**Youth Scout Outdoor Activity Planning Guide**

Troop 713

Thank you for volunteering to be a Youth Scout in charge of a Troop activity. Your efforts will help to make sure you and your fellow scouts have a safe and fun event. This guide has been prepared to provide a reference for the youth scout in charge of the event. You will also need to work closely with your Scoutmaster and adult leaders, as well as the youth leadership in the Troop. Different activities will require planning specific to that event.

|  |  |  |
| --- | --- | --- |
| **Activity Name:** |  | Geneva Wilderness Backpacking |

**Where will the event take place?**

Determine if any reservations are required for the activity. Scouts can contact the facility to check availability; however an adult leader will need to make a reservation. *Note: The Troop usually reserves space for 15 – 25 scouts and 4-5 adults.*

Determine if any additional permits are required. Scouts should ask an adult leader if additional permitting is required. The adult leader in charge will follow-up with any necessary permitting for activities outside of our district.

|  |  |  |
| --- | --- | --- |
| **Location Address:** |  | Geneva Wilderness Area |
|  |  | 3845 County Road 426 |
|  |  | Geneva, FL 32732 |
|  |  |  |  |  |  |  |
| **Contact Number:** |  | 407-349-0959 |  |  |  |
|  |  |  |  |  |  |  |
| **Contact Name:** |  |   |
|  |  |  |  |  |  |  |
| **Was a reservation made?** |  | YES or Not Required |  |  |
|  |  |  |  |  |  |  |
| **Reservation Number:** |  |   |  |  |
| **Number of guests on reservation:** |  |   |  |  |  |
|  |  |  |  |  |  |  |
| **Does the location have potable water?** |  | Yes or No |  |  |  |
| **Does the location have restrooms?** |  | Yes or No |  |  |  |
| **Does the location have showers?** |  | Yes or No |  |  |  |
|  |  |  |  |  |  |  |
| **Additional permit required?** |  | YES or Not Required |  |  |
|  |  |  |  |  |  |  |
| Name of Adult Leader that will submit additional permits: |   |

**When will the activity take place?**

As the Youth Scout in charge of this activity, you should check the Scoutlander calendar and school calendars to ensure activity dates don’t conflict with other activities. Make sure that the activity is included on Scoutlander. Changes needed to Scoutlander should be communicated to the Troop Webmaster.

**Two-Deep Leadership?**

A minimum of two Adult Leaders, one of which must be a fully trained Scoutmaster, must participate in each activity. Troop 713 prefers to have 4 -5 adults at each activity. All Adults must have completed Youth Protection to attend. In the event that the minimum leadership requirements are not met, the Activity must be cancelled immediately.

|  |  |  |
| --- | --- | --- |
| **Name of participating Adult Leader with Scoutmaster Training:** |  |   |
| **Name of participating Adult Leader :** |  |   |
| **Name of participating Adult Leader :** |  |   |
| **Name of participating Adult Leader :** |  |   |
| **Name of participating Adult Leader :** |  |   |
| **Name of participating Adult Leader :** |  |   |

You will also need an “Emergency Contact Person” in town for the duration of the activity.

|  |  |
| --- | --- |
| **Name of Adult Leader that will act as Emergency Contact:** |   |
| **Contact Information:** |  |  |  |   |   |

**How will Scouts get to and from the activity?**

It is especially important to identify all those adults who are providing transportation for scouts to and from the activity. It is a good idea to assign scouts to a specific vehicle. Please check with each volunteer adult leader to confirm how many their respective vehicle will carry.

|  |  |  |  |
| --- | --- | --- | --- |
| **Will transportation be provided for Scouts** |  | Yes or No |  |
|  |  |  |  |  |  |  |
| **Name of Adult Leader that will drive Scouts TO activity:** |   |
| **Number of passengers:** |  |  |  |   |  |
|  |  | Passenger 1, Passenger 2, Passenger 3, Passenger 4, Passenger 5, Passenger 6, Passenger 7 |
|  |  |  |  |  |  |  |
| **Name of Adult Leader that will drive Scouts TO activity:** |   |
| **Number of passengers:** |  |  |  |   |  |
|  |  | Passenger 1, Passenger 2, Passenger 3, Passenger 4, Passenger 5, Passenger 6, Passenger 7 |
|  |  |  |  |  |  |  |
| **Name of Adult Leader that will drive Scouts TO activity:** |   |
| **Number of passengers:** |  |  |  |   |  |
|  |  | Passenger 1, Passenger 2, Passenger 3, Passenger 4, Passenger 5, Passenger 6, Passenger 7 |
|  |  |  |  |  |  |  |
| **Name of Adult Leader that will drive Scouts FROM activity:** |   |
| **Number of passengers:** |  |  |  |   |  |
|  |  | Passenger 1, Passenger 2, Passenger 3, Passenger 4, Passenger 5, Passenger 6, Passenger 7 |
|  |  |  |  |  |  |  |
| **Name of Adult Leader that will drive Scouts FROM activity:** |   |
| **Number of passengers:** |  |  |  |   |  |
|  |  | Passenger 1, Passenger 2, Passenger 3, Passenger 4, Passenger 5, Passenger 6, Passenger 7 |
|  |  |  |  |  |  |  |
| **Name of Adult Leader that will drive Scouts FROM activity:** |   |
| **Number of passengers:** |  |  |  |   |  |
|  |  | Passenger 1, Passenger 2, Passenger 3, Passenger 4, Passenger 5, Passenger 6, Passenger 7 |

**Medical Forms**

Medical forms are required at ALL Troop Activities. Due to confidentiality, an Adult Leader must be responsible for bringing the forms to and from the activity.

|  |  |
| --- | --- |
| **Name of Adult Leader that will bring medical forms for all participants:** |   |

**What can the Scouts expect to do on the activity?**

An agenda will not only help motivate scouts to attend an activity, but will also help you to prepare. As the Youth Scout in charge of this activity, you should make sure that there is at least a general agenda of events. Feel free to ask for help with this step from adults and other scouts. If time allows, ask your SPL for a few minutes at the beginning of a meeting and ask scouts what kind of activities they would like to do on the event. Make sure to allow time for clean-up and free time. **See below for an example of an agenda for a Trailer Camp-Out Activity.**

**What equipment should the Scout bring?**

Scouts will need to be told what kind of equipment they should bring on the activity. Perhaps they should bring a fishing pole, a basketball, or some other item from home for a specific activity. Consider your agenda and determine what items scouts should bring. You do not need to list items that scouts should bring on all activities (Scoutbook, personal hygiene items, water bottle, uniform, etc.)

|  |  |  |  |
| --- | --- | --- | --- |
|  Fishing Pole |   |   |   |
|  Tackle |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |

**What equipment will the Troop provide?**

Often, the Troop will provide equipment for the activity. Consider your agenda and determine what items the Troop will. An adult leader will need to be responsible for making sure that the equipment is ready for the event. They might ask for scout volunteers to help clean and prepare equipment before or after an event. If the Troop will bring the Trailer, you do not need to list items that are stored in the trailer.

|  |  |  |  |
| --- | --- | --- | --- |
|  Trailer |   |   |   |
|  American Flag |   |   |   |
|  Troop Flag |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |

Also, assign drivers to transport troop and personal equipment.

|  |  |
| --- | --- |
| **Name of Adult Leader that will drive Equipment TO activity:** |   |
| **Equipment Adult Leader will bring TO activity:** |  |   |
|  |  |  |  |  |  |  |
| **Name of Adult Leader that will drive Equipment TO activity:** |   |
| **Equipment Adult Leader will bring TO activity:** |  |   |
|  |  |  |  |  |  |  |
| **Name of Adult Leader that will drive Equipment FROM activity:** |   |
| **Equipment Adult Leader will bring FROM activity:** |  |   |
|  |  |  |  |  |  |  |
| **Name of Adult Leader that will drive Equipment FROM activity:** |   |
| **Equipment Adult Leader will bring FROM activity:** |  |   |

**What will the Scouts be expected to do while participating?**

Just as important as an agenda, is a troop duty roster. Each activity will require the full support and participation of each scout. It is expected that each scout help to setup and breakdown camp. The Troop prefers to work together on this task. However, there are 3 other tasks that need to be assigned for each event. As the Youth Scout in charge of this activity, you should make sure that the following tasks are assigned and that each scout helps with each task, at least once during the activity. Task #1: Water Duty – includes getting drinking and cleaning water, boiling water for cleaning stations and preparing the cleaning stations (Wash bin with hot water and soap, Rinse bin with hot water only, Disinfect bin with cold water and bleach). Task # 2: Cooking and food preparation. Task #3: KP Duty – wash and put away dishes and equipment used in food preparation. **See below for an example of a Duty Roster.**

**Get the Word Out**

Once you have prepared for the activity, it’s time to get the word out. You will need the support of your fellow scouts and leaders to make the activity successful. As the Youth Scout in charge of this activity, you should:

Two months before the activity: Plan on attending troop committee meetings or troop meeting and obtain Scoutmaster and Committee approval for the activity. Confirm all reservations. Confirm adult leadership participation. Work with the Patrol Leader’s Council to develop an activity program schedule.

One month before activity: Make announcement at the troop meeting about activity. Everyone must sign up on Scoutlander. In conjunction with assigned scout trip leader, finalize itinerary, meeting place, times, return time/date, transportation logistics, and costs. Send details to troop webmaster. Make sure the announcement is set to have reminders. A set sign up deadline date which should be at least 3 -5 days prior to Friday before event.

Three weeks before activity: Have individual patrols plan meals for activity, if needed. Assign activity program responsibilities to individuals.

Two weeks before activity: Submit a complete list of scouts and adults that will be participating in the activity to the Troop Medical Forms Coordinator so that he/she can insure that the Troop Medical Binder is complete and up to date. Check with individuals that were assigned program responsibilities to ensure all is planned.

One week before activity: Note: This week is the deadline to be able to signup for participation in the activity. Make maps and printed directions for drivers for transportation to and from activity. Perform gear inspection (pack check), with scout trip leader, if warranted. Verify and update as necessary all cell phone numbers of individual drivers who are transporting scouts to and from the activity. Contact all drivers to ensure they are still intending to transport to/from on this activity, know how to get to starting point. Contact and document the individual on the “Safety Telephone List” who will be acting as the “Emergency Contact Person” in town for the duration of the activity.

**Sample Agenda**

|  |
| --- |
| **Friday** |
| 6:00 |   |   |   | Leave from Meeting Location |
| 7:00 |   |   |   | Arrive at camp |
| 7:00 |   | 8:00 |   | Set up camp |
| 8:00 |   | 8:30 |   | Set up tents |
| 8:30 |   |   |   | Dinner |
| 10:00 |   |   |   | Lights Out |
|   |   |   |   |   |
| **Saturday** |
| 7:00 |   | 8:00 |   | Breakfast |
| 8:30 |   |   |   | KP |
| 9:00 |   | 11:00 |   | Activity #1 |
| 11:00 |   | 11:45 |   | Free time |
| 12:00 |   | 1:00 |   | Lunch |
| 1:30 |   |   |   | KP |
| 2:00 |   | 3:30 |   | Activity #2 |
| 3:30 |   | 5:00 |   | Activity #3 |
| 5:00 |   | 6:00 |   | Free time |
| 6:00 |   | 7:00 |   | Dinner |
| 7:00 |   | 7:30 |   | KP |
| 7:00 |   | 7:30 |   | Set up campfire |
| 8:00 |   | 9:30 |   | Optional Manhunt |
| 10:00 |   |   |   | Lights Out |
|   |   |   |   |   |
| **Sunday** |
| 7:00 |   | 8:00 |   | Breakfast |
| 8:30 |   |   |   | KP |
| 9:00 |   | 11:00 |   | Camp breakdown |
| 11:30 |   |   |   | Police Camp area |
| 12:00 |   |   |   | Depart Camp |
| 1:00 |   |   |   | Arrive at Drop-off |

**Sample Duty Roster**

|  |  |  |  |
| --- | --- | --- | --- |
| **Duty Roster** |  | **Day** | **Scout Name** |
|  |  |  |  |
| Water - Breakfast |  |   |   |
| Cooking - Breakfast |  |   |   |
| KP - Breakfast |  |   |   |
|  |  |  |  |
| Water - Lunch |  |   |   |
| Cooking - Lunch |  |   |   |
| KP - Lunch |  |   |   |
|  |  |  |  |
| Water - Dinner |  | Friday | Scout A |
| Cooking - Dinner |  | Friday | Scout B, C, D |
| KP - Dinner |  | Friday | Scout E, F, G |
|  |  |  |  |
| Water - Breakfast |  | Saturday | Scout B |
| Cooking - Breakfast |  | Saturday | Scout E, F, G |
| KP - Breakfast |  | Saturday | Scout C, D, E |
|  |  |  |  |
| Water - Lunch |  | Saturday | Scout C |
| Cooking - Lunch |  | Saturday | Scout D, E, A |
| KP - Lunch |  | Saturday | Scout B, F, G |
|  |  |  |  |
| Water - Dinner |  | Saturday | Scout D, E |
| Cooking - Dinner |  | Saturday | Scout B, C, D |
| KP - Dinner |  | Saturday | Scout E, F, G |
|  |  |  |  |
| Water - Breakfast |  | Sunday | Scout F, G |
| Cooking - Breakfast |  | Sunday | Scout C, D |
| KP - Breakfast |  | Sunday | Scout A, B, E |
|  |  |  |  |
| Water - Lunch |  |   |   |
| Cooking - Lunch |  |   |   |
| KP - Lunch |  |   |   |
|  |  |  |  |
| Water - Dinner |  |   |   |
| Cooking - Dinner |  |   |   |
| KP - Dinner |  |   |   |