

General Outing Timeline / Sequence of Events: (Assumes Friday to Sunday event, can be adjusted if needed)

- >3 weeks
 - Confirm campsite reservation if needed
 - Line up a cook for the Adult Patrol if needed
 - Scoutmaster to work with SPL to come up with plan for outing and any activities
- 2-3 Weeks
 - Send out promotional email advertising outing and announcing when sign-ups start
- 2-3 Meetings Ahead
 - Start Sign-ups (verify with signup coordinator)
- 2 Weeks out
 - Check with SPL/SM to see if there are any special supplies/equip. needed
 - Verify transportation logistics for troop trailer(s) & special supplies/equipment
- 1 Week out
 - Send reminder about deadline for signing up for outing (Typically Mon. before outing)
 - Confirm logistics with site/campground if needed
- Monday before
 - Final sign-ups
 - SPL, remind all Patrols what meals they need to plan for, duty rosters, tents, etc.
- Monday or Tuesday
 - Send out roster for review & ask to check for accuracy
 - Can be done by sign-up coordinator
- Wed./Thurs.
 - Send out final details, directions, etc.
 - Include link or blank copy of Troop permission slip
 - Send final roster to medical form coordinator so medicals can be pulled
- Friday
 - SPL takes care of Youth attendance – Make sure everyone has a permission slip
 - SPL instruct Scouts what to do when we arrive at campsite/event
 - Outing coordinator or sign-up team take care of Adult attendance
 - Hand out directions if needed, final reminders to drivers
 - Call drivers lines, scouts pick a driver
 - Remind drivers to take a count and make sure they leave/arrive with all their Scouts
 - Take attendance at destination to confirm that everyone arrived
- Sunday
 - SPL takes final attendance before leave for home
 - Call drivers lines, scouts pick a driver
 - Remind drivers to take a count and make sure they leave/arrive with all their Scouts
 - Remind them all to go directly to the pick-up location (Oak Hills School), no lunch stops
- Monday
 - Update roster to reflect those who actually attended
 - Complete outing summary tab of sign-up spreadsheet
 - Send final rosters and summary page to treasurer along with all checks/cash, etc.
 - Get final rosters to whomever is updating Troopmaster outing attendance