

Trip Planning Steps

Once the boys have decided on a particular outing and date, begin the logistics of making it happen

- 1) **BUDGET.** Investigate the event for all necessary costs. Typical are food, camping, transportation, event fee, and miscellaneous such as gift shop \$.
 - a. **FOOD.** Use an estimate of \$4 per meal that boys will prepare in patrols. Figure out how many meals will need to be prepared this way given the timing of the trip
 - b. **CAMPING.** Check with the camping site for cost per night and reservation fee if any. Take this total and divide it by the number of people per site and round up to the nearest dollar. Multiply by the number of nights camping. Typically we use \$5 per boy per night.
 - c. **TRANSPORTATION.** Use *Mapquest* or similar software to determine the route and round trip mileage. Include any shuttle miles. Multiply the total by .07 per mile and round up to the nearest dollar. Check with the committee for the current rate per mile.
 - d. **EVENT FEE.** Many trips have a particular event associated with it. Figure out the price for the size group estimated and include this in the planning.
 - e. **OTHER.** Acknowledge any other types of costs associated with the trip.
 - f. **TOTAL.** Add all fees together and present this to the troop.
 - g. **MISCELLANEOUS.** Mention any extra items like sack meal on the road or purchase of meal on return trip.
- 2) **ROSTER.** Work up the *Event Roster Sheet*. This will have a description of the event with all costs itemized. Present this to the PLC and troop. Boys will sign up on this, indicating how they will pay for the event (scout account or cash/check). Event roster forms are in the file cabinet.
- 3) **DRIVERS.** Figure out who is driving (adults sign up on the Event Roster). Make sure you have enough drivers to transport all those going to the event. Drivers do not pay the transportation fee (they get reimbursed for it).
- 4) **PERMISSION.** Email the permission slips to those boys who will not have a parent going on the outing. These need to be signed and carried on the trip by the trip leaders. Activity Consent forms are linked from the Crater Lake Council website under forms, or you can go directly to <http://www.scouting.org/filestore/pdf/19-673.pdf>. This is also linked from the troop's web site under *Web Links, Activity Consent Form*.
- 5) **TRIP PLAN.** File a trip plan with the council for any trip that is not a council-sponsored event. This should be done two weeks in advance if at all possible. You will need driver and vehicle information which can be found on the *troop vehicle file*. The BSA tour plan is linked from the *My Scouting* website on the left side, under *Tour and Activity Plan*. Carry the approved trip plan.
- 6) **MONEY.** Boys will either pay cash/check or use their scout account. Adults will pay by cash/check. Collect any necessary funds. Turn all \$ into the troop treasurer (Julie Jaffe currently). Alert Elizabeth Holland after the trip regarding any boys using their scout account so she can track this for proper record keeping. You can track this on the *Expense Tracking Form* linked to the troop website under *Policies and Procedures*.
- 7) **DUTY ROSTERS.** Have patrols plan any meals they need to prepare. Patrol leaders should take charge of assigning jobs, with all the boys helping to develop meal plans and someone assigned to purchase the food. Coolers are located in Pioneer Hall.

- 8) **MEDICAL FORMS.** The event leader or designate should carry the medical forms for all those going on the event. The binder in the scout office has these alphabetically sorted. It is located in the back of the 2nd drawer of the file cabinet in Pioneer Hall.
- 9) **FIRST AID.** Kits are located in the scout office inside the door on a hook and in the troop trailer. Take one of them with you.
- 10) **MAPS.** Reproduce maps of the route for drivers. Indicate stops along the way, and make sure drivers have each other's cell phone numbers.
- 11) **GAS.** Remind drivers to fill their gas tank prior to the event and just after it, then present their receipt for gas used to the trip organizer for reimbursement. Drivers are expected to take as many people as possible to minimize the number of vehicles needed for transportation.
- 12) **CONTACT INFO.** Carry the current troop phone roster for parent updates, etc.
- 13) **TRAILER.** If the trailer is to be used, arrange to pick it up from Darryl's yard. The key to unlock the hitch is inside the trailer on the hook located on the right wall. Trailer combo is same as that in Pioneer Hall and the shed.
- 14) **RETURN TRIP.** If you expect arrival time to be earlier or later than stated, have the boys call or text their parents. Consider having a phone tree set up ahead of time, or a broadcast text message might work.
- 15) **REIMBURSEMENTS.** When the trip is over have anyone who has reimbursable expenses fill out the form and attach receipts and give that to you as trip leader. The form is on our website under Policies and Procedures, *Reimbursement Request Form*. Track the \$ on the *Expense Tracking Form* located there as well.
- 16) **FINAL DETAILS.** Look over the *Reimbursement Requests* for accuracy and turn them over to the Treasurer along with the *Expense Tracking* sheet. Return Medical Forms and First Aid kit, put the trip particulars (sign-up sheet, etc.) in the Events binder, have photos uploaded to the troop's Facebook page, and if possible arrange for a collage photo poster of the event to be printed at Costco.

Troop 112 web site: <http://www.troop112.com>