

Campout Process

Part I

Annual Planning Meeting - see T1000 Planning information.

PLC (Green Bar) meeting - see T1000 Planning information.

Patrol Meeting - after the PLC meeting at least a few weeks before the campout
(NOT AT A TROOP MEETING)

1. Patrol discuss their role at the campout, duties, program
2. Menu is decided on and tentative duty roster prepared.
3. Tentative Patrol equipment list is prepared (chuck box, tents, etc)

Troop Meeting minus 2 - two meetings before the campout

1. SPL tells the troop about the campout
 - a. Outline of the schedule
 - b. Special costs, equipment, etc
2. Permission slips given out
3. Tentative count of who is going (given to the Monthly Advisor for his planning)

Troop Meeting, Money Monday - one week prior to departure

1. At Patrol Corners, The Patrol Scribe collects food & gas money and permission slips
2. After Patrol Corners, Patrol Scribe gives the Troop Scribe permission slips & money, and the completed envelope with dollars indicated on the front.
3. Troop Scribe - by 8:30 discusses the completed list with the SPL, ASPL, and MA then provides a copy to the SM for his planning and preparation.
4. SPL reviews duty rosters and menus (after Patrol Advisor review)
5. Patrol QM gives Troop QM the list of equipment the Patrol needs Troop QM (as needed) talks with the Committee QM about the list. With the help of the Patrol QMs, signs out tents and other equipment
6. If SPL, ASPL, QM, or Troop Scribe is not going, a stand in is chosen and told what he must do (participates in Money Monday activities along with the actual position holder).
7. Adult Monthly Advisor
 - a. Collects the above information (type of outing, number going, special needs).
 - b. Identifies adult leaders going and determines addition needs for adult leaders and/or drivers
 - c. Decides on adult eating/camping plan. If adults to eat with Scout Patrols then food money to be given to the Troop Scribe.
8. At the end of the meeting the Troop Scribe gives the Campout Patrol Leaders their food money.

Departure Phase (D-day)

1. QM - arrives 15 minutes early and begins placing equipment out side the store room
 - a. Water barrels, begin filling as people arrive
 - b. Other troop equipment as per the list he got earlier
 - c. Issues Patrol boxes to Patrol QM or Patrol leader
 - d. Supervises getting equipment checked out and out of the store room, when all is out he advises the ASPL & SPL

2. Troop Scribe.
 - a. Arrives 15 minutes early and checks Scouts in as they arrive.
 - b. Collects any missing permission slips and gas money
 - c. If the Scout was not signed up on Money Monday he has the Scouts parent (ride provider) wait while the Scribe and the Scout talk with
 - (1) the Patrol Grub master to see if enough food is available
 - (2) the Monthly Advisor to determine is there is an available seat
 - (3) if the Scout can be accommodated he pays his food & gas money, provides a permission slip and can go on the campout, at that time his ride is released. If all conditions are not met he won't be able to go on the campout
 - (4) Note, once payment is received for gas or food there are no automatic refunds
 - d. Just prior to departure he
 - (1) Gives the SPL, Monthly Advisor, & SM a list of the Scouts going
 - (2) Gives the SM the permission slips

4. Patrol QM
 - a. Checks out the Patrol chuck box and inspects with the grub master. Advises the Troop QM if items are missing and tries to replace them on the spot
 - b. Moves the chuck box to the trailer(s), loads as per the ASPL
 - c. Supervises the check out of tents and other equipment for his Patrol, has tents & personal gear moved to the trailer(s), loads as per the ASPL.

5. Patrol leader
 - a. Finishes Patrol campout details (who is going, Patrol equipment, etc). Makes arrangements for last minute changes.
 - b. Leads his Patrol in assisting the QM/ASPL in loading the trailer(s)

6. ASPL
 - a. Supervises moving troop equipment to the trailer(s)
 - b. Reviews the loading plan with the trailer(s) puller
 - c. Supervises loading the trailer(s) (he does not load it)

7. SPL - makes sure all of the above happen!
 - a. Reviews buddy system and other safety issues
 - b. Through positive leaderships keeps everyone working as needed
 - c. Keeps the Monthly Advisor and SM advised of what is going on
 - d. Assigns Scouts to cars when all is done
 - e. Makes sure (by checking of on the list) that all Scouts are in a car.
 - f. Lets the lead vehicle know when he can leave. Repeats this and 6.e (by head count) each time the troop stops during a trip.

Part III
Arrival Phase (A-day)

1. SPL
 - a. Usually rides with the SM/Monthly Advisor to work on last minute details.
 - b. Upon arrival, with the SM/Monthly Advisor and Patrol leaders he picks and lays out the troop site. Assigns Patrol areas to include the Buffalo Patrol
 - c. Keeps the ASPL & QM advised of their tasks.
 - d. Supervises the over all campsite set up
2. Patrol leaders
 - a. Define exact layout of the Patrol campsite
 - b. Once equipment is unloaded, supervise the set of the Patrol campsite to include fire ring preparation, wood gathering, and camp gadget preparation.
3. ASPL
 - a. If appropriate, while the SPL & PLs are determining a campsite & layout, unloading the trailer(s).
 - b. Oversees the troop while the SPL is occupied else where.
4. QM
 - b. Issues gear to the Patrols
 - c. Assists the ASPL in supervising the unloading of the trailer(s).
 - d. Has the Service Patrol set up the troop flag pole.
 - d. Sets up any troop common area

Campsite shut down/Return phase (R-day)

1. SPL
 - a. Through positive leaderships keeps everyone working as needed
 - b. Oversees the over all break down & clean up of the camp
 - c. In conjunction with the QM, determines if tent should be taken down last to allow for drying. Determine when/if rain fly should be flipped.
 - d. Carries out activities similar to D-day
 - (1) Roster check off prior to departure and once cars are loaded
 - (2) When appropriate, allows calls home for Scout pickup
 - (3) Releases Scouts to go home
2. ASPL
 - a. At the campsite
 - (1) Begins loading the trailer(s) as soon as possible
 - (2) Carries out activities similar to D-day
 - b. Upon return to the church - activities similar to D-day to unload the trailer.
3. QM
 - a. At the campsite - Logs damaged equipment
 - b. Upon return to the church - activities similar to D-day
 - (1) check in equipment, make sure tents go home
 - (2) have equipment inspected as needed, log problems
 - (3) over see equipment cleaning and storage preparation
4. Troop Scribe - Splits the gas money between the drivers or divides the money per instructions from the Monthly Advisor. On a short trip the total gas money is divided by the total vehicles making the full trip (with the white trailer).
5. Service Patrol - upon return to the church, polices all church property.
6. Patrol leaders - Activities similar to D-day as well as supervise Patrol site clean up and have equipment moved to the trailer(s) as soon as ready.