

Trip Planning – Sequence of Events & Responsibility **(DRAFT)**

Step #	Job	Responsibility	When
1	Outings are Selected & Put on Calendar	-Crew Brainstorms -CLC decides	June
2	Select a Youth Lead or 2 for Outing Note: major outings with large numbers of Youth or multiple days are advised to have 2 YouthLeads	- Vice President of Outings, along with Crew President	July
3	Select Adult Advisor for Outing	Adult volunteer, Youth Lead can look to Crew Advisor or Committee Chair for Input.	July
4	Set up regular meetings between YouthLead and Adult Advisor to plan Outings	Youth Lead Notes: - If Scout Lead is slow in setting up meetings, Adult Advisor to prompt lead	As early as possible – 3-6 months prior to trip
5	Review Location Alternatives and Finalize Location	Youth Lead and Adult Advisor jointly – Youth may get input from others in patrol or troop. Crew Advisor, Outings Chair, and Vice President of Outings review and approve	3-6 months prior to trip, depending on permit requirements
6	Select Route and Camp Sites	Youth Lead Identifies Routes and sites with Adult Advisor. Adult Advisor approves. Crew Advisor, Outings Chair, and Vice President of Outings review and have final approval authority	3-6 months prior to trip
7	Develop Trip Itinerary	Youth Lead prepares with guidance from Adult Advisor. Adult Advisor approves. Crew Advisor, Outings Chair, and Vice President of Outings review and have final approval authority	3-6 months prior to trip
8	Develop Rough Cost Breakdown	Youth Lead prepares with guidance from Adult Advisor	3-6 months prior to trip
9	Determine Prerequisite Merit Badges & Training	Youth Lead and Adult Advisor propose; Outings Chair and Vice President of Outings approve	3-6 months prior to trip
10	Create Folder & Sign-up Sheet	Vice President of Outings	As soon as 1-9 are completed
11	Advertise Trip	YouthLead	Weekly/monthly
12	Obtain necessary permits and reservations including backcountry permits, BSA tour permits, & campsite reservations	Adult Advisor	As early as 6 months prior to trip, if needed
13	Develop Training Activities if needed	YouthLead & Adult Advisor jointly with Outings Chair input	

14	Hold Pre-Trip Meetings	Youth Lead leads w/Adult Advisor supporting	6 weeks prior
15	Develop Duty Roster, & Assign Grubmaster & tent partners	Youth Lead with approval by Vice President of Outings	5 weeks prior
16	Prepare Permission Slip and Finalize Trip Costs	Adult Advisor w/ Youth Lead Supporting	4 weeks prior
17	Prepare Menu, taking allergies into account	Grubmaster prepares; Youth Lead reviews; Vice President of Outings approves	4 weeks prior
18	Identify Drivers	Youth Lead and Adult Advisor jointly	2 weeks prior
19	Collect Money, Medical Forms, and Permission Slips	Youth Lead responsible for tracking down; passes all funds, medical forms and permission slips collected to Adult Advisor immediately Note: for major trips, it may be necessary to collect money in stages and final payment may need to be collected earlier than 2 weeks prior to a trip	2 weeks prior
20	Finalize Itinerary	Youth Lead and Adult Advisor	2 weeks prior
21	Trip Execution	Youth Lead, to the extent possible	