Tour Leader (TL) Checklist

1) You're awesome! Thanks for making the outing possible.

2) First, make sure the objectives of the trip are clear and communicated to other leaders and responsible adult (RA). Work together to identify them if they haven't been fully defined. Any outstanding disagreement should be resolved with the Scoutmaster.

3) Are there any special needs for this trip? Work with RA and others as needed here:
    a. Extra adult support for 20 mile hike with transport, food, trail angels, etc?
    b. Coordination with a particular merit badge
    c. Any hiking patches applicable? http://www.gec-bsa.org/program/training/adulttraining/highadventure/hatawards
    d. Summer camp: deposit schedule, medical forms, schedule signups

4) Work with the responsible adult to create an email out to the troop [see right column].
    a. Also be sure you understand their responsibilities so that nothing is dropped between the two of you.
    b. The responsible adult may not be on the trip, but you will be-- stay in sync!
    c. Try to keep the emails from one person, and consolidated.
    d. Priority is given to scouts and ASMs to support them, with other adults added when needed by the trip.

5) You're in charge of
    a. Driving directions, determine route, supply maps of route.
    b. Set up pre-outing pack checks, as needed.
    c. Request meal planning time (usually during troop meeting prior to outing). Patrol advisors check meal plans and encourage cooking and variety.
    d. If a trip has a limited number of spots, determine beforehand the minimum number of adults that are needed for attendance and driving. Scouts and adults will have separate signups, and waitlists if needed. This may be unique for each trip depending on needs, but needs to be fair and well communicated.
    e. OAC normally collects money until close to trip, then gives permission forms and money envelope to TL.

Responsible Adult (RA) Checklist

1) Thanks for volunteering-- parents like you keep our troop doing exciting adventures!

2) Communicate with tour leader (TL) to ensure you understand trip objectives. The TL is the lead for determining objectives.

3) Familiarize yourself with the Tour Plan process. Month before the trip, create a new tour plan and start entering information.

4) Work with the TL and outdoor activity coordinator on special needs for trip [see left column]. You'll deal with reservations like a campground, or wilderness permit.
    a. Find out when reservations can be made, and make sure it happens.
    b. Group campsites generally are the first to fill up in popular areas.
    c. What about a fire permit?
    d. Save receipts and submit to treasurer for reimbursement.

5) Work with the tour leader to create an email out to the troop,
    a. At least 45 days ahead of the trip
    b. Include info like dates/time, destination, cost, activities, any prerequisites like equipment, experience, etc.
    c. Backpacking or other outings considered to be "high adventure" like 10 mile hikes require all participants to have full A/B/C medical form on file with troop. In emails, communicate that early, and also check signup list with the Medical Form person ASAP to ensure that everyone is covered.
    d. Reminder about what's required at sign-up (permission slip, deposit if applicable, etc).

6) Monitor signup sheet on Google
    a. Outdoor activity coordinator (OAC) creates these. We put these out 3 months before the date of trip. OAC adds signup info from meeting.
    b. You will be in charge of updating BSA, A/B/C fields using roster and medical spreadsheet for support.
    c. For state campgrounds and trips with limited availability, there will be a $5 deposit as part of the signup. Other outings will be paid ahead entirely by participant (like Corn Maze, Sky Zone, etc)
    d. Email/call to verify drivers and other adult participants, number of available seats, and that they'll be there the whole trip.
    e. Keep inputting info on tour plan, and flag any issues to TL/OAC.

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6) Week of outing:
    a. Check out troop equipment as needed. (No process exists here yet...)
    b. Make sure you have a copy of the approved tour plan, fire permit, etc.
    c. Ensure you have Guide to Safe Scouting printed and have reviewed it: http://www.scouting.org/pubs/gss/toc.html
    d. Get medicals from Medical Form person.
    e. Look over the medical forms prior to the day of trip, in case you have questions!
    f. Create a list of drivers and get cell numbers from the troop roster. Make copies to give to other adults.

7) If there's an equipment check scheduled,
    a. Know what you're looking for and communicate it ahead of time to participants.
    b. Determine how to follow up for scouts that don't show or don't have the right gear.

8) Day of outing:
    a. Divvy up permission slips among drivers
    b. Pass out directions, route maps, phone number list, etc. (See #8 on RA list)

9) After the outing,
    a. Ensure that troop equipment is returned. If it needs attention, inform Quartermaster.
    b. Return medical forms to Medical Person.
    c. Feed back any suggested improvements to appropriate people (Scout Master, Outdoor Activity Coordinator, etc)
    d. Determine if any special patches have been earned, start the process to get those.

10) That's it-- you're done!

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7) Tour plan, new process starting May 2012--
    a. Not always necessary to submit to council, but recommended to do even when not required.
    b. See Tour Plan cheatsheet on Troop 1 website for details.

8) Permission slips:
    a. Collect as part of the signups. makes departure easier on day of outing.
    b. Every scout needs one to participate.
    c. If feasible, determine seat assignments ahead of time, and organize with driver. Can include cover page with cell numbers, directions, etc.

9) Day of outing (if not available, ask an adult participant to do):
    a. Collect any outstanding permission slips.
    b. Help with check-in of scouts.

10) After the outing,
    a. Email Outdoor Activity Coordinator with which scouts attended, hiking for each scout, number nights, camped, etc and cc the tour leader.
    b. Feed back any suggested improvements to appropriate people (Scout Master, Outdoor Activity Coordinator, etc).

11) That's it-- you're done!