

Steps for Planning a Troop 22 Event

<ul style="list-style-type: none">• Determine event activity and date.
<ul style="list-style-type: none">• Obtain trip approval from the troop committee.
<ul style="list-style-type: none">• Make Reservations at Facility (if needed), after approval.
<ul style="list-style-type: none">• Determine minimum and maximum number of youth participants and any rank or age requirements.
<ul style="list-style-type: none">• Establish number of Adult leaders needed for event. Remember that you must have a minimum of two adults, one with the required BSA training to obtain a tour permit.
<ul style="list-style-type: none">• Contact Troop Tour Permit Coordinator so that Tour Permit is turned in to Council at least two weeks before the event date.
<ul style="list-style-type: none">• Create trip sign-up sheet for scouts and adults and bring to troop meetings prior to the cut off date for trip sign-ups.
<ul style="list-style-type: none">• Produce trip flyer containing times, dates, activities, food requirements and any special needs (i.e. Full uniform, swim suits, etc...) to be handed out at troop meetings to promote the event. Also send a copy to Troop webmaster for posting.
<ul style="list-style-type: none">• Determine trip cut-off date for sign-ups, unusually two meetings before the event. This information should also be on the trip flyer.
<ul style="list-style-type: none">• Calculate cost of the trip and how much each participant will have to pay. This information should also be on the trip flyer.
<ul style="list-style-type: none">• Confirm at least 1 adult participant has current First Aid/CPR certification
<ul style="list-style-type: none">• Verify that there will be enough adult drivers for the event
<ul style="list-style-type: none">• Collect all Trip Permission slips (usually Troop meeting before event)
<ul style="list-style-type: none">• Meet with youth/adults going on the trip to determine meal/bunking arrangements (usually two Troop meetings before event)
<ul style="list-style-type: none">• Meet with Quartermaster if Troop equipment is required for trip