**General Outing Signup timeline & Sequence**

(Assumes Friday to Sunday event, adjust as needed)

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