**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