**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