

Troop 719

Guidelines for Trip Planning

1. Tour plan requirements:

- Activity consent and approval form for each youth
- Review of health records for each participant
- Valid license and appropriate insurance for each driver
- Appropriate training for adult leaders and Youth Protection training for other adults
- First aid kit
- Roadside emergency kit

2. Trip coordinator checklist (before trip):

- Attend PLC meeting at least 2 months before trip to receive Scout input on trip activities and identify youth leader(s) for the trip.
- Prepare and distribute permission slips at least 4 weeks before trip, to be collected at least 2 weeks before trip. Include costs per participant, incorporating all fees necessary for trip, including food.
- Forward trip participant list to Medical Records Coordinator at least 2 weeks before trip.
Medical Records Coordinator will:
 - Verify that participant records are up-to-date and complete
 - Pull relevant records and assemble into trip binder
 - Give trip binder to trip coordinator just before trip
- Forward trip participant list and adult information to Tour Plan Coordinator at least 2 weeks before trip.
Tour Plan Coordinator will:
 - Verify driver info
 - Verify Youth Protection training for all adults
 - Verify that other training requirements have met
 - Complete tour plan
- Report to Scout Account Coordinator on participants who wish to use Scout account funds to pay for trip (even if no one does). *Scout Account Coordinator will:*
 - Verify availability of Scout account funds and debit accounts accordingly
 - Contact Scout families and trip coordinator if issues arise
- Give trip payments to Treasurer.
- Meet with trip participants at patrol-focused troop meeting prior to trip to discuss meal planning, tenting, etc.
- Be familiar with Guide to Safe Scouting and Sweet Sixteen of BSA Safety.
- Include first aid kit and roadside emergency kit (in trailer) when loading vehicles for trip.

3. Trip coordinator checklist (after trip):

- Promptly return medical records to Medical Records Coordinator.
- Save receipts for reimbursable expenses, and give to Treasurer. (Reimbursements cannot be made without a receipt.)
- Provide trip participant list and any relevant advancement information (service hours, nights camped, miles hiked, etc.) to Advancements Chair and Scoutmaster.

Trip Planning Contact List:

Medical Records Coordinator: Brenda McClung (6710mcclung@comcast.net)

Tour Plan Coordinator: Lisa Marcellino (flmarcellino@verizon.net)

Scout Account Coordinator: Kristen Miller (kristenmilr@aol.com)

Treasurer: Connie Shannon (connies329@gmail.com)

Advancements Chair: Alexa Grauch (agrauch@comcast.net)

Scoutmaster: Tony Maderi (AMaderi@admgrp.com)