

Troop 4 La Jolla

Checklist for Outdoor Activities

Activity Leaders. Two or more adult leaders and a boy leader are required for each activity. At least one adult leader is required to have completed the Youth Protection Guidelines Training. High Adventure Leader Trek Training (or equivalent training or experience approved by the Troop Committee) is required for leaders of overnight backpacking activities and Water Trek Training (or equivalent training or experience approved by the committee) is required for leaders of water activities. The duty of the adult leaders is to afford scouts the opportunity to safely lead and participate in meaningful outdoor experiences. The boy leader, appointed by the PLC, plans and organizes the trip, under supervision of the adult leaders.

Scheduling. Outdoor activities are scheduled during the annual planning meeting. If not scheduled, the activity must be scheduled with and approved by the Troop Committee in advance. A *BSA tour permit issued by the Council, must be obtained, in advance, for all outdoor activities.*

Planning the Activity. The planning and execution of the activity; is the responsibility of the designated boy leader, supervised by the adult leaders. The elements of the plan include:

- 1) *definition* of the activity, including *objectives* to be accomplished,
- 2) *prerequisites* for participation by the boys,
- 3) required *equipment and supplies*,
- 4) *proposed route and schedule*,
- 5) required *transportation* (vehicles and providers), and
- 6) *administrative details* (adult and scout leaders, cost, Forest Service and BSA tour permits).

Approval and Announcement. Adult and scout activity leaders must prepare an activity announcement, which summarizes the activity plan. The announcement must be *presented to and approved by the troop committee before distributed* to the scouts; and it should be distributed to the scouts a month before the activity begins (two months before major events such as the Colorado River Trip, Treks and Scout Camp). The Permission, Authorization and Release form is distributed with the activity announcement; and must be signed by a parent of each participating scout before departure. .

Execution. The activity is led by the boy leader, supervised by the adult leaders. For example, on a backpacking trip the boy leader, guided by the adult leader, must:

- 1) organize the scouts into buddy pairs and cooking/tent crews;
- 2) assure that each scout is adequately clothed, equipped and supplied;
- 3) muster scouts at appropriate junctures;
- 4) find and follow the planned route;
- 5) maintain trail discipline and etiquette;
- 6) watch for injury, exhaustion, dehydration and hypothermia;
- 7) select and allocate campsites;
- 8) assure that each scout has adequate food and shelter each night; and
- 9) -set reveille and taps.

Adult leaders supervise and communicate through the boy leader, unless the safety of participants demands immediate and direct communication. Any significant changes of plan must be approved in advance by the troop committee, or executive committee (unless dictated by onsite emergency or by prudence).

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Post Activity Report. The post activity report, including tour permit and signed Permission, Authorization and Release forms, must be filed with the Troop Committee at the troop committee meeting following completion of the activity, to be maintained by the Secretary. The post activity report should describe the activity, summarize the objectives accomplished, list the participants, state the outcome, report on the administrative details, and list recommendations.
September 5, 2000

Activity: _____ Dates: _____

Location: _____ Cost: _____

	Function	Names/Dates/Yes or No
1.	Adult Leader (name)	
2.	Additional Adult Leader(s) (names)	
3.	Adult Protection Guidelines Certified (name)	
4.	Boy Leader(s) (names)	
5.	Green Sheet developed/distributed (date)	
6.	Approved by Parent Committee (date)	
7.	High Adventure Leader Training (name, if needed)	
8.	Water Trek Training (name, if needed)	
9.	BSA Tour Permit by Council (date)	
10.	Activity Permits (attached and list)	
11.	List of Participants (attach)	
12.	Permission, Authorization and Release Forms (noted)	
13.	List of Drivers/Insurance (list)	
14.	Activity brochures and materials for Outdoor Committee Book (forward)	
15.	Post Activity Report (Due one week after Activity) (date)	
16.	Other	