Troop 22 Page: of

Outing/Event	Departure Date & Time
Coordinator	**Return Date & Time**

Date Due

***3 wks: Transportation Request completed**

Pass to transportation committee: (# of seats, cargo and special items needed to be moved)

Item	#	Item	#

***2 wks: Tour Permit completed**

***1 wk: Medical Forms reviewed**

Note special needs instructions and ensure medical forms are correct and up to date. Ensure copies for trip on file

Scoutmasters	Paid	Scoutmasters	Paid

	Scouts	Paid	PS		Scouts	Paid	PS
1				21			
2				22			
3				23			
4				24			
5				25			
6				26			
7				27			
8				28			
9				29			
10				30			
11				31			
12				32			
13				33			
14				34			
15				35			
16				36			
17				37			
18				38			
19				39			
20				40			

Notes:

1) For additional information, use additional forms and mark accordingly.
2) Ensure copies of medical forms, permission slips, trip ticket and event sheet are available.
3) Leave detailed directions to the event, trail name, and a photocopy of the map.

Notes

Campout Planner

Location: _____ **Dates:** _____

Four Weeks Before Campout **Date:** _____

- ○ Announce campout dates and location
- ○ Remind Patrol Leaders of planning schedule
- ○ Provide personal equipment lists and special needs list to Scouts
- ○ Begin developing preliminary plans for menu, transportation and equipment

Three Weeks Before Campout **Date:** _____

- ○ Preliminary count of Scouts attending campout
- ○ Begin planning menu
- ○ Finalize program plan
- ○ Forward transportation needs to Committee

Two Weeks Before Campout **Date:** _____

- ○ Patrol menus approved by SM
- ○ Food and equipment lists finalized
- ○ Campout fees announced
- ○ Permission slips distributed

One Week Before Campout **Date:** _____

- ○ Collect campout fees and select Grubmasters
- ○ Quartermasters check equipment lists and prepare equipment
- ○ Permission slips collected
- ○ Personal gear shakedown if necessary

Goals For Campout

Accomplishments

Lessons Learned

Activity Planner

Time	Activity

Time	Activity

Notes

*** Be sure to keep a log of what happens on the campout so you have a reference for future campouts. ***

Patrol Campout Log

Location: _____ **Dates:** _____

Leaders: _____

_____

Attendance List

Name:	Phone:	Paid?	Notes:

Meal Planning

Friday:

Crackerbarrel: _____ Cooks: _____

Cleanup: _____

Water: _____

Wood: _____

Saturday:

Breakfast: _____ Cooks: _____

Cleanup: _____

Water: _____

Wood: _____

Lunch: _____ Cooks: _____

Cleanup: _____

Water: _____

Wood: _____

Dinner: _____ Cooks: _____

Cleanup: _____

Water: _____

Wood: _____

Crackerbarrel: _____ Cooks: _____

Cleanup: _____

Water: _____

Wood: _____

Sunday:

Breakfast: _____ Cooks: _____

Cleanup: _____

Water: _____

Wood: _____

Shopping List Planner

Item	Qty	Cost	√	Friday	Saturday				Sunday		
				Snack	Breakfast	Lunch	Dinner	Snack	Breakfast	Lunch	

1) Fill in "Item" - list each item only once (use multiple sheets if necessary)
2) Mark an "X" in the column for each meal in which the item is used.
3) Calculate "Quantity" of each item based in the number of meals used, and the number of people to be served.
4) Use the "√" column to check off items you already have, and in the store to mark off items as they are acquired.