

Troop 156 Event Coordinator Checklist

- Reservation of campsite or cabin – All campouts should be reserved immediately after the Fall calendar is announced to ensure its available and reservation is complete (coordinate reservation cost with Treasurer and outdoor activities coordinator).
- Introduce event to Troop. Coordinate with SPL and Scout Master regarding which Troop meeting date this will take place. This must take place 2 months prior to the event. (Some exceptions apply i.e.: Summer Camp, High Adventure, Out of State Travel)
- Make sure event has been posted for sign-up on scout book or sign up genius with details included (event dates, location, activities, departure time etc.). This must take place 2 months prior to the event and will send an email to the troop, notifying them of the event
- Determine firewood availability at camp if needed (*Some locations have wood available, others do not, most do not allow fire wood to be brought into camp*) as a supplement to scavenging for wood.
- Join PLC meeting 4 weeks before event to discuss the plans of activities, confirm any reservations that need to be made for additional areas (i.e.: Rock climbing, White water rafting, Horseback riding, Biking, etc.)
- Announce event at troop meetings (weekly recommended), include any new details each week
- Make sure Patrols have menus figured out and if any additional food purchases are necessary for entire troop are sorted out – 2 weeks prior
- Close the event sign up 1 week before event to confirm headcount for reservation (some events may require 2 weeks)
- Coordinate with adults attending the adult menu (who will bring what, number of adults attending)
- All permission slips and waivers (if required) should be turned into the Event Coordinator 1 week prior to event (Not in Parking lot) → This permission slip maybe printed from scout book and signed
- Confirm drivers and make sure all vehicle information is on file and number of seat belts. Also confirm who pulls the trailer if necessary (minimum 2 weeks prior to event)

- Have final itinerary of event prepared and emailed out to Troop 4-5 days prior to the event. It should contain any last-minute details and parking lot departure time
- Meet with Troop Medical officer to confirm medical book will be brought to the event and assign medical liaison during trip if they are not attending. Collect medication at departure site (parking lot) with instruction forms
- Confirm first aid kit is updated and ensure how it will be brought to the event (trailer or vehicle)
- Confirm location of AED and ensure how it will be brought to the event (trailer or vehicle)
- Prior to departure (@ parking lot), provide SPL and Scoutmaster a list of scouts and adults attending the event. Comment if any scout/adult will be arriving outside the standard event timing (BSA weekend camping roster works great, obtain from website)
- Assign a designated adult to handle taking photographs at the designated event, post to Troop 156 Facebook page
- All receipts for gas, reservations, additional activities, or food MUST be turned into Coordinator no later than 2 weeks following the event or they will not be reimbursed. Coordinator should organize by patrol name and scouts per patrol if known and provide to treasurer