

Troop 156

Responsibilities of Trip Leaders

1. Talk to the Scoutmaster and Assistant Scoutmasters to see what other programs will be taking place in addition to the main activity (i.e., cooking for advancement, axeyard and totin' chip, etc).
2. Work with the Activities Chair to create a flyer for the trip. The Trip Leader may present the activity details at the PLC just prior to the event and provide the SPL with enough flyers to give to Patrol Leaders to share with their patrol members to recruit for the event.
3. Work with the Activities Chair to finalize campground and main activity details, and develop the itinerary for the trip.
4. Ensure that patrols are as balanced as possible during the trip, given the roster of those attending. This may require creating combined patrols depending on the number of participants from each.
5. Review menus for those cooking for advancement. Make sure that you have enough cooks for each meal, or whether you will need to supplement by having patrols cook for themselves regardless of whether anyone is cooking for advancement. Find a volunteer to cook for the adults or determine whether the adults will split up and eat among the patrols.
6. Work with the youth Quartermaster and the Equipment Chair to ensure that all equipment needed is loaded into the trailer. Arrange for someone to pull the trailer.
7. Work with the Activities Chair to determine drivers and car capacities. Create the Ride Board (or have the SPL create the Ride Board) in time for the last meeting before the outing and have the boys sign up for cars, in order to shorten the chaos and time in the parking lot before departure.
8. At the last meeting before the outing, have boys sign up as tent mates so that they are ready to begin setting up tents as soon as they arrive at the camping location.
9. Find out if the SPL will be attending the campout. If not, determine who will serve as the event SPL. Involve the SPL and PL's who are attending the trip as much as possible in preparing for the trip and in leading segments at the final troop meeting before the event.
10. Determine who will make the driving maps and cell phone lists – one per driver. Include contact numbers of the event venue, and include a map to the nearest hospital or ER from the activity venue.
11. Ensure that the Activities Chair has filed the Tour Permit.
12. Find someone to take responsibility for bringing the Troop Medicals and for being in charge of collecting and dispensing any medications during the trip.
13. Assign Chaplain's Aide duties for the campout, as well as a Campfire emcee. Talk with the Communications Merit Badge Counselor for emcee candidates.
14. Establish expectations for other adult leaders and chaperones. Everyone should be able to help out in some way, but need to understand their roles in advance. You may choose to assign an Assistant Trip Leader.
15. Make sure to bring (or assign someone to bring) any peripheral materials needed for the trip (i.e., merit badge booklets, etc.)
16. Communicate emergency number to parents.

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Responsibilities of Adult Leaders and Chaperones on Troop Outings

1. Accept responsibilities as assigned by the Trip Leader.
2. Follow Scoutmaster instructions.
3. Set an example of living the Scout Oath and Law.
4. Understand that the goal is to have the boys lead the outing. Communication to the boys should be done through the SPL as much as possible.
5. Help with clean up and prep for the trip.
6. Understand that you are on the outing not just for your own son, but for ALL of the boys on the trip.
7. Understand that the agenda of the trip is set by the Trip Leader in conjunction with the Patrol Leaders' Council, and you should not have your own side agendas.
8. Discipline through the SPL and the Scoutmaster.
9. Must take Youth Protection Training prior to attending the trip.
10. Follow the troop schedule for the event – plan on travelling with the troop (unless special prior arrangements have been made with the Trip Leader) and for your son to participate in all troop activities.