

Adult Outing Coordinator:

If you are the Adult Outing Coordinator for a Troop 223 event, here is a general guideline of items to cover for each outing. Of course some of the items will more applicable than others based on the outing. We have outings that are repeated every 2-3 years, so ask the other adults who coordinated the last outing like the one you are planning. This could be of great help with contact numbers, site issues, etc. If you have any questions, please contact the Outing Coordinator Chairmen, Russ Cormack or Mike Kloepper. They will be glad to help with any questions.

The adult outing coordinator needs to attend the PLC meeting prior to the outing they will be responsible for planning. This is generally one month prior to the outing. The PLC dates are on the scout calendar found at www.t223.com.

*The format of the suggestions below is in a timeline for planning. Generally it is best to get started 6 weeks out on the planning, especially for reservations.

4-6 Weeks Prior to the Outing:

- 1. Reservations for accommodations.** This can be camp site reservations, hotel, etc. depending on the outing. When making a reservation, remember that no adults are in a room with other scouts (except their child/scout – no other scouts) and only 4 scouts per room. For camping the preferred option is two separate (but nearby) campsites – one for scouts the other adults. If the trip is a long trip (DC, etc.) it may be more economical to charter a bus or take the train. These reservations need to be made well in advance. Make sure to give the adult leader in charge (that will be on the outing) all the information needed for accommodations, special instructions, limitations, times, etc. If an estimate of the number of scouts is needed to make a reservation, I would suggest using 35 scouts and 10 adults. Make sure this number can be adjusted as we near the departure date/time.
- 2. Estimating Costs:** Cost is a big issue and as soon as possible an estimate should be set as to transportation, tickets, food etc. All costs should be divided as a per person fee. A good estimate for food is \$4 per scout if camping and \$8 if dining is on the road. Transportation costs will vary but a minimum should be \$10 per scout.
- 3. Email to the Troop:** An email should be sent to Joe Cimadamore informing the Troop of the upcoming outing. Send the email to Joe completed and ready to forward out to the Troop. Joe will not proof or edit your email, so make sure it is clear and concise. Remember the troop will need to know the what, when and where of the outing, drop off, pickup, etc. This email should be updated weekly and sent out as a reminder each week.

2-3 Weeks Prior to the Outing:

- 1. Obtain a list of adults attending the outing.** Need to obtain their cell phone number and email address. All should have their YPT certification completed within the last two years. This should be established the Wednesday prior to the outing.
- 2. Establish a Drivers list of adults willing to transport scouts.** It is very important to have their cell phone number and email address. Determine the number of spaces needed to transport the scouts and adults and make sure sufficient allowance has been made. If you are short on drivers, send an email to Joe Cimadamore and he will notify the Troop via email requesting

additional drivers. All drivers should have given the Troop a copy of their driver's license, auto insurance coverage and a copy of the vehicle registration. All drivers' need to keep their gas receipts for longer trips. These should be turned into the Troop Treasurer following the outing.

- 2 Obtain a list of scouts attending the outing and establish a "ride" list for each driver.** Which scouts will ride with whom and the cell phone numbers for each driver in the "convoy". The SPL/ASPL should have a list of scouts planning to attend two weeks prior to the outing. This will help with driver coordination and scout placement in those vehicles.
- 3 Medical Information and emergency contact numbers.** The Troop maintains records for this information and is generally carried on a "thumb drive" by the lead adult on the trip. Make sure they have the information on each scout in attendance.
- 4 Email Troop:** Remember to send a reminder email on the spec of the outing each week. This helps to minimize issues and questions.

1 Weeks to 10 days Prior to the Outing:

- 1. Travel Permit:** A BSA Council permit for travel may be necessary. Please contact Russ Cormack or Mike Kloepper to obtain this permit.
- 2. Email Troop:** Finalized plans can be confirmed with an email to the Troop on the outing. Who, What, When and Where are necessary – something could have changed.
- 3. Select an Email "Point Person":** This person will need to be someone who has remained in town and they can be called or emailed to revise arrival times back from the outing. They can send the email of an early or later arrival, change in pickup site, etc. by replying to a Troop email as a "reply to all" email.

The items listed above are minimums needed for a successful outing. Depending on the outing more information may be needed and the timeline could change. It is best to establish a list of possible attendees about three weeks out from departure. That number can and probably will change, but it allows time to talk to potential adult attendees for transportation, food plans (for adults), and the actual activities the scouts will do while on the outing.

Thank you for your help!