Outdoor Activity Coordination Guidelines and Procedural Steps

MONTHS PRIOR

- Book the location (book as early as possible)
 - Estimate participation level (think about last year's attendance)
 - Book State Parks and other venues
 - o Charges to Troop Debit card to hold reservations, notify Troop Treasurer
 - Get reimbursed if you pay for reservation on behalf of troop (receipt to Troop Treasurer)
- Trip Details
 - Cost per scout including grub fees (if applicable)
 - Gas cost consideration (suggest an amount for scouts to give to their driver)
 - o Departure and Return times (will include on permission slip that goes out from Troop Master)
 - Consider hours of operation (ex. What time does park close on Friday night and do they lock a gate?)

4 WEEKS PRIOR

- Advertise event to scouts (and parents)
 - What, When, Where, Cost, Grub Master needed?
 - o E-mail information out to troop
 - Announce at troop meetings (provide information to Scout Liaison to advertise)
 - Create flyer to hand out or get info to Scout Liaison to do it (See example attached)
 - o Communicate deadlines, payment methods, and cancellation policy
- Provide Senior Patrol Leader and Scout Master trip details so they can start PLC Campout Planning
- Take signups and Payment
 - Via email, website, or sign-up sheet during troop meetings
 - Request to have a payment option included on Troop website if applicable
 - Be aware that PayPal charges a convenience fee (=2.9%*payment + \$0.30)
 - Website payments generate email notifications to Senior Outdoor Activities Coordinator
 - \circ Record sign-ups into Excel spreadsheet to keep accurate count and to know who has signed up
 - o Provide sign-up progress updates (listing) to SPL and Scout Master periodically

2 WEEKS PRIOR

- Determine On-Site Leader/Coordinator from adults attending
- Tour Plan (*see example attached*)
 - 2-Deep Leadership required
 - Youth Protection and other training requirements (Weather Hazards, 1st aid, etc.) for adults
 - Adult drivers and vehicle information (most registered adults have this information in on-line database)
 - Fill out On-line Tour Plan (log in to <u>www.myscouting.org</u> and select "tour and activity plan")
 - o Print out approved Tour Plan to be taken on trip by On-Site Leader

1 WEEK PRIOR

- Request medical files from Medical Coordinator (must be carried on-site)
 - Review each medical record for any potential issues such as allergies
- Check weather conditions for safety as well as tips to scouts when sending permission slips
- Permission Slips (if no access to Troop Master, ask Senior Outdoor Activities Coordinator for help)
 - Log into Troop Master and select camping trip (*See attachment*)
 - Select scouts that have signed up for camping trip. This will record scout's camping activity in database
 - Send out Permission Slips via email, listing departure and return times, along with last minute advice
 - o Create a few blank Permission Slips to have available in case a scout forgets his
- Send final attendance listing to SPL and Scout Master
- Print maps from Grace to Campout location for drivers as needed
- Collect Permission slips from scouts and re-distribute to that scout's driver
 Drivers should keep scout permission slip with them during travel to and from site
- Update Troop Master of any cancellations or partials
 - o Troop Master should accurately reflect a scout's actual camping activity

AFTER CAMPOUT

- After the campout, request START/STOP/CONTINUE assessment from the Senior Patrol Leader
 - o Use this information to make any improvements to future events



Troop 250 Activity Sign-up Flyer

Backpacking @ Crowder's Mountain State Park



- What: Backpacking/Rock Climbing/Rappelling
- When: May $22^{nd} 24^{th}$
- Where: Crowder's Mountain State Park
- Why:Backpacking, Hiking, Climbing, Rappelling, orienteeringCost:FREE

Sign up:

Name

(Deadline: Monday, 5/18)

-----Cut along dotted line-----



Backpacking @ Crowder's Mountain State Park



- What: Backpacking/Rock Climbing/Rappelling
- When: May $22^{nd} 24^{th}$
- Where: Crowder's Mountain State Park
- Why:Backpacking, Hiking, Climbing, Rappelling, OrienteeringCost:FREE

Sign up:

TOUR PLAN (Online version)

Log into <u>www.myscouting.org</u>

Password: • take Youth Protection and other BSA training Forgot your User Name or password? • access unit, district, and council tools Forgot your User Name or password? • keep in touch with members and alumni *Some of these tools require a Member ID. • Watch account creation de Sign in Create an account

Click on "Tour and Activity Plan" under Unit Tools

My Profile	Training	Unit Tools	Council Tools	Home			
My Profile Update My P	rofile	My.Scouting	<u>g Tools</u> News				
Training Training Validation		9/2/15 – The E-Learning feature is now available in my.Scouting.org. Training courses can be completed online at <u>my.Scouting Tools</u> by selecting Home, then My.Deabhoard					
Unit Tools		my Dashboard.					
Internet Rechartering		8/11/15 E-Learning Training Available on My.Scouting Tools!					
BeAScout							
BeAScout Membership Application Status		E-Learning training courses are now available to take online at <u>my.Scouting Tools</u> . Once logged in, training courses can be found by selecting the Home button in the					
Tour and Act	ivity Plan 🜰	upper left corner, then My Dashboard in the menu list. It will default to the My Training section which was also enhanced providing 4 new tab selections:					
District Tools							
Council T https	://tourplan.scou	ting.org/pages/TPH	lome.aspx Protection tr	aining cours	es available.		

Create a new plan or you can select a previous Tour and Activity Plan to modify.

			i o di o			incy i loan				
Important	t Informatio	n: st	Create a PI	an: Nev	v Plan		•	Go		
Guide to Tour and Activity Planning Principles			Incomplete Tour and Activity Plans (0) (will be retained for 20 c							
> Guide to Safe Scouting			Results/page:	Results/page: D						
Sweet 16 of BSA Safety										
> FAQs			Schedule	Scheduled Tour and Activity Plans (0)						
Tour and Activity Plan User Instructions			Results/page: [5 🔻						
Filter/Sear	ch Tour Plan	is by:	Complete	d Tour	and A	ctivity Plans (20)				
From:	mm/dd/yyyy		Results/page:	5 🔻						
To:	mm/dd/yyyy		Created Date	Tour Date	Tour ID	Tour and Activity Plan Title	Unit #			
Tour ID:			8/20/2015	8/22/2015	577180	South Mountains Backpacking	0250 Troop	Grace		
Unit #:	Select Unit		▼ 4/18/2015	6/21/2015	523540	Summer Camp	0250 Troop	Grace		

Tour and Activity Plan

 4/18/2015
 6/21/2015
 523540
 Summer Camp
 0250
 Troop Grace

 5/21/2015
 5/22/2015
 538453
 Backpacking @ Crowders
 0250
 Troop Grace

Follow through each step of the process entering the information as you go. Below are some things to consider:

- 1. You will need two adults for each trip
- 2. Selecting "Registered Leaders" will load personal information (i.e. Address, ID#, email, etc. if recorded)
- 3. Selecting "Other Adult" will require the personal information to be manually entered by you
- 4. ALL adults will need current "Youth Protection" (Troop 250 policy)
- 5. You do not need to register every adult attending but there must be enough vehicles for transportation VVhich adults are going?

Adults							
③ John Christensen							
Gary Lafleur Edit Delete							
First Name: Gary Country: America (United • Phone: 8035487942 Middle: Michael City: Fort Mill E-mail: Iafleurg@comporium.ne Last Name: Lafleur State: SOUTH CAROL • Member ID: 113396806 Suffix: Postal Code: 29708 Yes No							
Youth Protection Training (YPT) current? ● Yes ● No Will this person be driving? ● Yes ● No Vehicle Type: ● Car ● Van ● Truck ● Bus Vehicle Make: Ford Model: Expedition Year: 2004 Will follow appropriate Department of Transportation guidelines for state and/or jurisdiction.							
Arold Rempel							
Add Registered Adult							
Add Other Adult							

6. At least one adult must have current Weather Hazards training for every outing

7. Other training may be required depending on activity (climbing, swimming, etc.)

Are you prepared?

Activity Training



For a list of box s training courses and now often they should be taken, thok nere

Reminder: At least one adult must have completed the training listed above.

Essential Reading:

Guide to Safe Scouting

Guide to Safe Scouting

Leave No Trace Principles

Leave No Trace Principles

Don't Forget:

Is the Consent and Approval Form complete for each participant?

Yes No

Have the health records for each been reviewed?

Yes No

Do the drivers have a valid and appropriate driver's license?

Yes

Do you have a First-Aid Kit?

Yes

Do you have a Roadside Emergency Kit?

Yes

- 8. The built-in alerts should let you know when some important information is missing
- 9. A summary will let you know what might still be required or just suggested

Summary

Please review the following. Items indicated in red are incomplete or incorrect, and items in yellow need further attention. To make corrections, use the "Previous" button or click on the highlighted items to return to the previous screens.

Departure: 8/22/2015 Grace Presbyterian Church SOUTH CAROLINA USA

The destination is not provided.

Return: 8/22/2015 Grace Presbyterian Church SOUTH CAROLINA USA

Notes:

Uploaded Files:

Activities:

Wilderness/Backcountry

Other Activities:

Confirmed Information:

Review of health records for each participant was acknowledged.

Availability of valid driver's license for each driver was acknowledged.

Availability of First Aid Kit was acknowledged.

Availability of Roadside Emergency Kit was acknowledged.

Completion of Activity Consent and Approval Form for each youth participant was acknowledged.

Items that need attention prior to tour:

It is recommended, but not required, that one adult on the trip have Wilderness First Aid training.

- 10. The last step is to certify the following items, print a copy if necessary, and submit the Plan
- 11. After submitting the Tour and Activity Plan, an email will be sent to those previously listed
- 12. That's it!

Acceptance

* I certify that:

Please print copy of your tour and activity plan for your records

- Items needing attention will be resolved prior to the date of the trip.
- The appropriate planning has been conducted using the Sweet 16 of BSA Safety.
- Qualified and trained supervision will be in place prior to the date of the trip.
- Permissions are secured.
- Health records have been reviewed.
- Adult leaders have read and are in possession of a current copy of the Guide to Safe Scouting and other appropriate resources for this trip.

TROOP MASTER (Scout selection and Permission Slips)

After logging into Troop Master (not the web version), select "Activity Management" (the tent icon). Select the activity then select all scouts that have signed up. Permission slips can now be sent.

Activity M	lanagement	(1927 activit	ties listed)	Edit/Review Act	tivity	
Level	Туре	Date	Amount	Location			Attendance
Troop	Actvy	05/09/15	10	Charlotte, I	Activitu Tupe:	Actvu	List Currentlu Displaus: All Scouts
Troop	Meeting	05/10/15	1.5	Grace Pres	Hourity 1900.	Denne (Jpee)	Elot Californity Propidyo. All Scouts
Troop	Meeting	05/11/15	1.5	Grace Pres		Backpacking	Blackmon, Aidan X 🔺
Troop	Meeting	05/14/15	1.5	First Presb		Summer camp (if applicable)	Boone, Alex X
Troop	Serv Proj	05/15/15	2	Svc Hrs - H		Cabin camp (if applicable)	Bowman, Austin
Troop	0A Camp	05/15/15	2	Camp Bob		each each (i applicable)	Bradberry, Adam =
Troop	Serv Proj	05/16/15	9	Svc hrs. al		🔽 Credit toward 2nd/1st Class	Bradberry, Nikalas
Troop	Serv Proj	05/17/15	10	The Relati		 V Leave No Trace	Burt, Nathan
Troop	Meeting	05/18/15	1.5	Grace Pres			Castino, Jake
Troop	Camping	05/22/15	2	Crowder's		🗹 Include on Calendar	Cauble, Jayson
Troop	NoMtg	05/25/15					Caywood, Michael
Troop	Meeting	06/01/15	1.5	Grace Pres	Level:	Troop 👻	Uerto, Ryan
Troop	Camping	06/05/15	2	Myrtle Bea			Chang, Andre
Troop	Camping	06/07/15	6	Camp Bob	Activity Date:	08/22/15	Uhatham, Ualeb
Troop	Meeting	06/11/15	1.5	First Presb			I Uhristensen, ∠achary X
lroop	Serv Proj	06/20/15	6	Lakeshore	Chesh Times	8:30 AM Select courts who	Llausen, Kevin
lroop	Serv Proj	06/20/15		Autism Aw	Start Time:	0.30 AM Select scouts who	DaLosta, Matthew
lroop	Camping	06/21/15	6	Camp Utta		signed up	Davis, Sam
lroop	Actvy	07707715	2	Anne Sprir	End Time:	12:30 PM	Dealer, Jack
qoorl	Serv Proj Se	lect Activ	ity 1.5	Urban Min			Develare Devela
Troop	Serv Proj	07/01/15		Unisis Assis	Amount	1.0	Dudiass, Donaid
Troop	Serv Proj	07/31/15	– 5	Humane S			Duiin, Spencei
Treep	Serv Proj	00/01/15	2	D Cala Cal	1	Could Mountaine State Dade	Scout Attendance: 8
Trees	Serv Proj	00/01/15	10	D. FUIZ E ag	Location:	South Mountains State Mark	
Trees	Mooting	00/07/10	10	Groop Pro			Attendance marker: X Credit Credit
Troop	Meeting	00/10/10	V	Grace Pro	Remarks:	BackpackClick here to send	Member(s) Member Group
Troop	Meeting Sory Broi	00/17/13	1.5	Earouar Eri		normission slins	
Troop	Actvu	08/22/15	1.0	South Mor		Descriptio	Permission Slip Tour Plan Schedule email reminder
Troop	Meeting	08/24/15		Grace Pres			
(S)umme	r Camp (C)a	ibin Camp			ОК	Combined Cancel He	elp Delete Previous Next
				-			
The second	Station of the second s	State of the second second		Service and the service of	-		

Adjust the Departure and Return times as necessary and type in the Location (i.e. Grace Presbyterian). You can also re-name the activity type if you like. Click "OK" will process the permission slips and allow you to view each one.

Note: A blank permission slip can be later <u>printed</u> by having NO scouts highlighted (clicking the dropdown box to Display: "All Scouts" will unhighlight the selections). Clicking "OK" with no selections will show a blank line for the name.

Edit/Review Ad	tivity	Permission Form	
Activity Type:	Actvy Define T Backpacking Summer camp (if applicable)	As the parent or legal guardian of 'SCOUT NAME', I hereby give r permission for this child to participate in an outing with Troop 250. Type Location	ny Select Scout(s) <u>Select All</u> Display: All Scouts ▼ Blackmon, Aidan
	Cabin camp (if applicable)	Activity Actvy South Mountains State Pa	ark Bowman, Austin
	Credit toward 2nd/1st Class Leave No Trace Include on Calendar	Time Date Location Departure 8:30 AM 08/22/15 Return 12:30 PM 08/22/15	Bradberry, Adam Bradberry, Nikalas Burt, Nathan Castino, Jake Cauble, Jayson
Level: Activity Date:	Troop • 08/22/15	Body Text Troop 250 Default	Laywood, Michael Certo, Ryan Delete Chang, Andre Chatham, Caleb
Start Time: End Time:	8:30 AM 12:30 PM	In consideration of the benefits to be derived from participation of th described activity, I/we waive voluntarily any claim against the local or the National Council, the chartered Unit, its chartered institution a leaders of the Boy Scouts of Americas for any and all causes which arise in connection with the activities of the above named organizat	e above Christensen, Zachary I Council, Clausen, Kevin Ind all E DaCosta, Matthew may Davis, Sam Dean, Jack
Amount: Location:	1.0 South Mountains State Park	This is to further grant permission to the leaders of the above unit to first aid, should the need arise. In the event of an emergency, I also permission to the physician, selected by the adult leader in charge, to hospitalize secure proper anesthesia order injection, or secure other the secure other proper anesthesia order injection, or secure other the secure other the proper anesthesia order injection.	Tender give to to to to to to to to to to
Remarks:	Backpacking Trip Description	In case of emergency, I can be reached by phone at or If I cannot be reached, please contact at Signed:	Language e English O Spanish
ОК	Combined Car	(Parent or Guardian)	OK Cancel Help

Click on "Send report via email" then select "PDF" and click "OK" to accept wide format and "OK" again to select sending separate messages.

← →)		150% 🔻		
Permission Slip								
As the parent or legal guardian of Aidan Blackmon, I hereby give my permission for this child to participate in an outing with Troop 250.								
Activity:	Backpacking		<u>Location</u> South Mountains S	tate Park				
Departure Time: Return Time:	8:30 AM 12:30 PM	Date: 08/22/15 Date: 08/22/15	Grace Presbyteriar Grace Presbyteriar	n Church n Church				
In consideration of claim against the lo Boy Scouts of Ame organizations.	the benefits to be d ocal Council, or the f ricas for any and all	erived from partic National Council, t causes which ma	tipation of the above do the chartered Unit, its of ay arise in connection w	escribed activity, I/ chartered institutio vith the activities of	we waive voluntarii n and all leaders o f the above named	y any f the I		

The following dialog box will open up. The "To:" recipients are automatically loaded with all scout associated addresses in Troop Master selected to receive reports. You can add attachments (such as a packing list) by clicking on the "Attachment(s)" button. You can retype the Subject line to reflect the particular activity. Use the "body" section to write your email to the scout and parents. This is an opportunity to pass along any last minute instructions and possibly provide a weather update.

Clicking "Send" will send out the email to all recipients with the permission slip attached. DONE!

Send Email (with individual attachments)			X
Select Recipients Display: Adults Bakker, Timothy Image: Select Recipients Boone, Kaye Image: Select Recipients Boone, Kaye Image: Select Recipients Bowman, Thomas Image: Select Recipients Bowman, Thomas Image: Select Recipients Cause, Corey Image: Select Recipients Caudle, Corey Image: Select Recipients Caudle, Corey Image: Select Recipients Caudle, Wes Image: Select Recipients Certo, Paul Image: Select Recipients Certo, Susan Image: Select Recipients Clausen, Rich Image: Select Recipients Davis, Shawn Image: Select Recipients Diles, Richard Image: Select Recipients Douglass, Debora Folz, Teresa Folz, Teresa Image: Select Recipients <td>To >> Current F To: Blackmon Boone, Boone, CC >> Christen: << Remove</td> Musmace Musmace Musmace Musmace Musmace Simpkins Simpkins Carbon O Carbon O	To >> Current F To: Blackmon Boone, Boone, CC >> Christen: << Remove	Recipients	Send Attachment(s) Email Options Cancel
Foster, Chase Foster, William	Elimin	ate dunlicate addresses	Help
	NOTE: Each 'To' report atta	addressee will receive a single mess ched. Each 'CC' will receive a copy of	age with his individual of each message.
Subject: Permission Slips Body: Report Attached	`		