

# **BOY SCOUT TROOP 658**

## **TRIP PLANNING CHECKLIST | rev. 2018**

This schedule serves as a guideline only. Please note that some trips may require additional planning, earlier reservations, etc. You need to check with the SPL to create a timeline specific to your trip.

### **10 weeks before:**

- Start planning your Trip.
- Meet with SPL to discuss trip planning requirements; plan future meetings with SPL as needed.
- Find your Troop Tour Leader (either someone from the Scoutmaster Corps., Troop Committee, or other adult approved by the SM).

### **9 weeks before:**

- Submit the first draft of Trip plan (profile, Emer. /backup plan) to SPL, SM and your approved Tour Leader.
- Start working on the Permission Slip.

### **8 weeks before:**

- Identify /obtain permits needed: tour permit (if applicable), adventure pass, wilderness permit, licenses, fire permits, etc.
- Final trip plan (profile, emergency/backup plan) is completed; get approval from Tour Leader.

### **7 weeks before:**

- Reserve campground with the advance permission of the SM.
- Submit first draft of your permission slip to SPL, SM and TL.

### **6 weeks before:**

- Finalize and submit the permission slip (with cost estimates) to SPL, SM and TL.
- Begin work on the plan for the troop meeting for preparing for your trip.

### **5 weeks before:**

- Submit paperwork required for any other permits.

### **4 weeks before:**

- Submit your first draft of the plan for troop meeting to prepare for trip to SPL, SM, and TL.
- Publicize your trip during troop announcements; encourage scouts to turn in slips early.
- Begin working on the schedule of activities for your trip.

### **3 weeks before:**

- Submit your schedule of activities to the SPL and TL and work to get their approval.
- Publicize your trip during troop announcements; encourage scouts to turn in slips early.

### **2 weeks before:**

- Publicize your trip during troop announcements; deadline for attendee sign-ups.
- Prepare a preliminary roster of attendees based on permission slips received so far. Provide Travel Coordinator with list of trip attendance.
- Finalize cost based on attendance.

### **1 week before (Tuesday before Trip):**

- Run Troop Prep Meeting – if applicable.
- Verify with SPL, SM & TL the roster of attendees (after all permission slips have been checked in and trip fees paid).