

TROOP 212, SCOUT TRIP LEADER RESPONSIBILITIES

The Scout and Adult Trip Leaders are the “Central Source” figures that ensure all aspects and objectives of an outing occur properly. We change Trip Leaders for each outing, whether it is a day trip or a weekend over nighter. The Trip Leaders are taking the responsibility of organizing the overall trip, reporting to the Senior Patrol Leader, or his staff, and the Scoutmaster.

Below is a checklist for easier understanding and trip planning to assist these leaders. This list does not contain actual procedures because a Trip Leader should be free to choose his own procedures to reach objectives listed below, as long as the Leader adheres to Scouting rules as outlined in the Guide to Safe Scouting, which is available on our web site, as well as troop policies outlined in our By Laws.

As you can see from this check list, the Trip Leader's responsibility is to make sure that the overall trip, as well as events leading up to the trip, are taken care of. For all trips, the Trip Leader has assistance because we have already assigned some trip support responsibilities to other troop adults. (See Adult Leadership Support Positions sheet.) These tasks are denoted with a “*” on the list below, and will be accomplished by the same person(s) every month. The Trip Leader should need only act as coordinator to follow up with these adult resources. If we have not pre-assigned someone to a particular task, then it is up to the Trip Leader to either delegate that task or do it himself. If at any time a Trip Leader is unable to accomplish an objective required for a trip, he/she must contact the Senior Patrol Leader and the Scoutmaster.

Every trip also has a Theme Leader, who makes sure the weekend trip program of events is being carried out properly and safely by the boys, and reports to the Trip Leader.

There is no reason the Trip Leader should feel he or she must take on any burdens or responsibilities without the proper adult resource support. It is up to all Troop 212 adults to offer whatever assistance they can to the Scout Trip Leaders. With this in mind, mandatory trip objectives for the Scout Trip Leaders are:

Name of Trip: _____ Dates of Trip: _____

Scout Trip Leader: _____ Adult Trip Leader: _____

Scout Theme Leader: _____ Adult Theme Leader: _____

- () Ensure camping reservations well in advance of the outing and send deposit money if required.
- () Make detail information available for presentation during the monthly Monday night parent committee meetings.
- () Use the Monday night Scout meetings effectively for general announcements, during the circle up time.
- () Cover the necessary details during Scout demonstrations at Monday meetings to make the outing safe and secure. (Theme Leader)
- () Coordinate specific trip needs and program itinerary with the Theme Leader, as well as with the Junior Leaders, and Scoutmaster, in accordance with BSA Standard Safety Rules.
- ()* Create, e-mail, and web post trip letters and permission slips in a timely manner to ensure that the trip money and permission slips can be collected at the Monday meeting just prior to the departure day of the outing.
- ()* Include in the trip letter: any special dietary considerations necessary to the safe outcome of the trip; the number of meals the Scout is required to prepare; any special equipment the Scout needs to bring; the price of the outing; the times we expected to depart and return from the outing; and if the information hot line phone number will be actively used.
- ()* Collect the money from the Adults, as well as the permission slips and money from the Scouts, on the appropriate Monday night meeting.

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- () Ensure there is a truck available to properly pull troop trailer. .
- () Review with Badger Patrol Master Chef he has all information for the meal prep.
- ()* Determine potable water requirements...arrange to bring water if required.
- ()* Determine ice requirements and arrange to bring ice if required.
- ()* Determine propane requirements and arrange to bring propane as required.
- ()* Determine fire wood requirements, if allowable, and arrange to bring wood if required.
- ()* Submit a tour permit to the Boy Scout office prior to outing departure. The permit receipt must be kept by the Trip Leader or Scoutmaster and filed in the trip file at the completion of the trip.
- ()* Arrange to have checks/cash to the shopping site.
- ()* Pull all theme related equipment from storage as needed. (Theme Leader)
- () Make trail maps ready for Friday evening distribution. (Theme Leader)
- () Make road travel maps made ready for Friday evening distribution.
- ()* Prepare communications radios. Distribute Friday evening and collect Sunday afternoon in the parking lot.
- () Ensure that enough vehicles are available for travel in both directions, and loaded in the parking lot.
- () Establish an "advance crew", if needed.
- () Properly clean, repair, and store all gear upon return from the trip.
- ()* Purchase souvenir patches and distribute in a timely manner.
- () Submit financial balance sheets to the Troop Treasurer in the accepted format. (Submit document no more than two weeks from the final day of the outing)
- () Submit list of Scouts that attended the outing for Rating Chart.

Trips are run on a share-the-cost, share-the-responsibility basis. BSA Troop 212 is an all volunteer leadership and member oriented organization devoted to the ideals of Scouting. Adult leaders and Scouts volunteer their time and services free of charge. No participant, including those who volunteer to lead or organize an outing, may profit from any outing. Through careful planning and group arrangements we are usually able to minimize costs, and as individual participants of Troop 212, we acknowledge and accept responsibility for our own individual well being, and safety, as well as the well being, safety, progress and integrity of the Scouts and Adults participating.

(UPDATED OCT 2009)