

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
 - 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)
 - 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?
 - 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***)
 - 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
 - Record sign-ups into Excel spreadsheet to keep accurate count and to know who has signed up
 - Provide sign-up progress updates (listing) to SPL and Scout Master periodically

2 WEEKS PRIOR

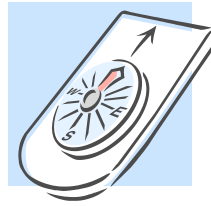
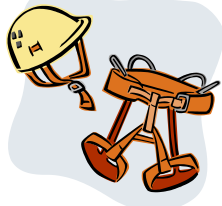
- Determine On-Site Leader/Coordinator from adults attending
- Tour Plan (*see example attached*)
 - 2-Deep Leadership required
 - Youth Protection and other training requirements (Weather Hazards, 1st aid, etc.) for adults
 - Adult drivers and vehicle information (most registered adults have this information in on-line database)
 - Fill out On-line Tour Plan (log in to www.myscouting.org and select “tour and activity plan”)
 - 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
 - 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
 - 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
 - Use this information to make any improvements to future events



Troop 250 Activity Sign-up Flyer

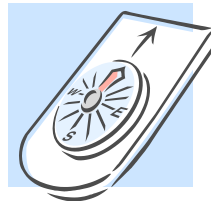
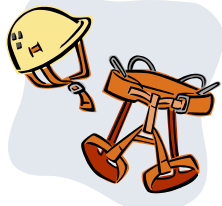
Backpacking @ Crowder's Mountain State Park



What: Backpacking/Rock Climbing/Rappelling
 When: May 22nd – 24th
 Where: Crowder's Mountain State Park
 Why: Backpacking, Hiking, Climbing, Rappelling, orienteering
 Cost: FREE

Sign up: _____
 Name (Deadline: Monday, 5/18)

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



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TOUR PLAN (Online version)

Log into www.myscouting.org

Sign in to MyScouting

User Name:
 Password:

Forgot your [User Name](#) or [password](#)?
[Frequently asked questions](#)

New to MyScouting?

Create an account to*:

- **take Youth Protection and other BSA training**
- access unit, district, and council tools
- register for events
- keep in touch with members and alumni

*Some of these tools require a Member ID.

[Watch account creation demo](#)

This page is not intended for users under 13 years of age. Jamboree youth registration must be completed by a parent or guardian from the parent or guardian's MyScouting account. For a detailed privacy policy, click the Privacy Policy link below. For best performance, use Internet Explorer 9.0 & above or FireFox 3.0 & above.

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Click on "Tour and Activity Plan" under Unit Tools

My Profile | **Training** | **Unit Tools** | **Council Tools** | **Home**

My Profile
 Update My Profile

Training
 Training Validation

Unit Tools
 Internet Rechartering
 BeAScout
 BeAScout Membership Application Status
 Tour and Activity Plan

District Tools
 Council Tools

<https://tourplan.scouting.org/pages/TPHome.aspx>

My.Scouting Tools News

9/2/15 – The E-Learning feature is now available in my.Scouting.org. Training courses can be completed online at [my.Scouting Tools](#) by selecting Home, then My Dashboard.

8/11/15 E-Learning Training Available on My.Scouting Tools!
 E-Learning training courses are now available to take online at [my.Scouting Tools](#). Once logged in, training courses can be found by selecting the Home button in the 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:

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

Tour and Activity Plan

Important Information:

- › Getting Started Checklist
- › Guide to Tour and Activity Planning Principles
- › Guide to Safe Scouting
- › Sweet 16 of BSA Safety
- › FAQs
- › Tour and Activity Plan User Instructions

Create a Plan:

Incomplete Tour and Activity Plans (0) (will be retained for 20 c)

Results/page:

Scheduled Tour and Activity Plans (0)

Results/page:

Completed Tour and Activity Plans (20)

Results/page:

Created Date	Tour Date	Tour ID	Tour and Activity Plan Title	Unit #	
8/20/2015	8/22/2015	577180	South Mountains Backpacking	0250 Troop	Grace
4/18/2015	6/21/2015	523540	Summer Camp	0250 Troop	Grace
5/21/2015	5/22/2015	538453	Backpacking @ Crowders	0250 Troop	Grace

Filter/Search Tour Plans by:

From:

To:

Tour ID:

Unit #:

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

Which adults are going?

Adults

John Christensen

Gary Lafleur Edit Delete

First Name:	<input type="text" value="Gary"/>	Country:	<input type="text" value="America (United ▾)"/>	Phone:	<input type="text" value="8035487942"/>
Middle:	<input type="text" value="Michael"/>	City:	<input type="text" value="Fort Mill"/>	E-mail:	<input type="text" value="lafleurg@comporium.net"/>
Last Name:	<input type="text" value="Lafleur"/>	State:	<input type="text" value="SOUTH CAROI ▾"/>	Member ID:	<input type="text" value="113396806"/>
Suffix:	<input type="text"/>	Postal Code:	<input type="text" value="29708"/>		

Is this person the primary leader for this tour and activity plan? Yes No

Youth Protection Training (YPT) current? Yes No

Will this person be driving? Yes No

Vehicle Type: Car Van Truck Bus

Vehicle Make: Model: Year:

Will follow appropriate Department of Transportation guidelines for state and/or jurisdiction.

Harold 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

First Aid

Hazardous Weather !

Wilderness First Aid

For a list of BSA's training courses and how often they should be taken, click [here](#).

! **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](#)
- [Survival 101 of BSA Safety](#)

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 No
- Do you have a First-Aid Kit?
 Yes No
- Do you have a Roadside Emergency Kit?
 Yes No

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

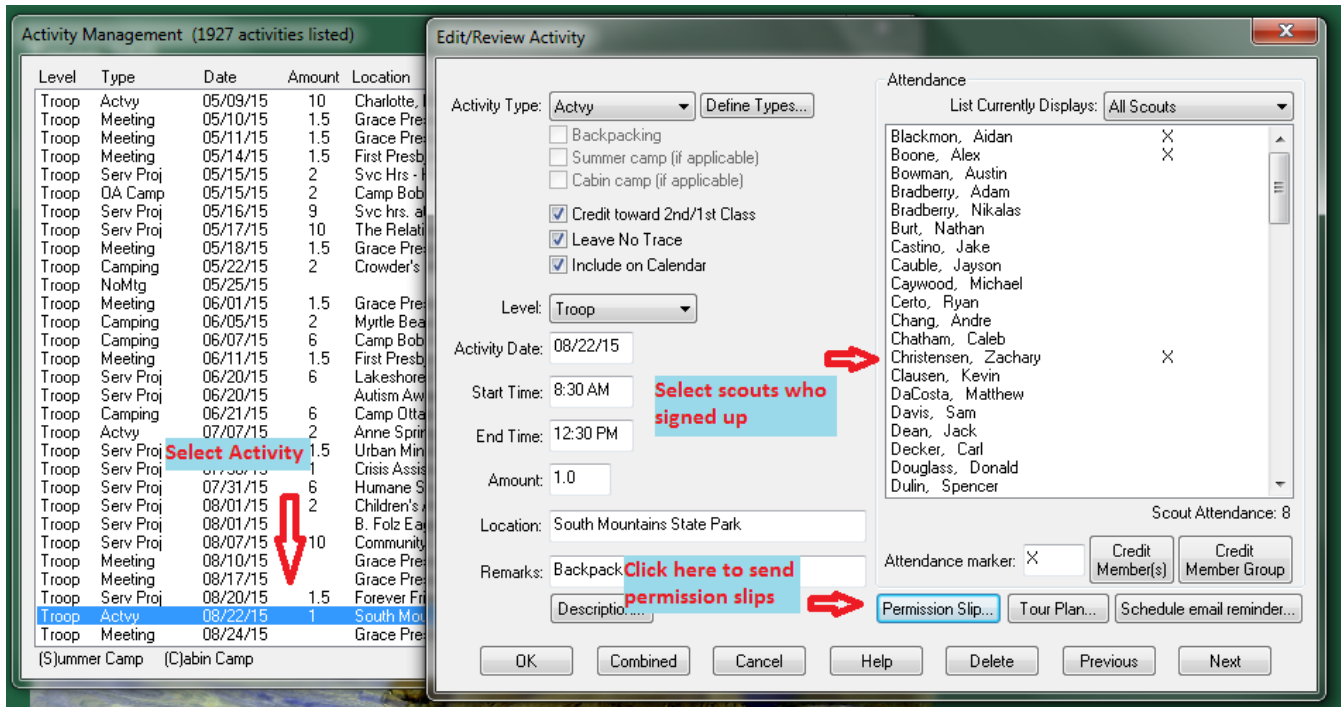
* I certify that:

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.

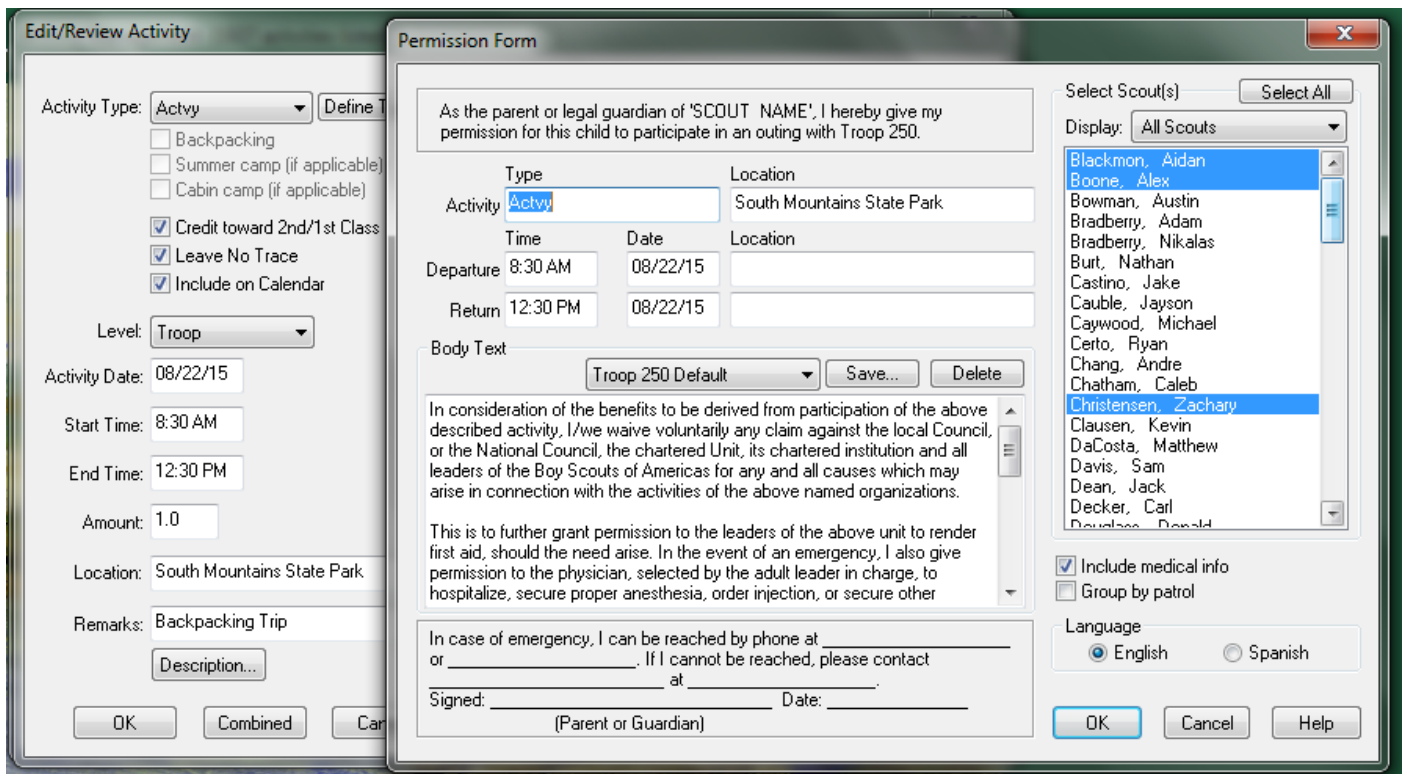
TROOP MASTER (Scout selection and Permission Slips)

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.

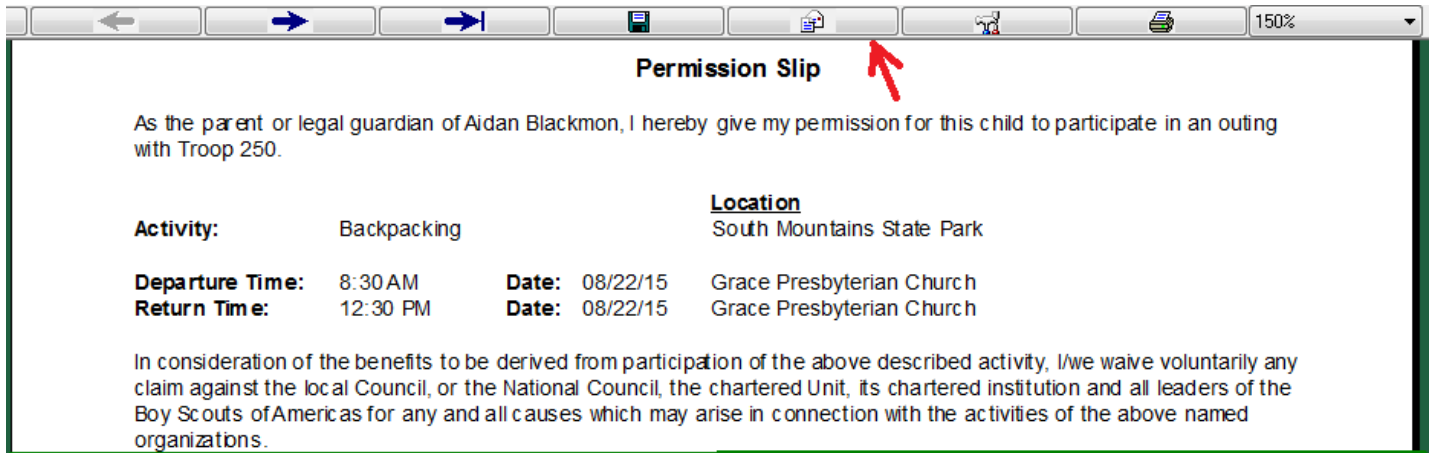


Adjust the Departure and Return times as necessary and type in the Location (i.e. Grace Presbyterian). You can also re-name the activity type if you like. Click “OK” will process the permission slips and allow you to view each one.

Note: A blank permission slip can be later printed 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.



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



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!

