



OUTINGS PLANNING GUIDE

OUTING: _____ DATES: _____

SCOUT LEADER: _____ ADULT LEADER: _____

COMPLETE BY: _____

Trailhead: _____

Water Source: _____

Camp Location: _____

Estimated Total Miles: _____

Difficulty: Easy Medium Advanced

Obtain Topo Map/Plan Route (see Resources pg on troop680.org)

Points of Interest: _____

Number of Scouts participating: _____

Estimated Total Costs: \$ _____

Specifics: _____

Estimated Cost per Scout: \$ _____

Permits required: _____

Auto Transportation Plan to/from Trailhead:
(parking permit or Adventure Pass required? car limit? etc.)

“Trail to First Class” Activities: (see Resources pg on troop680.org)

Outing Theme/Activities/Skills: _____

- Prepare Written Agenda for Outing
- Advertise/Market Outing - slideshow, pictures, announcements at meetings/Court of Honor, etc.
- Review Planning Status with Adult Leader and Outings Chair by: _____

NOTES: _____

COMPLETE BY: _____

Apply for Permits: (see troop680.org for links)
 ___ Backcountry ___ Camping ___ Other
 Cost: \$ _____ (request check from Troop Treasurer)

Make Camp Reservations. Phone/Web address: _____

Advertise/Market Outing - slideshow, pictures, announcements at meetings/Court of Honor, etc.

Review Planning Status with Adult Leader and Outings Chair by: _____

COMPLETE BY: _____

PERMISSION FORM

Prepare Permission Form: (see Resources pg on troop680.org)
 ___ BSA form “Part B” required

Email Permission Form to attending Scouts

Bring Permission Form to Meetings

TRANSPORTATION

Determine Route (MapQuest, GoogleMaps, etc.)

Prepare Maps/Gear Stowage

Number of Drivers needed: _____

Driver	Seat Capacity	Passengers
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Review Planning Status with Adult Leader and Outings Chair by: _____

2 MONTHS PRIOR

3 WEEKS PRIOR

2-3 WEEKS PRIOR

3 MONTHS PRIOR

Obtain BSA Tour Permit (see Resources pg on troop680.org)

Organize Pre-outing Meeting / Education / Training.

Coordinate Tent Partners & Cooking Groups (by Patrol)
(see Resources pg on troop680.org)

Coordinate Gear Needed / Gear Sharing to reduce pack weight

Send Summary Email to participating Scouts and parents

Review Planning Status with Adult Leader and Outings Chair by: _____