

Troop 278 Ahwatukee

Guidelines for Organizing A Troop 278 Activity

Here is a quick expectation guide & checklist for organizing, leading and documenting a Troop 278 monthly activity.

Sign up to lead a Troop activity at the Troop planning meeting usually held in August or at the Annual Parent Meeting in October. You may want to volunteer to Co-Lead a trip initially to get a better idea of what is expected. Contact the Scoutmaster at any time to volunteer to help lead events.

Here are the basic Expectations – you may need to adapt somewhat for your activity.

Before:

- Activity leaders should be registered adult Troop 278 members
- Check the BSA policies on [safety for events & activities](#) and [transportation](#)
- Make sure you will be available to lead the activity personally, or get a back-up co-leader
- Check out the location/facility you plan to go to with an advance evaluation trip.
- Figure out all costs involved and ensure they are considered reasonable
- Consider transportation logistics for people & gear (#cars/trucks/trailers etc)
- Fill out a standard [Troop Activity Template](#) with logistics, costs, equipment etc
 - Submit this for publication on the [Troop website](#) approx 6-8weeks before your trip
 - Reference/link to [checklists etc](#) as needed that are maintained on the troop website
- Write a brief email [newsletter](#) article promoting your trip with links to the web info
- Approx 1 month before the trip start to have flyers and sign-up sheets @ Troop meetings
- Secure additional adult support for the leadership of the trip (target at least 4 adults)
- Work with the Outdoor Coordinator to ensure the appropriate [BSA Tour Permit](#) is filed
- Manage the sign-up of Scouts, adults (others if appropriate), drivers and required gear
- If needed - 1-2 weeks before hold a [planning session](#) for gear, tent buddies, patrol meals

During:

- Arrive at departure point early, register Scouts, collect payments & permission forms
- Organize drivers - Scout assignment & distribute permission forms.
- You should gather cell phone #'s for each driver (ideally in advance) adult sign up form
- Wait a max of 15mins max after your scheduled departure for Scouts who are late
- Plan for loosely spaced travel (not a tight convoy) for risk reduction - swapping cell #'s, using FRS radios etc helps. Plan for regroup/break spot(s) as needed
- On arrival assign any appropriate activity roles (SPL, wood/fire patrol, latrine patrol etc)
- Collect all permission forms from drivers. Formally define activity Buddies if needed
- Lead all activities in a safe and Scout appropriate manner – take lots of activity photos!
- On departure – redistribute all permission forms based on Scout return travel assignments
- Ensure you know who is returning directly home/dropping off. Return to meeting point.

After:

- Collect any Lost & Found articles and deliver to Scoutmaster at next meeting
- Summarize your activity for the web site, # Scouts/adults, weather, activities, comments...collect trip photos - select the best 10-15 – send to [Troop Webmaster](#)
- You may also want to summarize your trip (slideshow) at the next Court of Honor