# General Outing Signup timeline & Sequence
(Assumes Friday to Sunday event, adjust as needed)

~3 weeks ahead
- send Scoutmaster email to get fresh data pull into signup spreadsheet
- verify who the outing coordinator will be, have email address for them
- verify cost of outing with Scoutmaster & outing coordinator (per scout and per adult)

2-3 Meetings ahead
- Start signups bring envelope & signup sheets to meetings
- As signups progress, tally up # of attendees and seatbelts to ensure sufficient transportation available
- Update spreadsheet weekly to keep up to date (scout attendance tab, adult attendance tab & expense tab)

Last Meeting ahead
- at beginning of meeting, total up attendees & seatbelts to give to Outing coordinator for announcements section of meeting
- after the meeting, update the spreadsheet and email the attendee list for outing to all@troop728.com for verification

Meeting afterward
- bring envelope of payments to Committee Meeting to give to Treasurer for deposit (or arrange for envelope drop off)