Recruit Help for Activities (3-6 months prior)	A/P	Date to Complete		Completed	
Plan Activities (3-6 months prior)	A/P	Date to Complete		Completed	
Determine Special Equipment & Training Requirements (3-6 months prior)	A/P	Date to Complete		Completed	
Proposed budget to Parent Committee (3 months prior)	A	Date to Submit		Approved	
Prepare Flyer for bulletin board & website (3 months prior)	P	Date to Post		Posted	
Draft Outing Agenda Due (3 months prior)	A/P	Date To Prepare		Prepared	
Verify Area Support Services (2 months prior)	P	Date to Complete		Verified	
Visit Site (6-8 weeks prior)	A	Date to Complete		Visited	
Develop Packing List (6 weeks prior)	A/P	Date to Complete		Developed	
Prepare and Post Sign-up Sheet (6 weeks prior)	P	Date To Post		Posted	
Distribute Trip Info Packet (6 weeks prior)	P	Date To Distribute		Distributed	
Approve Final Outing Agenda w/ Committee (6 weeks prior)	P	Date to Approve		Approved	
Design award items and event patch (6 weeks prior)	P	Date to Complete		Completed	
Order Recognition Award Items (4-6 weeks prior)	A	Date to Order		Ordered	
Verify Assignments (1 month prior)	A/P	Date to Complete		Verified	
Secure Tour Permits (1 month prior)	A	Date To Secure		Secured	
Secure Special Permits (1 month prior)	A	Date To Secure		Secured	
Designate First Aid Person (2 weeks prior)	A	Date to Designate		Designated	

Patrols Submit Food Menus to Patrol ASM (2 weeks prior)	P	Date to Complete		Approved	
Collect Final payments (2 weeks prior)	A	Date To Collect		Collected	
Collect Deposits (varies)	A	Date To Collect		Collected	
Collect Parent Release Forms (1 week prior)	P	Date To Collect		Collected	
Collect Special Releases (if req.)	P	Date To Collect		Collected	
Email Drivers List to Troop (1 week prior)	A	Date to Email		Submitted	
Email Final Attendee Roster to Troop (2 days prior)	A	Date to Email		Mailed	
Patrols Conduct Food Shopping (2 days prior)		Date to Complete		Verified	
Patrols Return Troop Gear (following patrol/troop mtg)		Date to Return		Returned	
Completed Accounting to Treasurer (10 days after)	A	Date to Submit		Submitted	
Update Trip Notebook (2 weeks after)	A/P	Date to Complete		Completed	
Deliver Patches and Special Awards to Advancement Chair (following troop mtg)	A	Date to Complete		Completed	

A – Adult Trip Advisor

P – Assigned Planning Patrol