

ACTIVITY PLANNING CHECKLIST FOR TOUR LEADER

ACTIVITY: _____

ACTIVITY DATES: _____

LOCATION: _____

TASK	DATE TARGET / COMPLETED
1. Administration	
a. Budget: Calculate fees per scout for activity	_____ / _____
meals	\$ _____
equipment rental	\$ _____
site reservation fee	\$ _____
transportation	\$ _____
other	\$ _____
Total	\$ _____
Fee per person	\$ _____
b. Tour permit:	
Complete tour permit and file with Longhorn Council office at least 2 weeks in advance	_____ / _____
c. Reserve site for campout:	
Submit Weekend Camp & Equipment Rental Application to Council office for scout camp or reserve state park site from Texas Parks and Wildlife Commission	_____ / _____
d. Permission forms:	
Prepare Activity Permission Forms and distribute to troop members	_____ / _____
Collect Activity Permission Forms and fees from all participants	_____ / _____
e. Activity Roster	
Prepare Activity Roster and place copy in Tour Book Make extra copy of roster for Ranger at scout camp	_____ / _____
f. Health forms	
Review Tour Book to ensure that all health forms of participants are current	_____ / _____
g. State Park Passport	
If campout is at a State Park, verify whether State Park Passport is available and in Tour Book	_____ / _____
h. Council/District Event	
If campout is a Council or District Event (Camporee, Score-O, etc.) obtain entry form and submit entry form and fees to Council office.	_____ / _____
2. Leadership	
a. Verify that adequate adult leadership will be available	_____ / _____
b. Verify that adults have necessary training (YPT, CPR, Safe Swim, etc.) Copy of cards must be presented to Ranger at scout camp	_____ / _____
c. Verify that adults have necessary skills training (climbing, shooting, etc.)	_____ / _____
d. Verify that necessary merit badge counselors will be available	_____ / _____

3. **Transportation**

- a. Verify that adequate vehicles will be available _____ / _____
- b. Verify that vehicle to pull trailer will be available _____ / _____
- c. Confirm that necessary insurance information is available for each driver _____ / _____
- d. Arrange for pickup of trailer from storage building _____ / _____
- e. Prepare any necessary maps and place in Tour Book _____ / _____

4. **Equipment**

- a. Ensure that necessary troop equipment is available and in good repair _____ / _____
- b. Ensure that any special program equipment is available
If rental is necessary, ensure that arrangements have been made _____ / _____
- c. Ensure that participants are aware of required personal equipment _____ / _____
- d. Obtain and distribute ice chests and dry boxes at troop meeting before campout _____ / _____

5. **Program Planning**

- a. Ensure through Senior Patrol Leader that Program is planned and agenda prepared
Attend PLC prior to campout, if possible _____ / _____
- b. Ensure through Senior Patrol Leader that necessary troop task assignments
have been made (Flag-raising, chapel service, gate-building, instructors, etc.) _____ / _____
- c. Request necessary funds for activity from troop Treasurer _____ / _____
- d. If funds will be spent other than from the troop account, ensure that persons
making the expenditures are aware of reimbursement procedures _____ / _____

6. **Patrol Preparation**

- a. Ensure that each patrol has completed menu and shopping list _____ / _____
- b. Ensure that each patrol has selected grubmaster and
that grubmaster has ice chest and dry box _____ / _____
- c. Ensure that patrol leader has prepared duty roster _____ / _____

7. **Post-Campout Activities**

- a. Arrange for return of trailer to storage building and unloading of troop equipment _____ / _____
- b. Through Quartermaster, ensure that all troop equipment has been returned by patrols
(tents, ice chests, dry boxes, etc.) _____ / _____
- c. Through Quartermaster, determine whether any equipment is missing or damaged _____ / _____
- d. Request Troop historian to write report of campout for newsletter
and place photos in album and on Troop website _____ / _____
- e. Turn in copy of activity roster and service hours earned
for entry in troop computer database _____ / _____