**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) |
|  |  |
|  |  |
| 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](mailto: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) |