

TROOP 69 CAMPOUT PLANNING GUIDE

1. **Activity/Campout(A/C) assignment**-As soon as you are assigned an activity, you should determine where it should be held and reserve the location. We generally secure enough campsites to hold 10 Scouts and 2 adults. It is better to get an additional campsite and ensure we have enough space for the dining fly, etc. You will need to send in a deposit to hold the location for our use. If it is a State Park then you may need to use a *Troop check*, ask the location contact. Troop checks can be obtained from the Troop Treasurer.

2. **Who, What, When, Why, & How Much:**

This information should be presented at a PLC as soon as it is determined.

1. **Who**-can or should attend the A/C, is this an older Scout event exclusively or can it be attended by all. Are there any restrictions (age or size, etc.) or requirements (merit badges like swimming or prior experience in rock climbing, Class I, II or III Medical forms, etc.)? Will we need any Adults with special training to participate (with CPR, Safe Swim Defense, etc)? Is it open to non-Scouts or Webelos, etc.
 2. **What**-will be the primary activity or purpose of the A/C. What Scout Skills will we need or be working on? Will there be a cooking competition? What will we have to do at Troop Meetings or outside of them to be prepared for the planned A/C? Will we be participating as a Troop, in Patrols or individually? What special equipment or materials will we need for the A/C (such as ropes and spars for Pioneering)? What fun and games are planned? Extreme weather (hot or cold) or environment (swampy or mountainous) requires special training and Troop and/or personal items, plan and prepare accordingly. This will affect your menus.
 3. **When**-will each planned activity take place? Develop a schedule of activities, and see if there is enough time to complete all the planned activities. Put in some extra time in case we fall behind, we don't want to start cooking dinner at 8pm.
 4. **Why**-are we on this A/C? Is it a District activity like a Camporee? Is it to prepare us for a planned High Adventure or is it just for fun. Try and stay with the original planned purpose or theme of the A/C. You have volunteered to make the A/C happen but it was planned by the Troop.
 5. **How Much**-how much will the Campout cost the Troop and how much should we charge per Scout? To determine this use the budget sheet.
3. **Budget Sheet**-This needs to be filled out and okayed by the Activities Chair prior to filling out the permission slip and must be attached to the budget workbook.
4. **Permission Slip**-You should email the completed permission slip to the Scoutmaster 5 weeks prior to your A/C to get print outs. All permission slips will be turned into the transportation chair.
5. **Troop Handout**-If your A/C has a lot of specific details or necessary information to communicate to the Troop, and then you might consider preparing a handout to email to the Scoutmaster for copying.
6. **Activity/Campout Treasurers Report**-You will use the same Budget workbook to record all expenses and who paid for them. You will attach all menu lists with grocery receipts from each patrol (including the old goat patrol if there is one). To get the attendees on the campout, please see the Transportation Chair for a trip list. Please attach all receipts to the budget workbook and turn in to the Troop Treasurer no later than the second meeting after the A/C. You should review the

budget workbook with the Troop Treasurer when you turn it in so you can answer any questions they might have at that time. You must also give a copy of the attendance sheet of the budget workbook (without receipts) to the Troop scribe to enter attendance.

7. GOOD LUCK AND THANKS FOR MAKING THINGS HAPPEN FOR OUR TROOP!!!

TROOP 69 PERMISSION SLIP

Due By: _____ Event LDR: _____ LDR Phone #: _____

Outing: _____ Dates: _____

Cost: _____

Start Time: _____ Approx. Return Time: _____

Activity Location: _____ Phone #: _____

Campout Location: _____ Phone #: _____

Additional Comments: _____

(KEEP THIS TOP PORTION)

(RETURN THIS BOTTOM PORTION)

PARENTS PLEASE NOTE:

SCOUTS MUST HAVE A SIGNED PERMISSION SLIP FOR ALL OUTINGS, WHETHER ACCOMPANIED BY A PARENT OR NOT. ALL INFORMATION MUST BE PROVIDED BEFORE YOUR CHILD WILL BE PERMITTED TO PARTICIPATE.

I/WE GIVE PERMISSION FOR: _____

TO ATTEND: _____ **ON:** _____

TO BE HELD AT: _____

FURTHER, **WE AUTHORIZE** A DOCTOR AND/OR MEDICAL INSTITUTION OR TROOP LEADERS, IF NECESSARY, TO RENDER TREATMENT OF INJURIES OR ILLNESS SUSTAINED BY OUR CHILD DURING THIS OUTING. WE AGREE TO PAY ALL EXPENSES FOR SAID TREATMENT OR ARRANGE FOR COVERAGE BY INSURANCE, AND HOLD HARMLESS THE BOY SCOUTS OF AMERICA, NORTHWEST SUBURBAN COUNCIL, TROOP 69, AND IT'S CHARTERED ORGANIZATION, AND ANY ADULT LEADERS CONNECTED WITH THIS TROOP OUTING, FOR ANY AND ALL CAUSES THAT MAY ARISE IN CONNECTION WITH THE ACTIVITY LISTED ABOVE, WITH OUR SON OR WARD.

Signature of Parent/Guardian

PAID Cash \$ _____ **Check \$** _____ **Or deduct \$** _____ From my Scout account for this outing.

PLEASE PROVIDE TWO EMERGENCY CONTACT NUMBERS

Name	Phone	Relationship
_____	_____	_____
_____	_____	_____

Medications youth will be taking while on outing: _____

IF PARENT WILL BE DRIVING/VISITING THE CAMPOUT, WE MUST HAVE THE FOLLOWING INFORMATION

I will arrive: Fri Sat Sun Arrival Time: _____

I will be camping overnight on: Fri Sat I will NOT be camping

Name: _____ DL#: _____

Year and make of vehicle: _____ Capacity (seats w/belts): _____

Insured amounts (public liability): Per Person \$ _____ Per Accident: \$ _____ Property Damage \$ _____

Budget

	Cost per Scout	
Nights Camping out	0	
Estimated Number of Scouts	10	
Estimated scouts per vehicle	3	
Estimated Miles per Gallon	14	
Cost per gallon	\$2.60	
Additional Food Cost per scout	\$3.00	
Breakfast per Scout	\$3.00	
Lunch per Scout	\$4.00	
Dinner per scout	\$5.00	
Number of Breakfasts	1	
Number of Lunches	1	
Number of Dinners	1	
Per Scout fees		
Equipment fee \$1/day	\$1.00	\$0.00
Campsite fee per day per scout	\$0.00	\$0.00
Activity Fee per scout	\$0.00	\$0.00
Food cost per scout		\$15.00
Round trip distance from Palatine to campsite	0	
Round trip distance from campsite to activity	0	
Fuel cost per scout		\$0.00
Total per scout fees		\$15.00
Per Trip Fees		
Campfire fee	\$20.00	
Charcoal	\$10.00	
Ice (\$3.00 per 6 scouts)	\$6.00	
Campfire fee add for cold weather	\$0.00	
Camping Supplies (see below)	\$14.00	
Base campsite fee per night	\$0.00	
Base campsite fee for the trip	\$0.00	
Base activity fee	\$0.00	
Total per trip fees	\$50.00	\$5.00
Total per scout cost		
		\$20.00

NOTES:

Campfire add for cold weather is generally \$20.00. See Scoutmaster

Fuel cost is determined as follows:

Gallons = Distance / 14 (average miles per gallon per vehicle)

Cost per vehicle = Gallons * Fuel Cost

Cost per scout = Cost per vehicle / 3 (average number of scouts per vehicle)

Try to only change colored cells

Additional Food Cost is for cracker barrel Friday and Saturday and Last day Breakfast

Reimbursement for driver should not exceed actual gas cost

Drivers should turn in their gas receipts.

Camping supplies includes (scrubbers, foil use, papertowel, propane)

Propane is one tank per 3 outings \$21.00

Food Costs

Food Budget per scout \$15.00
 Amount Purchased By Troop \$3.00
 budget per patrol member \$12.00

Patrol Name	# of members	cost	over/under	Purchaser
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	

Total patrol members 0
 Diff from attendance - SHOULD BE 0 0

Any over charge for food must be picked up by patrol.

Total Reimbursed Food cost \$0.00

Activity Costs

Campground Cost	Amount	Payee

Activity Cost	Amount	Payee

total costs \$0.00

Campout Daily Planner

	Date:	Youth Trip Leader:	Leader
TIME	EVENT	Participants	
Friday			
08:00 PM			
09:00 PM			
10:00 PM	Cracker Barrel	All	Scoutmaster
11:00 PM	PLC	PLC	Senior Patrol Leader
12:00 AM	Lights Out	All	
Saturday			
06:00 AM			
07:00 AM			
08:00 AM			
09:00 AM			
10:00 AM			
11:00 AM			
12:00 PM			
01:00 PM			
02:00 PM			
03:00 PM			
04:00 PM			
05:00 PM			
06:00 PM			
07:00 PM			
08:00 PM			
09:00 PM			

Campout Daily Planner

10:00 PM			
11:00 PM	PLC	PLC	Senior Patrol Leader
12:00 AM	Lights Out	All	
Sunday			
07:00 AM			
08:00 AM			
09:00 AM	Scouts Own	All	Chaplains Aid
10:00 AM			
11:00 AM			
12:00 PM			
01:00 PM			

THE CAMPFIRE PROGRAM PLANNER

How to use this sheet: Be sure that every feature of this campfire program upholds Scouting's highest traditions.

1. In a campfire planning meeting, fill in the top of the "Campfire Program" sheet (over).
2. On the "Campfire Program Planner" (below) list all units and individuals who will participate in the program.
3. Write down the name, description, and type of song, stunt, or story they have planned.
4. The master-of-the-campfire organizes songs, stunts, and stories in a good sequence considering timing, variety, smoothness, and showmanship.
5. The master-of-the-campfire makes out the campfire program sheet (over).
6. Copies of the program are given to all participants.

Cheer Planner	Spot

Song Planner	Spot

Campfire Program Planner			
Group or Individual	Description	Type	Spot
Opening	Main event		
Closing			
Headliner			
Song leader			
Cheerleader			

CAMPFIRE PROGRAM

Place _____

Date _____

Time _____

Camp director's approval _____

Campers notified _____	Area set up by _____
Campfire planning meeting _____	_____
MC _____	Campfire build by _____
Song leader _____	Fire put out by _____
Cheerleader _____	Cleanup by _____

Spot	Title of stunt, song, or story	By _____	Time
1	Opening (and firelighting)		
2	Greetings (introduction)	MC	
3	Sing Yell		
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23	Closing		