

## ASST. SCOUTMASTERS ( THE PATCH ) STEPS TO A SUCCESSFUL OUTING

### Report to the Scoutmaster

At the beginning of the planning process,  
When the date and location have been confirmed, and  
Within 24 hours after the outing for a leader recap!

### PLAN AHEAD to avoid conflicts and problems! Here are some helpful hints:

1. **Dates:** Check for conflicts.
2. **Location:** Check on the availability of the site or cabins and pay the deposit to lock in the dates A.S.A.P. Note: **High Adventure** trips needs to be planned 6 to 18 months in advance.
3. **Tour Permits:** The leader makes the arrangements with Mr. Jeff Lundgren and fills out the local tour permit 3 weeks in advance.  
Note: the long distance tour permit needs 3 to 4 months.  
Both types of permits must be delivered to the council office for processing. Faxing for local permits is acceptable.
4. **Publicity:** Prepare a flyer to pass out to the troop. Also post the info on our web site. [www/waucondatroup90.com](http://www.waucondatroup90.com) Contact: Steve Lasaine
5. **Permission slips:** Contact Troop outdoor coordinator with the outing information 6 weeks or more in advance. Check with Scoutmaster or advancements for a Campout sign-up Roster. Also have one posted on web site. **(High Adventure) Med. Forms & Waiver**
6. **Sign-up:** This should start 4 weeks before the outing and it should end 2 weeks before the outing. Pass out the permission slips during this time. Make sure that they are returned with the proper signatures, phone numbers, and fees.
7. **Prepare for the outing:** Have scouts work on a duty roster. Disburse monies to the patrol shopper after remembering to deduct camp fees and other expenses. Discuss any special equipment that will be needed. Also remember to figure in the fuel costs, to pull the trailer to and from camp.  
Driver pulling trailer needs to save there receipt for reimbursement.
8. **Transportation:** Arrange for enough transportation to bring the trailer and the scouts along with their personal gear to the campout as well as home.
9. **Return from the outing:** Return to the church and plan on staying there until the last scout is picked up. Remember to have **2-deep leadership** while you are waiting **Clean out the coolers and leave them open.** Send the tents home to be dried out. Record the tent number and who took it home. Remind the scout to return the dry tent at the next meeting to the Quarter Master.  
Also: Return any other Troop equipment that was brought home for cleaning.
10. **Follow-up:** Call the Scoutmaster within 24 hours after returning to recap the outing.