



Boy Scout Guide to Leading a Campout/Event

1. Introduction:
 - a. This guide is intended to assist scouts in understanding their leadership duties associated with a troop campout/event. Each event will vary so it will be necessary to determine which items are applicable. The adult leader will meet with the event Senior Patrol Leader (SPL) to assist in determining the appropriate duties.
 - b. SPL in the following instances identifies the "Campout" SPL differing from the "Troop" SPL.
 - c. Adult leader refers to the individual who has accepted the responsibility to lead the event. The adult leader is to support and provide guidance while the SPL is the visible leader.
2. SPL/ASPL for event:
 - a. A request will be made during troop meeting concerning the need for an event SPL. Leadership is a very important part of scout participation and evaluation for rank advancement. You will improve your leadership skills by volunteering to be an event SPL.
 - b. Once the SPL and ASPL have been secured, a meeting with the adult leader will be planned to review the event agenda, etc.
 - c. The ASPL is responsible for the event if the SPL can not attend or any issues that the SPL and ASPL have agreed upon.
3. Event permission slip:
 - a. The SPL may be required to assist the adult leader with the preparation of the permission slip (four to six weeks prior to the event).
 - b. Announcements such as event date, permission slip due date and any special needs of the event will be made by the SPL with coordination of the adult leader.
 - c. The adult leader is responsible for permission slip submission to the website and availability to the troop meetings.
4. Permission slip due date:
 - a. Announcement concerning the final call for permission slips will be made by the SPL with coordination of the adult leader (two weeks prior to the event).
5. Patrol preparation:
 - a. One to two weeks prior to the event, SPL requires patrols to prepare Campout Menu Planner and Duty Roster (provided by the Event Coordinator). Each patrol has a Grub Master, Patrol Leader and Assistant Patrol Leader. SPL and ASPL do not have patrol duties. If patrol duties over-lap or leader will not be in attendance, a temporary leader should be selected within the patrol.
 - b. Patrol leader will provide an attendance and duty roster for their patrol to the SPL.
6. Troop meeting prior to event:
 - a. SPL confirms that the Grub Masters and Patrol Leaders are ready and that all questions have been answered concerning the event.
 - b. Coolers will be provided to the Grub Masters for cold storage.
7. Day of departure:
 - a. SPL secures attendance list from adult leader and takes roll call.
 - b. SPL ensures each patrol has their meals.
 - c. Coordinate organization of equipment, scouts and drivers (maps, cell phone contacts, etc.) with the adult leader.
 - d. SPL checks to make sure that everything and everyone is loaded and troop leaves on time! (Being on time is a GOOD leadership skill).

8. Arrival at the site:
 - a. One of the **MOST** important and demanding tasks for the SPL is the initial camp site setup.
 - b. SPL call for “all scouts fall in” to ensure that everyone and everything has made it to the site safely.
 - c. SPL gives the following instructions:
 - i. Setup procedures
 - ii. Instructs all scouts to assist whoever needs assistance (look for idle hands). No personal activities prior to troop setup.
 - iii. Identifies campsite perimeter, fire area and tent layout.
 - d. If needed, finds water supply and instructs scouts to retrieve.

9. During the event:
 - a. SPL keeps an updated schedule posted to ensure troop timeliness. Remember chain of command, start with PL’s so that patrols are on schedule and include **proper and complete cleanup**.
 - b. SPL checks with PL’s often to see that everything is going OK.
 - c. SPL seeks adult guidance when needed.

10. Final day:
 - a. SPL directs cleanup and ensures that all scouts are assisting (look for idle hands)!
 - b. SPL along with all scouts organizes and performs site walk-through/cleanup.
 - c. Instruct “all scouts fall in” to ensure everyone is in attendance for loading.
 - d. Upon arrival to pickup destination, direct Quarter Masters to empty trailer of personal gear and dispose of trash and Grub Masters to empty and clean coolers.

11. Following troop meeting:
 - a. Post event review at the next troop meeting by the event SPL.
 - b. Grub Masters complete reimbursement form and forward with receipts to the treasurer.