

Troop 415 Event Planning Worksheet

Event request by patrol, PLC, or other source.

Event:

PLC discussion and approval (Consider rank advancement opportunities).

Discussion: ☐ Yes ☐ No

Approved: ☐ No ☐ Yes

PLC select a date. Consider other troop activities, school calendar, and possible conflicts.

Date of Event: _____ Rain Date: _____

Conflicts: _____

PLC identifies two or more scouts to be in charge of planning.

List scouts in charge of planning:

PLC notify Camping Coordinator of event, request that it be listed on the Troop Calendar.

Date Camping Coordinator Notified: _____

Listed on Troop Calendar: ☐ Yes

Patrol Leaders communicate event date and details to all patrol members encouraging them to attend. Patrol Leaders should keep a list of members attending the event.

Patrol Leaders Notified: ☐ _____ ☐ _____ ☐ _____

☐ _____ ☐ _____ ☐ _____ ☐ _____

Scoutmaster identifies, attending leaders, drivers, and non-attending emergency contact person.

Non-Attending Emergency Contact Person: _____

Adult Advisor for planning: _____

Drivers: _____

Leaders: _____

Scouts in charge of planning, need to meet with adult(s) to plan event and determine cost. Use the scout planning aids (see below).

Scouts in charge _____

Adult(s) _____

Meetings Dates: _____

Cost: \$_____ per scout

Scouts in charge of planning, present a written event plan to PLC and Scoutmaster.

Plan complete: ☐ Yes

Presented to PLC: ☐ Yes

Presented to Scoutmaster: ☐ Yes

Date complete: _____

SPL and ASPL assign leadership if not attending.

Event SPL: _____ Event ASPL: _____

Scouts in charge of planning, distribute an event handout **four weeks** prior to the event. List event details, deposits, and unusual items that each scout must supply.

Completed: ☐ Yes

Quartermaster locates a replacement if not available for depart and arrival.

Event Quartermaster: _____

If troop equipment or supplies are needed, scouts in charge of planning provide a written request to the Quartermaster and adult advisor in advance.

Date completed: _____

Supplies Requested:

Scouts in charge of planning notify the Chaplain Aide of the event.

Completed: ☐ Yes

Sign-up sheet closed a minimum of two weeks prior to event.

Due Date: _____

Adult Advisor completes Tour Permit two weeks prior to the event.

Due Date: _____

Patrol Leaders remind Scouts they must have money in their Scout account sufficient for event. Completed: ☐ Yes

Before departure, scouts in charge of planning give a list of scouts attending the event to the adult contact person established by the Scoutmaster.

Completed: ☐ Yes

After the event, PLC reviews the event at the next PLC meeting.

Reviewed: ☐ Yes

After the event, SPL recognizes those scouts involved in planning at the next Meeting.

Scouts to be recognized:

Scout Planning Aids

*** Plan opportunities for rank advancement. List these on the event handout.**

- * Keep clear notes of any meetings. Someone should be able to pick up your notes and complete the planning if an emergency arises.
- * List jobs and responsibilities of everyone involved in your planning.
- * Adhere to the rules contained in the Guide to Safe Scouting.
- * Review the Troop Features Program Guide for ideas.
- * Use the patrol method during the event.
- * Plan to use patrol meal planning and cooking if possible.
- * Use your resources. Request other scouts to participate for instruction, leading activities, etc.
- * Consider possible merit badge credit. Scouts are responsible for contacting merit badge counselors.
- * Consider varying weather conditions (cold, wind, rain, etc.) in your planning.
- * Determine and minimize the event cost (fees, food, admissions, gas, etc), determine the number of payments, and due date. Remember that some families must pay for several scouts.
- * Cost/Planning information:
Vehicles get approximately 10-17 miles per gallon.
- Purchase in bulk**, breakfast meals cost approximately \$1.50 per person while lunch and supper meals cost approximately \$2.50 per person.
- * Use supplies from the troop trailer, and make buyers aware that items should be purchased at the lowest cost.
- * The Adult Advisor will make reservations and purchase advance tickets.
- * Ask your Adult Advisor or Scoutmaster for help or guidance. It is a sign of good judgment and maturity to ask for the opinions and assistance of others, so that the overall plan is improved through other viewpoints.