



## Lead Adult Event Responsibilities

Event: \_\_\_\_\_ Event Date: \_\_\_\_\_

Lead Scout: \_\_\_\_\_ Lead Adult: \_\_\_\_\_

Date permission slips/money are due: \_\_\_\_\_

Date(s) gear shake down/shopping/load equip: \_\_\_\_\_

Time/location leaving: \_\_\_\_\_ Return: \_\_\_\_\_

Activities Cost: \_\_\_\_\_ Food Cost: \_\_\_\_\_ Total Cost: \_\_\_\_\_

Activity Location: \_\_\_\_\_

Patrol Only Event: Yes - No

Troop Event: Yes - No

Combined Troop Event: Yes - No

### Pre-Event Check List:

- ✓ The event has been posted on the Scoutbook calendar with the above information
  - ✓ Scouts/Leaders/Parents Invites
  - ✓ RSVP
  - ✓ Permission Slips Reg.
  - ✓ Scheduled Reminders
- ✓ Lead scout knows who they are, the above details and their responsibilities (see attached)
- ✓ Read the entire event leaders guide
- ✓ Complete & distribute Troop Commitment & Medication form (see attached)
- ✓ Verify the scheduling or registration of any preplanned activities (i.e. camporee registration)
- ✓ Collect Money, Permission, Troop Commitment/Medical forms from each Scout attending on or before the posted date
- ✓ Verify the event meal plan has been completed
  - ✓ Including an adult meal plan
- ✓ Verify any adult attending is current with Youth Protection and if spending the night is registered as a leader with the Troop thru the Council.
- ✓ Obtain any necessary insurance information from the council if needed
- ✓ Verify or transportation needs/availability (should be identified thru the commitment forms)
  - ✓ Troop Trailer (who will be transporting)
- ✓ Verify the following:
  - ✓ Shopping - Propane tanks are filled - Firewood is available
  - ✓ Gear shake-down - Water/Ice
  - ✓ Troop gear has been checked out of the quartermaster
  - ✓ Duty roster & tent assignments are filled out (Max, 2 years age difference tenting together).
- ✓ Obtain troop Medical records
  - ✓ Swimming records (if needed)
- ✓ The adult responsible for pulling the Troop trailer should directly supervise its loading





**Event Check list:**

- ✓ Verify attendance (on Scoutbook)
- ✓ Verify camp set-up by the Scouts to include (Adults should be in a set-up in a separate location from the Scouts if possible)
  - ✓ Tents
  - ✓ Wash station
  - ✓ Dining tent
  - ✓ Hand washing station
- ✓ An adult knowledgeable about chemical fuels and equipment should always supervise youths involved in the handling, and use of chemical fuels and equipment.
- ✓ Continuously verify attendance
- ✓ Complete a BSA accident report if there are any injuries
- ✓ Have fun & take pictures

**Post Event Check List:**

- ✓ Verify items have been returned, cleaned, dried, and checked back into the quartermaster
  - ✓ Verify Scouts report any broken, missing or unusable gear
  - ✓ Trailer is cleaned out and returned to storage
- ✓ Provide signatures and update Scoutbook with any items provided by the Scout to include:
  - ✓ Camping nights, frost points
  - ✓ Miles hiked, biked
  - ✓ Service hours worked
  - ✓ Merit Badges earned (or forward the information to the Advancement Coordinator)
- ✓ Reconcile event cost against receipts and moneys collected (or forward to the Treasurer)
- ✓ Verify the restocking of the chuck box if used
- ✓ Evaluate the event with the Scouts
  - ✓ Would they repeat the event
  - ✓ What would they do differently
  - ✓ What didn't they like
  - ✓ Suggestions





## ***Lead Scout Event Responsibilities***

### **Pre-Event Check List:**

- ✓ Review and understand the event details and your responsibilities
- ✓ Prepare email to the Troop regarding the activity
- ✓ Update and recruit Scouts during meetings for your event
- ✓ Complete the following: (work with Scouts requesting assignments for rank)
  - ✓ Meal plan (to include cost)
  - ✓ Duty roster assignments
  - ✓ Tent assignments (Preferred as patrols, max 2 years age difference tenting together).
  - ✓ Event activity plan (to include cost)
  - ✓ Read the entire scout leaders guide for the activity
  - ✓ Create a gear list and schedule it's use thru quartermaster
  - ✓ Create a Scout needed gear list

### **Scout Event Check list:**

- ✓ Collect and report important information to the lead Adult;
  - ✓ Attendance
  - ✓ Service hours
  - ✓ Shifts worked
  - ✓ Miles hiked
- ✓ Set-up camp (using duty assignments)
  - ✓ Tents
  - ✓ Wash station
  - ✓ Dining tent
  - ✓ Hand washing station
  - ✓ Adults will supervise the handle chemical fuels and equipment (stoves and lantern)
- ✓ Continuously verify attendance & buddies are together
- ✓ Prepare meals as scheduled
- ✓ Report any accidents or incidents to the lead adult
- ✓ Have fun & take pictures

### **Post Event Check List:**

- ✓ Verify items have been returned, cleaned, dried, and checked back in with the quartermaster
  - ✓ Report any broken, missing or unusable gear
  - ✓ Clean out and restock the trailer
  - ✓ Restock the chuck box
- ✓ Reconcile event cost against receipts to understand if you meet your budget
- ✓ Evaluate the event with the Scouts
  - ✓ Would they repeat the event
  - ✓ What would they do differently
  - ✓ What didn't they like
  - ✓ Suggestions





## Scout Duty Roster

### Breakfast

#### Menu:

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### Lunch

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### Dinner

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#### Head Cook: (Provides instruction to cooks and KP, assigns the blessing)

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#### Cook(s): (Prepares the meal as instructed by the head cook)

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#### KP Detail: (Preps & maintains the dish station, cleans meals dishes)

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#### Trash man: (Replaces trash liners as needed & polices the kitchen area)

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#### Water Detail: (Fills water containers as needed)

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#### Fireman: (Maintain fire, re-stock wood supply & safety gear)

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#### Special Requirements: (Additional items identified by the lead Adult)

##### Detail:

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##### Detail:

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##### Detail:

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#### Event Quartermaster(s):

BOONSBORO, MD





# Outing Information

(Parent information)

Please return Outing Commitment Form (last page) and KEEP THE REST FOR YOUR REFERENCE!

Activity/Outing: \_\_\_\_\_

Sign-up by: \_\_\_\_\_

Departure: \_\_\_\_\_

Estimated Return: \_\_\_\_\_

Activity Location: \_\_\_\_\_

Details: \_\_\_\_\_

Cost: \_\_\_\_\_

Lead Scout(s): All questions regarding this event should be directed to the lead Scout(s).

• \_\_\_\_\_  
**TROOP**

Adult Leader(s): \_\_\_\_\_

\_\_\_\_\_

Equipment: \_\_\_\_\_

Personal gear and clothing appropriate for the weather/season including sturdy shoes/hiking boots. Watch the weather and be prepared!

BOONSBORO, MD







### Some of the Troop 20 Essentials

1. BSA Scout Handbook (with pen)
2. Pocket Knife (only if you have earned Totin-Chip)
3. Personal First Aid Kit (see Scout Handbook)
4. Flashlight/Headlamp with good batteries
5. Water bottle (filled)
6. Rain gear
7. Camp chair
8. Mess kit including drink cup
9. Sleeping bag (rated for expected temperature) and sleeping pad
10. Whistle or signaling device
11. Compass
12. Extra clothes/shoes based on weather and area.

This is a minimal, "survival" list. If you do not have these items along with you on any Troop 20 campout or hike trip, then you are not "prepared," according to the Scout motto. The Permission/Outing Commitment Form may include a more detailed packing list based on the specific activity. Gear will be checked prior to departure. For safety purposes, scouts not prepared for the outing may be denied participation.

### Food and Cooking:

**Transportation:** Parents, it is your responsibility to coordinate transportation to and from this event for your Scout. The use of scoutbooks RSVP's is suggested to understand who is attending.

**Additional Information:** Being a standard Troop 20 outdoor event, cell phones and other electronic devices (iPods, PS3, etc.) are not permitted. All adult leaders will have cell phones in case of emergencies – the boys should just concentrate on learning and having a good time in the outdoors.





# Outing Commitment Form

(Return to Event Leader)

Parents, please return the commitment form, Scout Rx Medication Form, Scoutbook permission slip and payment to the event leader by the permission slip due date \_\_\_\_\_.

Outing: \_\_\_\_\_

Scout (Name): \_\_\_\_\_ will be attending this event.

Payment: Check# \_\_\_\_\_ Cash Charge Scout Account

I will ensure that my Scout comes prepared and properly equipped for this event.

Signed: \_\_\_\_\_ Date and Phone #: \_\_\_\_\_

Special notes regarding my Scout for this event, eg. injuries, need to pick up early, etc.:

## Adult Participant Information:

Leader (Name): \_\_\_\_\_ Will be attending this event.

Entire Event: ☐

Partial: ☐ Explanation: \_\_\_\_\_

I am able to drive:

☐ Driver Name: \_\_\_\_\_  
Vehicle Make/Model: \_\_\_\_\_  
Driver's License #: \_\_\_\_\_  
Insurance Company: \_\_\_\_\_  
Insurance Policy#: \_\_\_\_\_  
# extra seat and seat belts \_\_\_\_\_

I am not able to drive: ☐



# Scout Rx Medication Form

(Return to Event Leader)

*A copy of this form must be completed for each campout or event when medication is to be administered. All medications must be in the original pharmacy container with patient's name, drug and dosage clearly marked including any "over the counter" medications*

Activity/Outing: \_\_\_\_\_

Scout Name : \_\_\_\_\_

Parent Name: \_\_\_\_\_

Phone: Home (\_\_\_\_) \_\_\_\_\_

Work (\_\_\_\_) \_\_\_\_\_

Cell (\_\_\_\_) \_\_\_\_\_

Doctor: Name \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_

Allergies: \_\_\_\_\_

1) Medication Name: \_\_\_\_\_

Strength and Method of  
Administration:

\_\_\_\_\_

Dosage: \_\_\_\_\_

Storage Instructions: \_\_\_\_\_

Total Quantity Needed: \_\_\_\_\_

Total Quantity Sent: \_\_\_\_\_







### Dosage Schedule

TIME	Sun	Mon	Tue	Wed	Thu	Fri	Sat

Can medication be skipped at Scout request: Yes - No

Relevant Side Effects to be observed, if any: (reactions to food, dehydration, stress, hives, other meds, decreased balance, more activity, concentration, drowsiness, lethargy, etc.): \_\_\_\_\_

List other important information about this medication since access to medical information or facilities could be delayed up to 3-4 hours due to wilderness setting: \_\_\_\_\_

Expected action if medicine is not taken as directed: \_\_\_\_\_

Provide additional forms for other as needed medications.





## Event Check list

	Scout/Leader Name	Scoutbook Permission Slip	Outing Commitment & Rx Form	Total \$ collected	Medical records up-to- date	Driver with total # of seats available
1						
2						
3						
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