



How to Plan a Campout/Event

1. Volunteering for an event is both exciting and rewarding! Once you have decided you would like to assist, please check with the Troop Event Coordinator to select an event. Dates and places have been assigned, so you will want to formulate costs and obtain information needed for the event as soon as possible. Lake Anna (annual trip) takes six months prior to the event date.
2. You will want to assign a Senior Patrol Leader (SPL) as soon as possible. The SPL provides appropriate information to the scouts regarding merit badges or special needs for the event via troop meeting. Ask the Troop SPL to make an announcement for that purpose.
3. Four to six weeks before the event, you will need to create a permission slip, to be signed by the parent, which includes information particular to the event (agenda). The Troop Event Coordinator will have an example or the previous one used for your utilization. They should be due approximately two weeks prior to the event. We typically budget \$4.00 per meal per boy unless the event has an admissions or facilities fee. This fee will be incorporated into the cost of the event and noted on the permission slip/agenda. Adult cost is usually the same as the scout unless the additional fees are higher. For events that are 100 miles round trip, the drivers may be reimbursed for gas used. Please see the Treasurer for costs pertinent to specific events. See 7e below.
4. You will be responsible for collecting forms as they are returned. If spending money for the scouts is needed, please mention this when the forms are returned.
5. Make arrangements with the Treasurer as to the transference of funds received. Scouts may use their scout accounts (SA) to pay for the events. A spreadsheet of all transactions (name, \$ received, SA) is always appreciated to assure accuracy between the event volunteer and the Treasurer.
6. Two weeks or more before the event, you are required to file a Local Tour Permit Application (2 page doc). The Troop Event Coordinator will be able to assist you if needed. Fax the application to the National Capital Area Council (NCAC) at (301) 564-9513. Please keep the approval, once received, for the event.
7. One to two weeks prior to the event, the following issues need to be addressed:
 - a. Campout Menu Planner and Duty Roster (all patrols must complete including the leader patrol) Adult guidance needed to assure nutritional value.
 - b. Coolers provided to the patrol Grub Masters.
 - c. Assignment to pull trailers (Red Sled or Mini Me). Trailers are retrieved from and returned to Drumheller's Farm.
 - d. Request assistance with medication procedure (provide additional forms if needed).
 - e. Make arrangements with the Adult Quartermaster, if it is necessary to purchase specials for the chuck boxes, custom load the trailers (# of tents, mess kitchen, metal fire tub, etc.) or water. If port-a-johns are needed, it will take four weeks lead time for rent.
8. The day of the event, bring a typed roster of who is in attendance for the SPL to use to take roll before leaving for the event. Keep one for yourself and provide one each to the Scoutmaster, Advancement Chair, Treasurer and the Committee Chair. Supply directions/maps for all drivers. Pray for DRY weather!
9. Upon returning from the event, make sure that the Grub Masters **CLEAN AND DRY** the coolers.