

TROOP 121 CAMPOUT PROGRAMMING CHECKLIST

Please complete this form and submit to the Camping Chairperson for review and approval at designated checkpoints

EVENT TITLE:										
Adult Responsible:					Phone:			Email:		
Event Type (Check/Circle all that apply):				Resident Campout		Hike Hike Planner)		(Use		HAT: If campout includes a HAT activity (E.g. Backpack, Climbing, Water...) this activity must be planned and coordinated by a trained member of HAT team)
Program Objectives:										
Merit Badge:					Prerequisites?					
Merit Badge:					Prerequisites?					
FCE Training, Objectives:										
HAT Training										
Other:										
Fun!	Fun!	Fun!	Fun!	Fun!	Fun!	Fun!	Fun!	Fun!	Fun!	Fun!
VENUE RESEARCH								** MINIMUM 12		TARGET DATE:
WEEKS BEFORE EVENT (Some require a much longer lead time)**										
Proposed Month & Dates										
Holidays or Special days in month (e.g. Mother's Day)?										
Venue:					Contact:			Phone #		
Location & Address										
Driving Time & Distance from RSM:						GPS Coordinates:				
Dates Available:										
Type of campground:	BSA Camp	State Park	National Forest			National Monument		Private	Other:	
Group Sites Available?		Limit on # people per site:			Limit on # vehicles per site:			Other:		
Activities Offered:										
Merit Badges:										
MB Counselors, Range masters, Etc. Available?										
Activities Fees, Scouts?		Activities Fees, Adults:			Special Program Fees			Other Fees:		
Limits on class sizes?				Special Equipment Needed?						
Prerequisites required to be accomplished prior to event?										
Permission Slip required (e.g. shooting)?				Camp Provided?		On-Line ?	Medical Forms Req'd?		Class 1	Class 3

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Age, Grade, Rank, Weight, Etc. Restrictions?						
Other Activities Offered:						
Required BSA Training for Adult Leaders? Check all that apply:		IOLS	CPR	First Aid	Hazardous Weather	Climb on Safety
		Safety Afloat	Safe Swim Defense	HAT	Rangemaster	Other
Water Available?	Campfires Allowed?	Restrictions:				
Other Facilities (E.g. bathrooms, showers, pool, etc.)						
Check-in, check-out procedures:						
Campground Reservation Deadline:			Application Required?			
COSTS (if applicable)						
Camp Site Fees: \$			Parking: \$			
Equipment Fees: \$						
Staff Fees (e.g. Merit Badge Counselors, Range masters, etc.):\$						
Other Fees:			\$			
Deposit Required: \$		Acceptable Payment Type?:	Check	Visa	MC	AMEX
Safety Considerations:	Weather for time of year (Ave high and low for day and night):		Day:		Night	
Nearest Medical Facility (Name, Address, Phone #)						
Local Emergency Contact Numbers:		Ranger:	Rescue:			
Medical:		Fire/Police:				
PERMITS (check all that are required)						
	Local Tour Permit (<500 miles) 2 weeks prior to event		Target Date for filing			
	National tour permit (for campout > 500 miles) 1 month prior to event		Target Date for filing			
	State Park or Wilderness permit? Deadline?		Target Date for filing			
	National Park or Wilderness Permit? Deadline?		Target Date for filing			
	Other:		Target Date for filing			
	Adult Driver & Insurance List.					
REVIEW with Camping Committee Chair and Scoutmaster ***** MINIMUM OF 10 WEEKS BEFORE EVENT*****						
Completed on :		CC Approved:		SM Approved:		
If approved, continue to next steps. If not approved, research another venue.						

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BOOK CAMP GROUND		MINIMUM OF 9 WEEKS BEFORE EVENT		Target Date:	-9
Initial when completed	Application: Complete, signatures, Attachments, Etc.				
	Deposit		Check from Troop		Charge on CC and request reimbursement
	Add event to Scout Track				
	Notify Camping Chair when site is booked.				
PROMOTION		**** MINIMUM OF 8 WEEKS BEFORE EVENT		Target Date:	-8
Prepare Troop Announcement					
Initial when completed	Name of Campout		Medical Forms/Parental Consent		
	Dates and Times		Special Equipment needed		
	Location, Map & Driving Time		Optional equipment		
	Activities		Duty Patrol (see Scoutmaster)		
	Pre-requisites		TOPO Map of camp ground and vicinity		
	Merit Badge		GPS Coordinates		
	Blue cards signed		Costs		
	Training		Other		
	Age, Rank Requirements		Other		
	Training Classes, if needed		Other		
	Deadline for Sign-ups—NO LATER THAN TWO (2) WEEKS BEFORE CAMPOUT				
Review Announcement with Camping Committee Chair			Approved:		
Review Announcement with Scoutmaster			Approved:		
PROGRAMMING		MINIMUM OF 8 TO 3 WEEKS BEFORE EVENT		Target Date:	-3
Initial when completed	Schedule Troop training classes, if needed, and coordinate adult and senior scout instructors				
	Coordinate with campground, merit badge counselors, rangemasters, climbing instructors, etc. to determine timetable and schedule for activities				
	Contact Patrol Leader of Duty Patrol to request that he finds two scouts to prepare campfire programs (give preference to scouts working on Personal Communications merit badge)				

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Contact Troop Chaplain to prepare or assign adult to do Sunday morning devotional							
Determine which adult(s) will tow Troop trailer:			Name:		Name:		
Determine the Troop 121 emergency, stay at home, contact:				Name:			
Other:							
Present information to Camping Chair and Scoutmaster for Review:							
Scoutmaster will prepare final itinerary							
SIGN-UPS					MINIMUM OF 8 TO 2 WEEKS BEFORE EVENT		Target Date: -2
Prepare and update master sign-up list by Patrol of Scouts attending with the following information (see Tab)							
Scout Name		Parent/Guardian Name if attending campout			Activities/Merit Badge for which Scouts have signed-up		
Two weeks from event, close sign-ups					Cut-Off Date: -2		
Initial when completed	Send final attendance list to						
	o Camping Committee Chair		o Scoutmaster		o Troop Treasure		
	o SPL		o Patrol Leaders for grubmaster and duty assignments				
PERMITS *** MINIMUM OF 2 TO 4 WEEKS BEFORE EVENT							
Initial when completed	File Local Tour Permit with OCBSA , Fax # 714-546-8706 (If National Permit is required, must be filed 4 weeks prior to campout).						
Must have three signatures							
o Two adult leaders who are attending event and who have the proper required training. YPT IS REQUIRED.							
	Tour Leader:						
	Adult Leader						
	o Camping Chair or, if chair is unavailable, member of Unit Committee				Occhipinti /Tamura		
Notify Camping Chair when permit is approved by OCBSA							
CAMP OUT TOUR LEADER DOCUMENTS:					MINIMUM OF 1 WEEK BEFORE EVENT		Target Date -1
Prepare copies and place in a binder the following documents for the campout leader:							
Initial when completed	Tour Permit(s)						
Other Agency Permits (if needed)							
Campground Permits (if needed), Check-in and checkout procedures, Camp Contact person and phone number.							
Roster of Scout and Adult Attendees							

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	Scout and Adult Medical Form and Release
	Campout Itinerary (from Scoutmaster)
	Topo Map, Trek Profile (if needed)
	Directions to Campsite
	Locale Emergency Response Agencies & Phone numbers
	Extra Blue Cards
	Weather Forecast for campout:
	Check for Final Camp Payment, if needed.
	Tylenol PM Extra Strength!

Prepare copies of the following for the Campout SPL and PLs:		Itinerary	Roster of Attendees
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Initial when completed	Notify Camping Chair when distributions have been made.
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TROOP CONTACT PERSONS FOR QUESTIONS

Position	Name:	Home Phone	Cell Phone	Email
Camping Chairman	Michael Occhipinti	462-3174	463-8060	mocc4bosox@cox.net
Activities Chairperson	Loreli Sakach	-	714-313-3596	loreli@cox.net
Scoutmaster	Roger Schumacher	837-0451	683-6318	roger.is@cox.net
Committee Chair	Ryan Tamura	766-0858	244-2948	mail4ryant@cox.net
HAT Chair	Mike Shea	462-9223	374-0505	goldkey-mds@sbcglobal.net

Thank you for your volunteer participation...we appreciation your commitment to our Troop and the Scouts!