

Scoutmaster-In-Charge (SIC) Trip Task List

Complete

Go to my.scouting.org and file Tour permit

- Contact someone who has done it previously (Scoutmaster, ASMs, TC Members)
- Add specific instructions on how do do the tour permit.

Trip Reservations

- Contact destination to get reservation info (and GPS address)
- Find out camping accommodations - Water, Electric available?
- Deposit necessary? Pay with credit card if time sensitive or get check from Treasurer (preferred).
- Will need blank check for balance of payment (Contact Troop Treasurer or Troop Chair)
- Plan itinerary for trip
 - Stops along the way?
- Preferably a 2-leader team approach to all trips and a scout or two to plan the trip.
- Are siblings/family members invited?
- In case of limitations (# of attendees), priority goes to Scouts and Registered Adult Leaders

Special Requirements for Trip (If applicable)

- BSA Swim Requirement
- Safety Afloat
- Leader training - online (Hazardous Weather, etc.)

RSVP form - Does it need to be updated to meet trip needs?

- Establish deadline for RSVPs -
- Ask Webmaster to remove form after deadline.

Questions to consider adding to form:

- Who can bring additional gear (e.g. bike racks)?
- Who can carry additional gear (e.g. bikes, backpacks)?
- Are siblings/family members invited? (need to ask # attending, non-scout siblings require an adult to accompany them)

Update Trip Documents for Troop Website

- General Information Document (Use a prior one and update it, if possible)
- Document GPS address
 - Logistics - more than 1 destination? Arrival/Departure times and directions needed.
 - Determine costs per person - Will a subsidy request be made to the Troop Committee?
- Reminders - sunscreen, trip-specific gear (e.g., watershoes, extra clothes)
- Is Class A uniform required at any point
- Release forms - are they required?
 - Post forms to website (Bring extra copies on trip - someone will forget)
- NOTE: Different dynamics for each trip will exist. Set specific dates to have each segment complete. 30 days prior, 15 days prior 7 days prior etc.

Special Requirements for Camping Location

- Is there a water source at campsite/do we need to fill water jugs in trailer?

Food

- Recruit/assign an Adult to get/prepare/cook adult food - more than 1 is fine
- Scout(s) to get patrol food (To be done at a troop meeting)

Get Trip roster from Online RSVP

- Send to Jamie Burns - so she can provide Medical Forms
- Use to count off trip attendees - Start, Middle and End of trip
- Logistics (destination directions/instructions, other points)
- Send out roster to trip attendees (If many, send to whole troop or via Troop newsletter)

Troop Camping Responsibilities	
Patrol Duty Rosters (To be done at troop meeting)	
What to Bring	
1. Troop Flag for photo op	
2. Medical Forms - request them from Jamie Burns. She needs roster.	
3. Troop 49 Patches - to thank tour guides, site hosts, etc.	
Leaving OLPH	
-Take Attendance and check Headcounts before (at OLPH), during & end of trip	
-Car pooling?	
-Directions (provide copies at OLPH)	
-Driver/Adult Cell Phones (provide to adults (scouts, too if necessary) at OLPH)	
-Review trip document at troop meeting prior (highlights only)	
-Check weather	
-Ensure everyone has a ride	
During Trip	
Check headcounts!	
Safety first mantra	
Count-offs at beginning middle and end of each "stop"	
Post-Trip	
Send headcount and related info to Advancement Chair and Treasurer	
-Tent camping	
-Awards/Badges/Chits earned	
-Miles hiked, or biked	
-Other merit badge req's fulfilled	
Create Trip Report (optional, it's a narrative of the trip) and send to troop webmaster	
Send Thank You notes if possible (site hosts, etc.)	