

TROOP 1988 BSA

Assigned to _____

EVENT RESPONSIBILITIES

Date of event _____

Description _____

Location _____

Complete each section as you go thru the steps to make arrangements for and ensure the proper planning of this event. Your complete descriptions and follow-thru will help the troop keep records for attendance and advancement and will ease planning of future events. While you are responsible for the planning and execution of these steps, remember that the Scoutmaster or his designee is responsible for the activities during the event.

1. Reservations Made _____ (date) For the period _____ (dates)
Contact Person _____ Phone _____ Fax _____
Anticipated Price _____ for _____ nights for _____ boys and _____ adults.
Mailing Address for _____
Payment _____ Due _____ (date)

2. Make or arrange payment with Troop treasurer. _____

3. Directions to site obtained _____

4. Ascertain any special equipment material needs for trip and notify patrol advisors and Scoutmaster.

5.a. Event sign-up sheets to Patrol Leaders 8 weeks in advance. Distributed _____ (date)
b. Permission slips to Patrol Leaders 4 weeks in advance. Distributed _____ (date)
c. Permission slips received 8 days before event. Collected _____ (date)
[work with troop scribe on these items]

6. Obtain list of eligible adult drivers from _____.

7. Obtain tour permit application from Troop Committee Chair along with his/her signature _____

8. Complete application and attach list of drivers from 6 above. _____

9. Follow directions at bottom of form. Best to FAX to 301-564-9513. Make sure FAX cover sheet says "Do Not Mail. Hold for Pick-up". Then arrange to pick up the permit. Permits can also be issued while you wait at the NCAC Council Service Center (address on application). Try to avoid doing this on a Friday.

10. Obtain or ensure that the Troop First Aid kit and notebook of boy's medical forms comes on trip. _____

11. A. Obtain money from troop scribe to cover camping fees and any other fees (but not patrol food) _____. B. Settle accounts with troop treasurer/get check from troop treasurer.

12. Make copies of directions _____.

