

EVENT PLANNING GUIDE

EVENT/DATES _____

PLANNING SCOUT'S NAME PHONE _____

ASPL in charge of over-seeing the event _____

Trip Plan Filed (date) _____

Departure place/time _____

Arrival place/time _____

DRIVERS/ADULTS.....at least three and one must have CPR/First Aid

Gas Money Amount : _____

DO YOU NEED?

- Fees/Permits
- Camp Ground Reservations
- Directions/maps for Drivers
- Equipment list for the Quartermasters
- Menus
- Duty Rosters
- Permission Slips
- Class A or B Physical



WEEK ONE :

Sign up sheets for adults and scouts should be on the back table.
Announcement should be made about the trip/event....what/where/when/who
A scout should volunteer to lead the trip/event.
An adult should volunteer to help that scout organize the trip/event.
Physicals, if necessary, are brought up to date.

WEEK TWO :

Sign up sheets for adults and scouts should be on the back table
The Scoutmaster and SPL need to be kept up-to-date on who's going
Campsite reservations should be made, if necessary

WEEK THREE :

Sign up sheets for adults and scouts should be on the back table
The Scoutmaster and SPL need to be kept up-to-date on who's going
The Quarter Masters should be contacted and equipment inspected
Permission Slips handed out

WEEK FOUR :

Sign up sheets are closed
Trip plans submitted
Permission Slips signed and handed in

WEEK FIVE :

Equipment arrangements completed w/Quarter Masters
Pack inspection.....if deemed necessary
Groceries are bought and paid for by scouts
Gas money for drivers decided upon
Directions/maps are shared

WEEK SIX :

Tell us about your
adventure!