

T680 – How to Plan & Lead an Outing

So you need to plan an outing . . . sounds huge and don't have time, right.

Well, the good news is you can do it and it's not huge and won't take every day for weeks. Let's get started. You will be working as a Patrol and have lots of help. One of the best ways to tackle something big is break it down in to smaller pieces, assign specific items to others in your patrol, follow-up to make sure they are working on them, then bring it all together finished. By the way, an adult advisor will be assigned to you to help you through the process but they are there to help, not do.

Adult Advisor – The Adult Advisor serves as a teacher and a resource for the crew and helps to coach the Crew Leader and the entire crew. The Advisor is responsible for ensuring the safety and well being of each crewmember. Other adults should discuss their observations with the Advisor, reach a decision and allow the Advisor to review the matter with the Crew Leader. This chain of communications should be followed unless, of course, a safety issue is present and needs immediate action taken. The more capable the crew leader, the more the adviser should remain in the background, giving support only when needed. **The Advisor lets the Crew Leader lead the crew.**

Crew Leader – The crew leader is responsible for organizing the crew, assigning duties, and making decisions. Ideally, the crew leader discusses ideas and alternatives with the entire crew to hear everyone and to arrive at a consensus before action is taken. The crew leader, however, is ultimately responsible for the final decision. The Crew Leader is to create a daily duty roster to help organize the crew. Each crewmember is assigned a responsibility for each day. Jobs should be rotated so that at least one experienced and one new crewmember work together. Every job should be clearly defined. The crew should have a list of all tasks for each job so that everyone knows what is expected of them.

Here's a summary of what you and your patrol need to work on:

Figure out the General Outing Plan

- Where are we going? A basic description will be given on the Outing Folder (those red, green and blue folders) created by the Outings Chair. On the folder will be some basic info like the dates and general trek location. From this you need to decide the general outing plan as far as route, mileage, permits, trail quota limits, and transportation.
- Review prior "Trip Log" reports. They are accessible via the T680 Website in the "Members" section. These reports include trip descriptions, camp and water locations, maps, photos, agendas and things to remember for next time.
- Define prerequisites such as what do Scouts need to complete before they go in the way of mileage, training, merit badges, and rank. This info should be described when marketing your outing.
- Determine if a patch is available and review the requirements.
- Review status with Adult Leader and Outings Chair.

3-4 months prior – Market your Outing

- You need to announce, describe the Outing to the Scouts during Troop meetings and promote it to get Scouts and adults to sign up.

- Can you prepare some photos or movie to promote the outing?

3 months prior – Now you need the Outing Details. Remember you have the resources of your patrol members to assign responsibilities.

- You need to come up with the specifics of the outing like what trail head, camp locations, water sources, total mileage, difficulty, special things to see, etc.
- Get topo maps for area and plot out your path.
- Figure out a rough cost for the outing.
- Attend a Troop Committee meeting, propose your plan and get approval before spending any money.
- Determine the auto transportation to and from the trailhead, at this point you don't need all the details, just roughly how it will work.
- Also, you may need backcountry permits to hike and camp. The County, State and Federal government issue these. Check to see what is required and if there is availability for your dates. Many areas limit the number of hikers to 9, 12 or 15. Some areas fill up quickly so don't wait.
- Find out if you need an "Adventure Pass" for parking.
- Determine if there are any "Trail to First Class" items that can be completed.
- Pick a theme, activity and skill for your outing that can be used to make the outing fun, educational and memorable. Plan the details of what you will do during the outing. Prepare a written agenda for your outing.
- Review status with Adult Leader and Outings Chair.

Always – Market your Outing to the Scouts

- Determine number of Scouts and Adults interested in the Outing.

2 months prior – Get Backcountry Permits

- Apply for your Backcountry permit with the government agency that issues permits for the area you are hiking. You will need some money to pay for this so request a check from the Troop Treasurer.
- If you are camping in a campground, you will need a reservation for that as well.
- Please check the Troop 680 website for web links for permits and park information.
- Confirm that all permits and reservations have been made.
- Review status with Adult Leader and Outings Chair.

3 weeks prior - prepare Permission Slips

- By now you should know all the details including cost for transportation, food, and any other items to prepare the Troop permission slip.
- Send out Permission Slips
- Determine if a BSA Medical form "Part B" is required (activities longer than 3 days).

3 weeks prior – Transportation Details

- Prepare a transportation plan including driving route, vehicles needed, and drivers.
- Prepare maps for drivers, seating assignments and gear stowage.

2-3 weeks prior – Get BSA Tour Permit

You will need a BSA Tour Permit and have two choices:

- On the Troop website is the SDIC Tour Permit that can be download and completed. You will need signatures of both your adult leader and a member of the Troop Committee.

Once completed, fax, mail or hand deliver to SDIC headquarters for approval. Your confirmation of a valid permit will have a SDIC approval stamp.

- With you Adult Leader, login to “My Scouting” and complete the online Tour Permit form. You will receive an email confirmation that your permit has been approved.

2-3 weeks prior – Work with Scouts have them prepared for the Outing. Again, remember you have the resources of your patrol members to assign responsibilities.

- Organize pre-outing meeting/education/training at Troop meetings.
- Coordinate tent partners
- Coordinate cooking groups (ALL meals are to be organized as Patrol cooking groups). Scouts, even on 1-night backpacks, are to organize cooking groups for dinner and plan to cook, clean, etc. as a 4-person unit. This means all food will be shared within the cooking group.
- Help Patrols to be sure they have or can get or borrow necessary equipment for the outing.
- Coordinate gear sharing to reduce pack weight.

Day of Event (see below)

1 week After the Outing

- Determine reimbursements and request checks from Troop Treasurer
- Prepare Trip Log and submit to Outings Chair
- Prepare photos for Troop Historian
- Prepare Trails & Tracks

DAY OF THE EVENT

The following are Standard Practices to be followed as a guideline during an Outing.

Adult Advisor – The Adult Advisor serves as a teacher and a resource for the crew and helps to coach the Crew Leader and the entire crew. The Advisor is responsible for ensuring the safety and well being of each crewmember. Other adults should discuss their observations with the Advisor, reach a decision and allow the Advisor to review the matter with the Crew Leader. This chain of communications should be followed unless, of course, a safety issue is present and needs immediate action taken. The more capable the crew leader, the more the adviser should remain in the background, giving support only when needed. **The Advisor lets the Crew Leader lead the crew.**

Crew Leader – The crew leader is responsible for organizing the crew, assigning duties, and making decisions. Ideally, the crew leader discusses ideas and alternatives with the entire crew to hear everyone and to arrive at a consensus before action is taken. The crew leader, however, is ultimately responsible for the final decision. The Crew Leader is to create a daily duty roster to help organize the crew. Each crewmember is assigned a responsibility for each day. Jobs should be rotated so that at least one experienced and one new crewmember work together. Every job should be clearly defined. The crew should have a list of all tasks for each job so that everyone knows what is expected of them.

Departure

- Crew Leader to gather all in a circle, take roll-call, collect all missing permission slips, discuss last minute review of weather conditions, gear, water, food and seating assignments for travel.
- Advisor to hand out driving instructions to drivers, exchange cell phone numbers, review driving route with drivers, determine break stops, and advise that caravanning is not a safe practice.
- Crew Leader to give T680 permission slips to drivers for their passengers.
- ALL Scouts to wear T680 Class B “Orange T-Shirts” during travel to and from outings.

At Trail head

- Crew Leader to gather all in a circle and take roll call by counting off. When calling your number, turn to the next person in line and say your number.
- Hand out maps, review hiking route, break stops, and trail etiquette.
- Review personal safety, animal threats and hazardous weather.
- Review Wilderness Pledge and “leave no trace” practices.
- Review water purification process.
- Review personal sanitation practices.
- Establish Tail hiker.
- Give two-way radio to navigator and tail hiker and provide operating review.
- Advisor to carry T680 First Aid kit, Spot locator, T680 permission slips, and wilderness permits.

On The Trail

- Remember, **your hike is a team effort**. Stronger hikers are expected to help weaker ones. Faster hikers should hike near the end of the line and encourage the slower ones in

the front. **The Crew should always hike together, within hearing of one another.**

Stop at all trail junctions or unclear trail areas. This avoids someone being lost.

- After a stop, and when preparing to start, the Crew Leader is to ask “anyone not ready?”, if no objection, proceed when Tail hiker responds “hike on”.
- Stop at all water crossings and bridges. Unbuckle waist and sternum straps when crossing. Proceed one-by-one. Use “all aboard” to signify a safe crossing of all.
- The Crew Leader is to monitor the Crew’s progress during the hike and determine when assistance is needed.**
- Periodically take roll call.
- If a member needs to go “off trail,” they are to tell another crewmember and leave their pack at the trail. You should always carry your whistle to signal help. If conditions warrant, a buddy system may be required.
- Rest stops should be short and any crewmember can call one. A sixty-second rest will let you catch your breath. Avoid removing packs and taking long extended breaks. Remember to snack and hydrate while hiking.
- Lunch trail breaks should be short and scheduled to allow nutrition for crewmembers. Avoid delaying lunch stops beyond the crews’ nutrition needs.

At Camp

- Camp Set Up** – Crew Leader to select a camp location after discussing alternatives with the Crew. Set up camp using the “Bermuda Triangle”. This method concentrates all activities that might have a smell within a triangle formed by the fire ring/cooking area, sump (if applicable)/cleaning area, and food storage/bear cable. Tents are set up at least 50’ outside the triangle, and backpack storage, cooking and dishwashing take place inside the triangle. Tents should be clustered and not spread out.
- Dishwashing Procedure** - After each meal, scrape and wipe dishes, utensils and pots clean as possible. Wash using a small amount of biodegradable soap in warm water. Rinse in boiling water. Before each meal, sterilize dishes, utensils and pots for at least 30 seconds in boiling water. This disinfects any contamination from being in a pack. Dispose of waste water at least 200’ from any campsite or water source. Solid matter should be carried out.
- Personal Sanitation** – Use latrines where available, otherwise dig a cathole latrine about 6” deep at least 200’ feet from any trail, campsite, or water source. Know the rules for your area, some areas require all human waste to be packed out.
- The Crew is to respect the wilderness and others by not being overly noisy. Quiet hour is typically 9pm to 6am.
- Wake Up** - 6am is typical, unless conditions or a full day ahead requires an earlier departure. All sleeping gear and tents should be packed prior to starting breakfast.
- The Crew Leader to designate a “pack line” location.
- Prior to departing, the Crew Leader should organize the entire crew to police the campsite for litter and gear.

End of Hike

- The Crew Leader is to gather all in a circle and take a final roll call.
- Proceed with Thorns & Roses. Each is to offer a single Thorn. After all have spoken, allow each to offer a Rose.
- Crew leader to collect radios and return them to Advisor.
- Drivers to return any parking permits to Advisor.

Crew Duties

Crew Leader – The crew leader is responsible for organizing the crew, assigning duties, and making decisions. The crew leader provides leadership for the following:

- Making itinerary selections based on the desires and physical abilities of the crew
- Choosing routes during the trek based on the capability of the crew
- Setting up and breaking camp
- Establishing a duty roster
- Seeing that "smellables" are properly stored and that other precautions are followed to avoid encounters with bears and other wildlife
- Ensuring that the Wilderness Pledge is upheld

Crew members may have none, one or multiple of the following duties depending on the number of crew members and outing type. Duties will rotate each day.

Chaplain's Aide – It is strongly recommended that one crew member be asked to serve as chaplain's aide. Someone who has earned, or is working on, a religious award should be considered. The chaplain's aide will be asked to lead daily devotionals and other appropriate religious services.

Navigator – Check maps the evening before your assignment. With the Crew Leader, determine the next day's route. Report the next day's hike details to the group. Lead crew decision-making at trail crossings.

Weatherman – Give your forecast for the day's weather before beginning the hike. Be available for up to the minute weather updates all day.

Dweebe – Step up and take the blame for anything and everything that goes wrong on your assigned day. Expect NO recognition for any good things.

Trash Man – Educate the crew on generating "clean" trash. Compact and carry the day's "clean" trash and the evening "Yum-Yum bag". TRASH MAN IS NOT RESPONSIBLE FOR CARRYING EXTREMELY "DIRTY" TRASH THAT YOU GENERATE. Trash man is also not responsible for carrying crew member's personal trash.

Bear Bag – Morning: IMMEDIATELY upon waking up, get bear bags down and return to the crew fly area. Gently empty the bear bags. Take any personal & crew gear with you to pack your personal gear. Evening: After the evening meal, collect ALL bear bag material and personal gear. Raise bear bags.

Fireman – Check fuel level in stove or stove fuel bottle and fill if necessary. Set up & light stoves at the appropriate time for cooking under orders of the cooks. Break down stoves after KP is done.

Waterman – IMMEDIATELY after camp is set up, fill crew water containers and treat or filter as necessary. Be available if needed during cooking and KP.

Cook – Lead the fireman and waterman in getting dinner done. Get water boiling in a timely manner. Cook according to package instructions. Serve food to advisors and crew being careful of spilling food. Control the cooking area. Keep others out of the way unless they are assisting.

KP – Prepare large pot of water for heating as soon as cooking is completed. Clean out all cooking pots as completely as possible before dish washing begins. Use largest cooking pot as wash pot & hot KP water pot as rinse pot. Control the group. Wash all personal gear before crew gear. Sump the wash water appropriately and prepare "Yum-Yum bag". Lay out all cookware by sump to dry overnight.