

# Troop 49 OUTING ADULT LEADER CHECKLIST

If you plan on leading an outing you need to be:

1. **Trustworthy** by ensuring current BSA YPT2 (Youth Protection Training) for all adult attendees.
2. **Loyal** by being a registered adult with the troop and having only registered adults at camp overnight. BSA requires at least 2 adult leaders at every outing. The Lead Adult must be Oak Leaf Trained.
3. **Helpful** by determining the exact date(s), departure and return times of the outing.
4. **Friendly** by determining the approximate cost of the outing.
5. **Courteous** when contacting all scouts and adults who have RSVP'd on Scoutbook to confirm their intention to attend prior to paying registration, transportation and food fees.
6. **Kind** (to yourself) by signing up other adults as needed and required by BSA and Troop Policy.
7. **Obedient** by reviewing the Guide to Safe Scouting and making sure all adults are trained appropriately for the campout, event, activity, or high adventure.
8. **Cheerful** when you contact the Senior Patrol Leader (SPL) to have him announce the outing with the dates, estimated cost of the outing, and deadline for RSVP on Scoutbook.
9. **Thrifty** by sending out a troop email announcing the outing, estimated cost of the outing, and including the activity permission slip. Remind all scouts and adults attending that they must RSVP on Scoutbook.
10. **Brave** by collecting all permission slips by the due date.
11. **Clean** by requiring a current BSA Medical form from for each participant, scout or adult, and returning that form to the scout or adult after the conclusion of the campout.
12. **Reverent** when you contact the Adult Quartermaster about the need for a Scout Quartermaster and to arrange for the pickup of gear and equipment and of the trailer if it is being used for the outing. If you already have assigned a scout to be the Quartermaster of the activity, let the scout know that it is their responsibility to contact the Adult Quartermaster for equipment.

## **Message from the Scoutmaster:**

This is a scout-led troop and Outing Leaders are expected to have scouts do as much as the planning as possible. Many scouts can fulfill advancement and merit badge requirements in doing this planning and while at the outing.

Before the outing, scouts should help with the planning, particularly the menu (using the guidelines in their scout handbooks for a balanced diet as a guide), and the shopping and packing of the food.

At the outing Scouts should work in patrols for all cooking, cleaning, and camp tasks, with a designated SPL, ASPL, Patrol Leaders, and Quartermaster(s).

The adult leader should only have to work with the SPL when addressing tasks that need to be done. Scouts should check with their Patrol Leader if they need help or have questions. Patrol Leaders should check with the ASPL or SPL. Only the Quartermasters are allowed in the trailer (or their designee if they are out of camp or busy).

The adult leader(s) should fully support the process and procedures relating to gear gathering, gear check out and check in, and the role of the quartermasters.

A Historian should be assigned for every Outing and Event. The Historian will keep notes on activities and produce a written report or article for the newsletter. The SPL of the Outing is responsible for ensuring that the article is submitted in a timely manner.

## DETAILED INFORMATION

1. Be **Trustworthy** by ensuring current BSA YPT2 (Youth Protection Training) for all adult attendees.

Troop 49 requires that all adults attending campouts be current in Youth Protection Training. This requirement includes any adults or parents who are attending for the day and any adults or parents who will be sleeping overnight. YPT explains that adults and youth must not have one on one contact- including parents and their child(ren) at camps and events. Youth Protection is easily available via the web and does not take long to complete. During the planning of any outing, the Outing Leader should ask all adult volunteers if they have taken this training and explain the necessity of completion. Youth Protection Training may be taken online at the BSA Online Learning Center found via the link <https://myscouting.scouting.org/>. Those not registered with the BSA will need to register a User name and a password before beginning. Select Youth Protection Training from this website and follow online instructions. The Youth Protection Training course must be completed (renewed) every 2 years. Report completion of this course and date to the Training Coordinator and forward the Certificate of Completion. *If you have any questions on this item, contact the Training Coordinator.*

2. Be **Loyal** by being a registered adult with the troop and having only registered adults at camp overnight. BSA requires at least 2 adult leaders at every outing. The Lead Adult must be Oak Leaf Trained.

Troop policies require that all adults sleeping overnight at a campout or event are registered members of the BSA. Adult Applications including the Background Check signature must be submitted to the Troop Committee Chair at least one week prior to the event to ensure the required background checks be completed prior to the campout or event. Adults who have not submitted their application in a timely manner will not be allowed to attend the campout or event due to not allowing sufficient time for BSA background check, no exceptions.

The adult application is available on line at:

<https://filestore.scouting.org/filestore/pdf/524-501.pdf>

Outings can not run without at least two registered adult leaders. The troop needs adults to step up and volunteer at outings and we greatly appreciate adult involvement. Oak Leaf Trained adults have gone through a weekend training that teaches the Scouting philosophy of our scout-led program along with the

importance of safety, guidance, and BSA and troop expectations. Oak Leaf training is held twice a year through Potawatomi Area Council.

For outings with both male and female youth in attendance, at least one male adult age 21 or over and one female adult age 21 or over are required. For outings with only male youth attendees, at least one male adult age 21 or over must be in attendance. For outings with only female youth attendees, at least one female adult age 21 or over must be in attendance.

The \$36 yearly fee for adult applications is paid by Troop Fundraising. Adults may choose to donate their fee by sending payment to the Troop treasurer. *If you have any questions or are not sure if a registration is current, contact the Committee Chair.*

3. Be **Helpful** by determining the exact date(s), departure and return times of the outing.

While the PLC plays an important function in determining outings and events, the date of the outing is usually determined by the Camp or Outing Coordinator in conjunction with the Scoutmaster and Troop Committee. The approximate departure and return times depend on the outing and the schedule of the Coordinator. For weekend outings, take into account parent work schedules. We usually do not depart before 4:30 pm on Fridays. *If you have any questions, contact the Activities Coordinator.*

4. Be **Friendly** by determining the approximate cost of the outing.

This is an important aspect of outing planning. You want to be sure scouts and parents have an accurate estimate of the outing cost. A number of troop policies are involved which are summarized below. A more detailed explanation can be found in the Troop Policy Manual available at <https://www.troop49summit.com/troop-policies.html>. It is strongly encouraged that the SPL and scouts who are attending the campout compute the estimates for the campout food costs, select the food, and do the shopping.

The approximate cost of the outing per scout should be calculated prior to the announcement of the camp or event. After the outing you will need to compute the actual cost of the outing on the Camp Cost Spreadsheet and submit the form to the treasurer. The treasurer will then remove funds from the attendees' Scout Accounts.

Cost of the mileage reimbursement for pulling the Troop Trailer (and equipment trailer if needed) is paid by the Troop General Fund and is not charged to the scouts attending the camp (Troop Policy as of 2018). Please note that Troop Policies do not allow for any reimbursement to adults for mileage or fuel used to transport scouts.

Cost of the outing may be estimated by adding up (1) the registration/reservation fees, (2) the estimated cost of meals and cracker barrel, (3) Troop tent use \$2/night fee, (4) any additional costs related to the activity.

(1) Registration: Camps usually charge a registration fee for scouts and often charge a fee for adults who attend camp. Scouts pay their registration fee. 'Necessary' adult registration fees are paid by the Troop General Fund. Non-essential adults who are permitted to attend the campout will pay their registration fee to the Troop Treasurer. The number of adults who attend a camp is determined by Troop Policy, the nature of the event, and the Scoutmaster. Priority goes to Oak Leaf Trained leaders. Adult attendance is limited to ensure a scout-led camp experience.

(2) Food: Estimates are as follows: Breakfast \$2 per person, Lunch \$3 per person, Dinner \$5 per person. Add an additional \$1 per person for Cracker Barrel and other snacks. Scouts pay the food costs of the necessary adults. All food costs for non-essential adults will be paid for by that adult.

(3) Tent Fee: Scouts are charged \$2 per night for use of troop tents. This is a separate column on the Costs Spreadsheet for tent fees because these fees are put into the Equipment Fund.

(4) Additional costs may include trail fees, park entry fees, activity fees, etc. If a scout who wants to attend the outing does not have sufficient funds in the scout's account to cover the cost of the outing, adequate funds must be put into the scout's Scout Account. If payment exceeds actual cost, the extra funds will remain in their scout account. If a refund check is needed, a written request would need to be turned in to the Treasurer by the parent.

(5) If the adult leaders are aware of scout(s) who need funding to attend camp, the Troop Valentine Fund was formed primarily to help scouts attend camp and is a great source of funding. The application and details are on the Troop website. Additional funding may be sought from PAC for Camp Long Lake. Paperwork is found at <https://www.troop49summit.com/troop-policies.html> .

After the outing, the actual cost of the outing will be calculated to determine what each scout is to pay. The Camp Spreadsheet should be completed and given to the troop treasurer so fees can be removed from the Scouts' Accounts.

For high adventure and summer camps, refer to the Troop Policy Manual for more detailed information regarding costs- adult fees are different than regular campouts. *If you have any questions, contact the Activities Coordinator.*

5. Be **Courteous** when contacting all scouts and adults who have RSVP'd on Scoutbook to confirm their intention to attend prior to paying registration, transportation and food fees.

The Camp Coordinator should email the entire Troop and list the scouts who have RSVP'd on Scoutbook. This will be held as notice of the intention to pay registration fees on behalf of the scouts who have RSVP'd. By sending the email to the entire troop, scouts who wanted to attend the outing and have not RSVP'd on Scoutbook may inform you of their intentions to attend prior to you registering the Troop. Give deadlines and stick to them. Many camps have limits to the number of scouts who may register for certain merit badges or activities and timely registration is necessary. It is not fair to those scouts who signed up in a timely manner to jeopardize their registration because of scouts who are late to RSVP. In some cases two payments may need to be sent to the organizer because of late registrations. *If you have any questions, contact the Activities Coordinator.*

6. Be **Kind** (to yourself) by signing up other adults as needed and required by BSA and Troop Policy.

All troop sponsored outings and activities will be considered a BSA outing and shall comply with all BSA and Troop policies. BSA outings require "2-deep" current YPT2 leadership at all times. Depending upon the number of scouts attending the outing, you will need additional adult leadership. Troop Policy and the Scoutmaster will determine the required number of adults. The Troop will pay the registration costs for the required number of adults (referred in this document as "necessary adults") for any camps or activities. Additional adults may be able to attend but must pay their own way. Taking too many adults may disrupt the meaning or purpose of an outing. Outings are not meant to be 'parent-child' outings. They are intended to help scouts develop skills and leadership and relationships with other scouts and adults and support the scouting process.

Keep a list of which adults do sign up. Tell the adults that the number of adults needed depends on the number of scouts going. Tell them that you will put them

on the list but that you may not need them. Find out their interest level- if some adults are not needed then their interest level may help determine which adults attend. Once you know how many scouts are attending; check with the Scoutmaster on the maximum number of adults. Then contact the adults and lock in their commitment. The outing will be cancelled if the required number of adults is not met. *If you have any questions, contact the Activities Coordinator.*

7. Be **Obedient** by reviewing the Guide to Safe Scouting and making sure all adults are trained appropriately for the campout, event, activity, or high adventure.

The current Guide to Safe Scouting section 1- Youth Protection and Adult Leadership will be read and utilized by all adults attending a Troop 49 event. The BSA Guide to Safe Scouting activity guidelines will be utilized at all outings. It is the responsibility of the Event Leader to know which guidelines apply to the event. The online version of the Guide to Safe Scouting is updated quarterly. It is the responsibility of the Outing Leader to ensure all adults have adequate training for the event such as: Wilderness First Aid, Safety Afloat, Trek Safely, Hazardous Weather, etc. *If you have any questions, contact the Activities Coordinator, Training Coordinator, or Scoutmaster.*

8. Be **Cheerful** when you contact the Senior Patrol Leader (SPL) to announce the outing with the dates, estimated cost of the outing, and deadline for everyone to RSVP on Scoutbook.

An announcement should be done as early as possible to facilitate planning. The details of the outing should be placed on the Scoutbook Calendar as soon as possible. You should also include directions about gear and equipment needed. Be sure the RSVP toggle is set. Scouts can enter any communication needed into the Comments section. *If you have any questions about this, contact the Scoutmaster.*

9. Be **Thrifty** by sending out a troop email announcing the outing, estimated cost of the outing, and including the activity permission slip. Remind all scouts and adults attending that they must RSVP on Scoutbook.

The details of the outing should be placed on the Start Date of the outing on the Scoutbook Calendar. Scouts should go to this date to RSVP. You should also remind scouts that the Permission Form and current medicals can be found on the website - both are required in hand by the deadline set and prior to the outing date. Periodically check the RSVP's and notify the Scoutmaster of any issues. *If you have any questions about this, contact the Activities Coordinator.*

10. Be **Brave** by collecting all permission slips by the due date.

The due date for permission slips depends on the type of outing and whether it involves registration & reservation fees. The signed permission slip gives the Troop permission to remove funds from the Scout Accounts and ensures the parents are aware of the scout's attendance at the outing. The Troop requires scouts to 'RSVP' on Scoutbook to inform the Camp Coordinator that they intend to attend the outing. Permission Forms should be swiftly collected to ensure accurate registration payments. Scouts who turn in their slips but do not attend the outing will still be charged for the outing.

A blank copy of the permission slip can be found on the troop website on the Camps and Activities page: <https://www.troop49summit.com/camps-and-activities.html>

No scout may attend an outing unless the Lead Adult has a permission form and a current medical form. Current medical forms are required for all adults (including the Lead Adult). The permission slips must be kept with the Lead Adult during the outing because they have the emergency release and other important information. They are to be considered private and discussed with the other volunteers on a need to know basis. All volunteers should read and follow the Troop Medical Guidelines Policy which defines the Troop's approach to medications and medical issues.

The Camp Update form is used to provide the Scoutmaster with a list of adults and scouts who have signed up to attend a campout or event. This document is used as part of the discussion with the Scoutmaster as to whom will be selected to be SPL, ASPL, Quartermaster, Chaplain, Historian, Bugler, etc. The form also lists rank and ages of the scouts which is used to place them in tents in accordance with BSA rules. According to Troop Policy, the Scoutmaster should be kept advised on all aspects of the outing and any changes as they occur. The Camp Update form should be submitted to the Scoutmaster as updates occur. *If you have any questions about this, contact the Activities Coordinator.*

11. Be **Clean** by requiring a current BSA Medical form from for each participant, scout or adult, and returning that form to the scout or adult after the conclusion of the campout.

The current Troop policy requires that parents supply a copy of the scout's current Medical form prior to each camp. Upon conclusion of the camp, the Camp Coordinator must return this copy to the parent. TWO copies are required for



Camp Long Lake week long camp and some High Adventures. Any copies that are in possession of the Camp Coordinator after the outing must be given to the scouts' parents. Copies are not held by the Troop.

The Troop has a Medical Guidelines Policy in place in the event there are sensitive matters, conditions, or medications pertaining to scouts. This guideline may be found on the website and all Camp Coordinators and adult volunteers attending the camp or outing should make themselves familiar with these guidelines.

<https://www.troop49summit.com/forms--links.html>

Each outing should have a designated Medical Officer who will administer medications. This is a volunteer position and the Medical Officer must be comfortable with and responsible to administer the medications provided, on the appropriate schedule, with discretion, etc. In some cases the parent of the scout may be required to attend the outing in order to dispense their child's medication. Medications should be provided to the Medical Officer in a clear labeled bag, and contain original medication containers with doses clearly described. Further, all medication bags should contain a Medication Form which explains the dose and schedule for each medication. Troop Medication Form can be found on the website: <https://www.troop49summit.com/forms--links.html>. All containers shall be returned to the appropriate parent after the outing is concluded. *If you have any questions contact the Scoutmaster.*

12. Be **Reverent** when you contact the Adult Quartermaster about the need for a Scout Quartermaster and to arrange for the pickup of gear and equipment and for the trailer if it is being used for the outing. If a scout has already been assigned to be the Quartermaster of the activity, let the scout know of their responsibility to contact the Adult Quartermaster for equipment.

Inform the Adult Quartermaster of the name of the Scout Quartermaster who has been assigned or selected.

Ensure that the Adult Quartermaster is provided a list of all Troop Equipment items that will be required for the outing. Be sure to give the Quartermaster enough lead time. If needed, the Adult Quartermaster will assign a Lead Scout Quartermaster to gather the equipment for the outing. All equipment will be checked out and checked back in in accordance with the Troop Equipment Policy. *If you have any questions contact the Adult Quartermaster.*