

**TROOP 121
EVENT PLANNER FORM**

DATE OF REQUEST	MONTH OF EVENT
EVENT	ALTERNATIVE EVENT
ADDITIONAL ACTIVITIES	SPECIAL REQUESTS
LOCATION REQUEST	SECONDARY LOCATION
MERIT BADGES	HIGH ADVENTURE AWARDS
FIRST CLASS EMPHASIS ACTIVITY	FIRST YEAR SCOUTS ACTIVITY
SECOND YEAR SCOUTS ACTIVITY	THIRD YEAR SCOUTS ACTIVITY
SPL APPROVAL	SCOUTMASTER REVIEW
CAMPING CHAIRMAN RECEIVED	CAMPING COMMITTEE MEMBER ASSIGNED
REQUEST FOR REVISION	REQUEST FOR MORE INFORMATION
DATE OF EVENT	RECOMMENDATIONS
ADDITIONAL EVENT OPTION	EVENTS NOT AVAILABLE

TROOP 121
EXAMPLE OF EVENT PLANNER FORM

DATE OF REQUEST	MONTH OF EVENT
January 25, 2007	May or June 2007
EVENT	ALTERNATIVE EVENT
Horseback Ride	Rifle Shooting
ADDITIONAL ACTIVITIES	SPECIAL REQUESTS
Archery Shooting	Cracker Barrel Saturday Night
Canoe Races	Friday night Mr. Bowers Dutch oven desert
LOCATION REQUEST	SECONDARY LOCATION
Holcomb Valley BSA Camp - Fawnskin area Big Bear Lake	Open to other camps
MERIT BADGES	HIGH ADVENTURE AWARDS
Horseback Riding	None
Camping	
Canoeing	
FIRST CLASS EMPHASIS ACTIVITY	FIRST YEAR SCOUTS ACTIVITY
Edges	Cooking on Backpacking Stove
Fires	
SECOND YEAR SCOUTS ACTIVITY	THIRD YEAR SCOUTS ACTIVITY
Horsemanship Merit Badge	Horseback Merit Badge and Overnight
SPL APPROVAL	SCOUTMASTER REVIEW
CAMPING CHAIRMAN RECEIVED	CAMPING COMMITTEE MEMBER ASSIGNED
REQUEST FOR REVISION	REQUEST FOR MORE INFORMATION
Holcomb Valley not available - No Other Location for Horseback riding can be found	Rifle shooting at Holcomb Valley
DATE OF EVENT	RECOMMENDATIONS
June/16-18/2007	Lost Valley Summer Camp
ADDITIONAL EVENT OPTIONS	EVENTS NOT AVAILABLE
Horseback Day Trip	Canoeing
Camping under the Stars Patch	
5 Mile Hike	

EVENT:	What is the focus, the main objective or desire for this event.
ALTERNATIVE EVENT:	If something happens so the event cannot take place what would be an acceptable alternative to do instead.
ADDITIONAL ACTIVITIES:	Other activities of interest such as merit badges that need to be finished or known options available at a camp location
SPECIAL REQUESTS:	Programs, activities, games or personal requests to be consider during this event
LOCATION REQUEST:	A possible location for the event
SECONDARY REQUEST:	A back up location incase the first location is not available or feasible
MERIT BADGES:	The merit badges that scouts desire to work on
HIGH ADVENTURE AWARDS:	The high adventure awards that scouts desire to earn
FIRST CLASS EMPHASIS:	Requirements that scouts on the trail to first class can work on
FIRST YEAR SCOUTS:	Areas that first year scouts need to complete or want to work on
SECOND YEAR SCOUTS:	Areas that second year scouts need to complete or want to work on
THIRD YEAR SCOUTS:	Areas that third year scouts need to complete or want to work on
REQUEST FOR REVISION:	A request would be made if a problem occurs with the planning process where the event needs to be reconsidered.
REQUEST FOR MORE INFO:	Details needed on location, merit badges or activites to continue to properly plan the event
RECOMMENDATIONS:	Information obtained about the site, programs or events that would require making a change to the requested campout location or function
ADDITIONAL EVENT OPTIONS:	Information obtained about the site, programs or events that would make for a better time or add value to the event. Different merit badge program, activities or function that would require reconsideration
EVENTS NOT AVAILABLE:	A list of what is not available that was previously requested such as merit badges, high adventure awards or activities