

OUTING PLANNING CONSIDERATIONS

Referring to previous Event Reports and the Event Planning Process, consider all of the following issues and fill out the Outing Planning Form.

Description of Outing

- . Type and purpose of outing
- . Route
 - .. Detailed plan
 - ... Time and distance for each leg
 - ... Campsites
 - Availability of water
 - Permits
- .. Map, Guidebook
- . Float Plan

Leadership

- . Junior Leaders
- . Owner
- . Scoutmaster-in-Charge
- . Emergency Contact

- . Challenges to be expected
- .. Portages
- .. Whitewater
- .. Steep trails
- .. Stream crossings
- .. Elevation and elevation gain
- .. Weather
- .. Long Distances

Logistics

- . Starting place and time
- . Pickup place and time
- . Driving route, times
- . Roster
- .. Provisional organization
- .. Eligibility
- . Tour Permit
- . Camping Permit, Campsite reservations

Equipment

- . Standard equipment list
- . Special equipment list
- . Troop or patrol equipment

Supplies

- . Food
- .. Menus
- .. Procurement
- . Water Purification Supplies

Preparation

- . Equipment Inspection
- . Roster Closing Date
- . Technical Training
- . Physical Training

OUTING PLANNING FORM

Title: _____ Start Date: _____ End Date: _____

CONCEPT:

OUTING PLAN (include modes of travel, estimated times and distances, campsites, activities):

PREPARATION PLAN Announce Date: _____ Roster Closing Date: _____

Participation Requirements: _____

Personal Equipment:

Group Equipment:

Preparation Activities (include training, menu planning, group organization, etc):

Activity

Resp Person

Meeting Date

Attach other sheets as required to describe the outing plan fully.

Submitted By: _____

Approved: _____, Scoutmaster Date: _____

Owner: _____ Scoutmaster in Charge: _____

TRANSPORTATION PLAN

Event Title: _____

OUTBOUND: Dropoff Point: _____ Departure Time: _____
Destination: _____ Arrival Time: _____

Vehicle	Driver	Num Seats	Cargo Remarks
1			
2			
3			
4			
5			
6			
7			
8			

Notes:

INBOUND: Rendezvous: _____ Arrival Time: _____
Pickup Point: _____ Pickup Time: _____

Vehicle	Driver	Num Seats	Cargo Remarks
1			
2			
3			
4			
5			
6			
7			
8			

Notes:

EVENT REPORT

Event Title _____ Dates of Event _____

Owner _____ Scoutmaster-in-Charge _____

Date of Report _____

Log of Significant Events

Lessons Learned and Suggestions for Improvement

Please Attach all relevant planning documentation.