

Troop 65's Outdoors Program Planning Guide

Our Outings are put together during an Annual Program Planning Session which takes place over the course of two Troop Meetings, usually in October / November. Outings can be suggested by all interested Scouts and Scouters, but are actually democratically chosen by the Scouts themselves. The current S.P.L. then submits the Scouts wish list of Outings to the Troop Committee for approval or amendment, in which case it may seek to maintain balance and suitability.



A Calendar is kept of all Troop dates, including Outings, Service Projects, and various meetings. The Calendar is available in printed form quarterly as part of our Troop Tribune and is distributed at each Court of Honor, or on line at the Troops website, t65.org. Hang the Tribune on your refrigerator and use it as a general overview of dates, but for specifics please access the website regularly for the most up to date Calendar. Dates and information are of necessity subject to change due to unforeseen circumstances.



Upcoming Outings are discussed and planned as part of our monthly Troop Committee Meeting. A portion of that meeting is given over to our Troop Outings Chair, who (along with the Scoutmaster) provides guidance to the individual Outings Coordinators. This meeting is held on the second Tuesday of each month in the Fellowship Hall of L.V.C.C. The Outings Coordinators for the upcoming events are expected to present information regarding their Outing and be available to answer questions, collect money, etc. You should be prepared to participate in these meeting at least 3 months prior to your scheduled Event.



Coordinators of specific Outings are parent volunteers. Once an Outing is scheduled, volunteers are solicited by the Outings Chair at all meetings until the position is filled. The volunteer coordinator is responsible for reading and completing the Troop 65 Outing Package (copy is attached plus it is available on-line). While the Scoutmaster, Committee Chair, Outings Chair, etc. may on occasion help to plan an Outing, do not be led to believe in any way that this is something that they are supposed to do. The general population of parents also needs to pitch in and help with this necessary responsibility.

Troop 65 Pre-Outing Information – Quick Start

Poster

List the location, date of Outing, and activities that will occur or that are planned. If you can obtain pictures of a previous Outing include those to make it more appealing to the eye. If not, do some research on-line and attempt to obtain similar pictures. These will hang in front of the Scouts and will remind them of upcoming events. Hang them up 3 months prior to the Outing. This part of the job is very important- yes, the Outing needs to be SOLD - - - - and YOU are the SALESPERSON! Anything you can think of that would make this an attractive Outing to a Scout is important to relate to them. Will it help them to advance? Is it just plain FUN? Will it help them to complete a Merit Badge? Is it a Boy Scout High Adventure experience? Is the Scoutmaster going? These are all important topics to discuss with the Scouts.

Flyer

Hand out to the Scouts at least 6 weeks (3 meetings) prior to the Outing. Leave a supply in the basement and post one on the bulletin board. What this means is that you should make a sales presentation at a Troop Meeting, and more than once.

The flyer should include:

Location of the event	Program or activities
Date(s) of the event	Cost of the event
Sign up deadline	Restrictions (spaces available, age, health, etc.)

Sign Up Sheet

Prepare a sign up sheet to hang on the bulletin board below your flyer.

Ask for the following on the sign up sheet

Name?	Scout or Adult?
Patrol ?	Need ride?
Deposit paid?	\$ owed?

Information Packet

Prior to the Outing an information sheet needs to be prepared and handed out to the participants. It's important for the Scouts and their parents to get all of the final details.

Include the following, as a minimum:

A reminder of 2 parent release forms (both general BSA / Troop 65 or other, Rifle, etc.)

Uniform or clothing needed (keep an eye on the weather)

Equipment needed on the outing

Money needed

Departure time and point of departure

Return time and destination

Emergency contact person at home

Emergency phone # at the campsite or local Ranger (Cell phone list if there is service)

Contact person for additional details, with easily accessed phone number
(Cell phone, work, home, etc.)

Troop 65 Outing Package – Expanded Version

First off, let's make sure you start this thing off right. You need to keep notes, receipts, and records of what you're doing so the next person can use them too. Keep a notebook of the Outing. Then pass it on to the Outings Chair when you are done. Plus, any Web info. That way it's easier for the next person and you can both try to improve the Outing and avoid any problem that might have been incurred this time around. Oh, and don't think that you have to take on the Outing all by yourself. Ask some of your friends to help. It both lightens the load and provides memories for the future. What a deal!

I - WHERE ARE YOU PLANNING TO GO?

A - Do you need reservations for camping or admission?

1 - If so, who do you have to make the reservations with, and what is their phone number or E-mail address or Website? What is the location of the office you made the reservations with? Get a name, and if possible try to initiate a long term relationship with that person on the Troops behalf. Be nice. But firm if necessary.

2 - You'll already know from the troop calendar what weekend the Outing is scheduled. If that one is not available, you need to go back to the troop committee and agree on a weekend that is.

B - Are there any special permits required other than the BSA Local Tour Permit or the BSA National Tour Permit? Those permits must be filed with our local Council office at 401 E 37th Street L.B. (562-427-0911). The local permit can get same visit approval, but the National can take up to a month. The difference for those is that the local permit is good only for trips within 500 miles. Take a copy of the Permit on the Outing, give the original to the Advancement Chair.

C - **ALWAYS** have a **Plan B** in place. Just in case. Remember we are the Boy Scouts and we have to **BE PREPARED**.

II - Information to the Troop

A - The Flyer

1 - You need to distribute flyers both at Troop and Committee Meetings, plus post one.

It should contain the following items:

- a - What is going to occur at the event
- b - The location of the event
- c - The date and time
- d - What the cost will be
- e - Is there going to be a deposit deadline, and how much
- f - Mention any deadlines
- g - Are there any restrictions (slots, age, health, etc?)

2 - Plan on handing the flyer out at least 2 months before the Outing. That way we can generate interest in the event and it will help the Scouts parents get prepared.

- 3 - Post that flyer on the board in the basement.
- 4 - Keep a supply of the flyers available in the basement.
- 5 - The troop committee must approve the Outing one committee meeting prior to the event. If you have any questions about this, see the troop committee chairperson.

B - Sign up sheet

- 1 - Make a sign up sheet showing how many Scouts and Scouters are interested.

Be sure the sheet includes:

- a - Name AND phone number
- b - How many people can go (if there is a limit)
- c - Deposit / Money due date

- 2 - Post the sheet on the bulletin board.

III - Recognition/Awards

A - This is a MUST!! Every Outing should have some sort of award or recognition associated with it. Check the following items for ideas:

- 1 - High Adventure Awards Book (Be sure that the requirements can be attained.)
- 2 - Check with the Outing locations

Some areas like Joshua Tree, Lake Perris, Calico, State Parks, and others have their own patch.

- 3 - Consider having a patch created just for that Outing. This works especially well for Outings that will have a large turnout. The Troop has successfully used Jill Young @ K.C. & Co. for this purpose for many years. www.kcandco.com

IV -Special equipment and clothing requirements

A - Each Outing will vary depending on location, time of year and the type of activities being planned.

- 1 - If you have any questions, come to the Troop Committee Meeting on the second Tuesday of each month and ask for advice.
- 2 - Ask around in the troop for other people that have been to this location and of course see if there is a write up or notebook available from the Troop having done this type of outing, or gone to this location before.

B - Prepare a checklist to send home with the Scout. For the younger Scouts this really amounts to something that the parents can help with since they are going to be very involved in helping their Scout.

C - Be sure and communicate what the uniform requirements for the trip will be.

- 1 - If the Troop flag goes, the Scouts wear their Class "A" uniform.
- 2 - The Class "B" uniform is purple t-shirt and troop hat.
- 3 - For any troop Outing, the minimum uniform is the troop t-shirt.

D - Coordinate with the Quartermaster to be sure we regularly utilize any of the supplies that may have been left over from a previous event. We almost always have some paper goods and canned goods left that can be used for your Outing.

V - Emergency Procedures - Plan in advance

A - There must always be a designated First Aid person. That person must have their Red Cross 1st Aid card and be a Troop member. We do this to ensure that all injuries are evaluated by a designated person in case any questions come up.

B - Designate an Emergency Contact person who will not be going on the outing, but that will be available in case we are delayed in returning. That way we let that one person know what is going on and don't have to call the home of each Scout. Also, if a parent becomes concerned, they know who to call that will have pertinent information.

C - Know and distribute the phone number of the nearest location we will be staying in case of an emergency at home. Posting Cell Phone numbers of participants is helpful.

VI -Pre-outing

A - Be sure you clearly communicate where everyone is going to meet for departure and at what time.

B - Do they need to eat dinner beforehand, should they bring something, or are you going to stop along the way?

C- Prepare a Roster of Participants, driving / car pool assignments, etc. and E-mail to Scoutmaster, Committee Chair, Advancement & Outings Chair, and Treasurer

Estimated Expenses – Troop Outing

Date of Outing _____ Location/Name _____
Responsible Adult* _____ Phone # _____

*Includes responsibility for all trip monies - who has paid, how much has been paid, overall expenses, deposits, roster, transportation, driving assignments, etc.

Note: No contracts are to be signed without Troop Chairman's approval.

Estimated expenses per person:

Expenses

Deposits	\$ _____
Patches	\$ _____
Food	\$ _____
Camping Fee	\$ _____
Rental Equipment	\$ _____
Supplies	\$ _____
Fuel Surcharge *	\$ _____
Equipment Usage Fee **	\$ _____
Other ***	\$ _____

Total Estimated Expenses per person \$ _____

Total # People Attending # _____ # Adults _____ # Scouts _____

Total # People attending times Total Estimated Expenses per person = \$ _____
(Trip Budget)

Proposed cost per person \$ _____ **Deposit per person \$ _____

**Deposits are non-refundable

Approval by Troop Chairman _____ Date Approved _____
(Must have signed approval by Troop Chairman)

Planning Notes:

* Fuel Surcharge- an estimate of what each Scout should contribute to the vehicle driver for gas. Usually at least \$5.00, unless the Outing is a considerable distance. This charge could be left out and handled on an individual basis, as long as it is paid.

** Equipment Use Fee- This helps to replenish our Equipment fund, and is fairly paid by those who use the Equipment. \$5.00 for a weekend trip, \$10.00 for a long term Outing, payable only by Scouts, not Scouters.

*** "Other" charge would also incorporate the expense of the Scoutmaster and S.P.L. attending the Outing, who by tradition attend without charge.

Trip Outing Check Off Sheet - Troop 65

Responsible adult: _____ Phone number: _____
 Date of Outing: _____ Location/Name _____
 Reservations made with _____ Phone Number: _____

Prepared Poster for Bulletin Board		Date to Post		Posted	
Prepared Flyer (6 weeks prior)		Date To Distribute		Distributed	
Prepared Sign-up Sheet		Date To Post		Posted	
Prepared Trip Info Packet		Date To Distribute		Distributed	
Tour Permits secured		Date To Secure		Secured	
Special Permits secured		Date To Secure		Secured	
Collected Parent Releases		Date To Collect		Collected	
Special Release (if req.)		Date To Collect		Collected	
Outing Agenda Prepared		Date To Prepare		Prepared	

First Aid Person attending (currently trained) _____
 Home Contact Person _____ Home Phone _____
 Type of Camping _____ Type of Cooking _____
 Patrol/Troop Equipment Required _____

Special Equipment _____

Awards and Patches Date ordered _____ # ordered _____

Total # People Attending # _____ #Adults _____ # Youth _____

Total Outing Fee (Per person) \$ _____

Total # People Times Outing Fee (\$) = \$ _____ (1)

(This represents the total \$ available for this outing)

Expenses:

Camping Fee \$ _____ Food \$ _____ Supplies \$ _____

Patches \$ _____ Rental Equipment \$ _____

Fuel Surcharge \$ _____ Equipment Usage Fee \$ _____

Other \$ _____

Total Expenses \$ \$ _____ (2)

Subtract (2) from (1) Balance \$ _____

- A. Gas/transportation fee will be paid in cash to driver at or before departure.
- B. Prior to departure, rosters must be provided to Scoutmaster, Committee Chair, Treasurer (include "paid" status), Advancement & Outings Chairman, and Home Contact Person.
- C. Prior to Departure, list of approved drivers and driving assignments must be provided to Troop Chairman.
- D. Copy of Trip Outing Sheet must be provided to Troop Chairman and Treasurer. For reimbursement, all receipts must be attached to Treasurer's copy and turn in no later than 10 days after completion of outing.
- E. No contracts will be signed without Troop Chairman's approval.
- F. All refunds must go through Troop Treasurer.
- G. Copy of Tour Permit to accompany Outing, original to Advancement Chair

You might try the following idea as a help in expediting Outings payments.

Create a "Payment Envelope" just for your Outing. With a full size #10 envelope there would even be some room to insert a small picture or drawing to liven up the Event.

Troop 65 Outing Payment Envelope

Outing: Strawberry Peak, Friday March 28 / Sunday March 30

Cost is \$15.00/person, includes camping and Custom Patch

Patrol Cooking

Scout is responsible for Strawberry dessert to share with 2 others

Questions? Bob Colley (562) 493-7502

Names	S / A	Patrol	Amount Paid

Instructions: Fill out the front completely. Enclose payment and other instructions. Present to the Troop Treasurer.



