



Outing Information 2004

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1) Introduction

This document explains the Troop's procedures to plan and conduct all of the aspects of a troop outing. This document is a basic outline of the steps to perform and plan the outings. However each outing is different in many ways, like, weather (time of season), type of outing, length, distance and purpose.

Outings are done by the patrol method for both Scout and Scouters. Each outing will follow the BSA Policies.

This document is split into three parts; Planning before the outing, Activities during the outing and the follow up after the outing.

2) Before the outing

a) *Sign up-Roster*

i) Permission forms

Permission forms are created by the Outdoor chairperson with the help from the Scoutmaster. Depending on the type of outing there might be additional permission slips to be filled out, i.e. from government organizations. Each scout must have a completed - filled out slip(s) two weeks prior to the outing or they will not be able to attend the outing.

ii) Medical forms

In most cases the Troop will not ask for Medical forms for the boys. However if any Scout or Scouter requires medication then that needs to be told to the Scoutmaster prior to the outing. Medical forms need to be filled out for District and Counsel outings, i.e. Campore's, Klondike's and summer camp.

iii) Personal Fees

Each outing has fees that need to be collected. In most cases the food is the Scout's and Scouter's responsibility and needs to be paid to the troop two weeks prior to the outing, the basic food fee is \$3.00 per person per meal. There may be other fees that the Scout's and Scouter's need to pay for BSA functions, i.e. Campore's, Klondike's and summer camp.

iv) Scout Advancement Goals

Each Scout that is attending the outing with the help of the scoutmaster staff needs to come up with a list of possible requirements that they can work on. Outings should be fun and have a scouting theme. One part of an outing should be focused on advancement. The outings are the greatest opportunities for the scouts to work on these requirements. It is up to the Scoutmaster and his staff to develop an advancement program for each outing so the scouts can achieve these advancement goals.

b) *Outing Agenda*

Each event should have a plan, this plan is the agenda. The agenda should be created jointly with the SPL for the outing and the Scoutmaster staff. It should have departing and arrival times, activities, meals, cleanup, advancement and personal times planned. All Scouters and Youth leaders should have this plan. Also, at least two people that are not going on the outing should have this agenda in case of emergencies.

c) *Transpiration*

The transpiration is the responsibility of the adult leaders. They have to make sure that there is enough space for both personal and troop gear. It is also a BSA requirement that each person in the vehicles have a seat belt on while traveling. It is responsibly of the troop committee to ensure that drivers have a license, the vehicle is proper for the trip and has current insurance.

d) Fees/permits

Each member that is attending the outing needs to pay for the food \$3.00 per person per meals, this is to be paid to the troop. The scout and the Scouter that will be responsible for purchasing the food will be issued a check from the troop for the amount of the food. There are other fee's that the troop pay's for, these can be camping entrance fee's, and extra troop food like cracker barrel for night actives, government access permits and fees, BSA travel permits and other camping forms and fees.

e) Advancement planning

Outings are a great opportunity for the scouts to work on these advancement requirements. It is the Scoutmaster, his staff, and the SPL to develop the advancement program for each outing so the scouts can achieve these advancement goals.

f) Patrol Duties

Each outing is different, one of these ways is the number of scouts that are going. Ideally, each patrol should have enough members to attend each outing, however, this does not always works out. So it is up to the Scoutmaster staff to adjust the patrols for that outing and appoint a SPL for that outing if the current SPL or ASPL is not attending. One of the purposes of the outings is to work on teamwork, develop personal growth, outdoor skills and leadership skills. The best way to teach the scouts is with the patrol method. Each patrol is responsible for meals, tent partners and cleanup.

i) Menu planning and Purchasing the food

Each patrol leader for that outing is responsible for developing a menu that has all of the food groups. This is done during the meetings with direct input from the patrol members. From the menu a shopping list with ingredients with approximate quantities and cooking tools is created. This menu and the shopping list needs to be submitted to the Scoutmaster staff for approval prior to the purchasing of the food. The scoutmaster staff may appoint scout(s) to purchase the food for requirement reasons.

One or more scouts needs to be responsible for getting the food, this duty needs to be shared among the patrol members so everyone gets a chance to help. The scout(s) that are buying the food will be issued a Troop check for \$3.00 per scout per meal. One of the scout law is Thrifty, this is a great way to develop the scouts shopping skills. Before the shopping trip the scout(s) needs to check out the troop's food supply for items that are needed, this helps keep on budget. It is Highly encouraged that an adult attend the scout(s) shopping to help them obtain all of the ingredients in the correct amounts and to stay on budget. If the scouts go over the budget it is the responsibly for the Scout(s) picking up the extra expense, any extra money is to be returned to troop. It is also the scouts responsibly to bring the food in the proper containers, like coolers or the troop's white containers.

After the Outing all of the non-perishables well go to troop for other outings. Perishable items will be divided up within that patrol.

ii) Tent Partners

Tent partners is a good tool to develop friendship, cooperation, team work and organizational skills. Also tent partners promote the buddy system for support.

Tent partners do not have to be based on patrols, the scouts can tent with any one they want. Scouts should not tent alone unless receives permission form the scoutmaster staff. The number of scouts can arrange from two (2) to 5 or more based on the tent, again the scoutmaster staff needs to approve any tent partners prior to the outing.

With the list of tent partners there needs to be an agreement on which scout(s) is to bringing the tent. It is a good idea if the scouts has a firm knowledge on how to operate the tent. It is also a great idea to make sure that the tent is in good working order with all parts.

iii) Duty Roster

The duty roster is to be developed prior to the outing and approved by the scoutmaster staff. The purpose of the duty roster is to create a schedule for patrol assignments among the patrol members including the Patrol leader, the duties are Cook, Cleanup and area cleanup. A copy of the duty roster goes to the patrol leader, assistant patrol leader, Senior Patrol Leader and Scoutmaster. Also a copy needs to be posted at each patrol area.

(1) Cooks

There will be at least two cooks for each meal and they need to know what meals they are to cook, follow the prepared menu, foods are properly prepared and put away when done, and lead each meal in grace.

(2) Cleanup

There needs to be at least two scouts on cleanup duty. They need to clean all of the dishes and cooking gear including the stoves. They have to follow the agenda for the outing this is to make sure that everything gets clean.

(3) Area Cleanup

A scout is Clean, there needs to be one to two scouts from each patrol to make sure that the cooking, tent area and troop area's are clean and neat. Make sure that all of the personal gear, patrol and troop gear is put away and all of the trash is picked up.

g) Equipment

The equipment for the outings is divided into two groups, troop equipment and personal equipment. Some outings may require extra equipment, this may be provided by the members of the troop or by the organization that is hosting the outing, i.e. summer camp.

i) Personal Equipment

Personal equipment is solely the responsibility of the scout. Each outing is unique and therefor so is the personal equipment in both clothing and other equipment that the scout needs to bring. The Scout needs to consult the Scoutmaster staff and/or the Coordinator for the outing for the correct equipment. The scout can check the scout handbook for lists of clothing and equipment; there is also a troop personal equipment list that the scout can use.

Shake down:

The last troop meeting before the outing all scouts must go through a Shake down. A shakedown is to check to make sure that the scouts have the proper gear packed and that the troop gear is ready to be use. A list of any personal gear that is missing given to the scout, SPL and to the Scoutmaster Staff.

ii) Troop Equipment

Each outing is unique therefor requires different amounts and different type of equipment. All equipment needs to be checked out prior to the outings for repair or replacement. The Quartermaster does this with the guides of the Adult Quartermaster. The troop Quartermaster needs to make out a troop equipment list for each outing, this makes sure that the troop is prepared for that outing.

3) During the outing

a) *Gather Before the Trip*

The troop gathers at the church before the outing, this is to make sure that final arrangements are made. It is very important that all of the members of the troop is ready to go on the outing, the troop needs to be prepared. We need to leave on time so we have time for all of the evening activities and allow for slow travel time. Most of the outings are held from Friday through Sunday, Friday's Dinner needs to be eaten at home or on the road as a sack dinner. One of the reasons to meet before the meeting is load both troop and personal gear in the vehicles, a scout is helpful

i) Check Personal Gear

The SPL and/or the scoutmaster staff will check out the scout's personal gear. If the scout has an shake down equipment list that needs to be checked by a visual inspection. It is very important that the scout is properly dressed for the outing on the first day/night, in both clothing that he is wearing and any other items in his daypack, a Scout is prepared.

ii) Transpiration

One of the biggest reasons that we meet at the church so we can drive as a group, this makes sure that everyone has a ride. This also makes sue that everyone arrives at the outing safely. The troop has radios to aid in coordination during the trip. It is also a good idea that all drivers and some one not going has a list of scouts, make, model, color and licenses plate number of the cars incase of emergency. The drivers must to be at least 21 years or older, this is a BSA policy. Each scout and Scouter is required to ware a seatbelt at all times, this is up to the drivers to enforce this rule. All of the scouts needs to conduct them selves according the scout law before, during and after the trip, the drivers needs to be focus on driving and not on scout behavior. If any scout can not conduct them selves in this matter, then there parents needs to come and pickup their son.

b) *Arrive at the camp site*

When the troop arrives at the campsite the fun and work begins. All of the scouts need to help setting up camp as quickly as possible because of the weather and scheduling reasons.

i) Unload Gear

The first thing that needs to be done is to unload the gear. When this is done proper ground covering may be necessary depending on the ground and weather conations. As the gear is unloaded the gear is split up between troop and personal gear.

ii) Camp setup

As the gear is unloaded with the help of the adult leaders the SPL and patrol leaders will determine the best areas for the Troop, patrol, sanitation, tent area's for both scouts and adults

(1) Troop Area

This is the center of the Troop outing, this area has to be large enough for all of the members, this is used for gatherings like camp fires, and other troop actives. This is also a good place for the troop flags to be displayed. All of the troop gear needs to be placed in this area in a well kept up manor. In most cases this also services as the adult area for cooking.

(2) Patrol Area's

The patrol area's is where each patrol sets up their patrol boxes for cooking and displays the duty roster. It is also a great way to have the patrol flag displayed showing scout spirit.

(3) Tent Area's

The tent areas have to be split up into two area's, Scouts and leaders. Only Sons and fathers can share the same tent together, this is also a BSA Policy and will be enforced. Each area needs to separate from each other and from the patrol area's. It is encouraged to have tents arranged in line, if possible, this makes movement easier. The SPL also needs to create a map of the tent areas with a the list of scouts, this is for safety reasons.

(4) Sanitation Area's

Most of the outings the troop attends there are pre-existing sanitation facilities, however in some outings like in backpacking area's have to be setup on arrival. This area needs to be according to the BSA and government policies.

c) Actives

All troop activities should be scheduled on the agenda, however, there is allot of times that plans change at the last minute, when this happens the scouts should have the chouse when possible. The actives should have a scouting purpose and be scout lead when possible. All actives will have a two deep leadership for safe haven.

i) Troop Actives

The troop actives are those events that the whole troop attends, this could be hikes, tours, games and other patrol related actives.

ii) Meals

Meals are one of the most fun and learning events on the campout. This is done by patrols and should have an adult leader to monitor the meals to make sure that everyone gets their share of the food and responsibilities done. Only scouts that are trained through the firemen chit are allowed to light any stoves or fires.

iii) Advancement

Scouting is with a purpose, one of the major ways is through advancement. Campouts are the best way to get advancement and learn about the outdoors. It is the responsibility of the Scoutmaster staff to devolve an advancement plan for the outings. It is highly encouraged that the senior scouts teach these skills to the younger scouts. This way the older scouts can develop their leadership and teaching skills.

iv) Personal time

Scouting is not all work either, this needs to be part of the outing agenda, however the activities for personal time should not be planned, the scouts should come up with their own activities as long it follows the safe haven rules. The scout personal time is very important, this way the scout can have fun in other ways. This is also a good way to have the scouts develop other interest and friendship by playing games with the other members in the troop.

d) Leaving Camp

i) Packing up

All members need help and pickup the camp so the troop can arrive back at the church at the scheduled time. The scouts should get all of their personal gear and tents taken down first. Any scouts that have completed this should help others and help take down the patrol and the troop area's. No scout shouldn't have a job, all for one and one for all, teamwork at it best.

ii) Loading and Leaving

After loading the personal and troop gear into the vehicles the troop should police the area for any left items and for trash. There should be a list of scouts riding in what car, this make sure that no one is left behind. The very last important item is the circle up, this is where the scouts express a good event or activity that they had, this is called a "rose", this is also where they receive their outing bead.

Like arriving at the outing all scouts should behave them selves so the drivers can drive safely and should not have to remind the scouts about the good scout spirit. If any scout repeatedly does not want to cooperate in good scout behavior, the driver will pull over at a appropriate location and call the parents to pickup their child.

4) After the outing

a) Arriving at the Church

i) Gear

When the troop arrives at the church all scouts needs help unload the gear from the vehicles. There should be a separate places between the personal and the troop gear. Some scouts can help unload and others can help put away the troop gear. All of the gear needs to be unloaded and the troop gear needs to be put away before anyone is dismissed. Again this teaches the scouts teamwork and cooperation.

ii) Scout's transpiration

The adult leaders have to make sure that all scouts have transpiration to their home. The best way is to have the scouts and parents knows the arrival time, and the scouts should arranged for a ride before hand. It is possible that the scouts and adults can use the phones inside the church to call for rides. For safe haven reasons no scouts is to be left along at church, at least two adult should wait for the scout's rides.

b) Next Troop Meeting

i) Evaluation

Scouting is a learning experience, the outings is one of the best learning experiences they will have in scouting. At the next troop meeting the SPL will conduct a good and bad list - this is called "roses and thorns". From the "roses" list the troop learns what works and they can repeat it on the next outing. From the "thorns" list the troop learns what went wrong, then they can fix the problems for the next outing. It is also important the scout's keeps a positive attitude and do not blame anyone for problems. It is also highly encouraged that the adult leaders participate in the roses and thorns evaluation, their input is also very helpful to the troop.

ii) Check Troop Gear

The last order of business is make sure that the troop gear is in good working order and is cleaned up. This is the responsibility of the scout quartermaster with the guidance of the adult quartermaster. If any gear needs to be cleaned than a special time needs to scheduled with the scouts to clean the gear. Also if any gear needs to be replaced or repaired then that can be done through the adult quartermaster.