

Troop 323 Trip Leader Checklist

This checklist provides a reference of steps to aid the trip leader to achieve a successful outing.

Date/timeline	Description
Annual planning retreat	Submit outing plan and schedule troop meeting(s)
6 to 12 months before, or as needed	Make advanced reservations if necessary
Committee meeting the month before outing	Submit draft Outing Summary Form for approval
Month before outing	Determine scout participation, adult support and drivers; Develop budget
Committee meeting the month of outing	Complete BSA Tour Permit; Get signatures required; Take/fax to council for approval
Three weeks before outing (earlier if extra patrol preparation is required)	Email outing notification and Outing Summary Form to trop_everybody@phoenix323.org ; Email the same information to webmaster@phoenix323.org for the Troop web site; Email SPL asking for a count of participants
Troop meeting(s) before outing	Conduct or arrange for training related to outing; Hand out completed Outing Summary Form; Get final count of scout and adult participation
Outing	Have fun