

OUTING FLOW CHART

OUTING NAME: _____

OUTING DATE: ____/____/____

DATES	Date of meeting ____/____/____ Week One	Date of meeting ____/____/____ Week Two	Date of meeting ____/____/____ Week Three	Date of meeting ____/____/____ Week Four	Meeting place for outing start
Outing necessities	Written outing outline & permission slips presented to Troop	Permission slip are still available	Permission slips are due back!!	Pack inspection for all scouts under 1 st Class	
Sign-ups Assignments	Sign up sheet is started	Sign up sheet is continued	Deadline for signing up for outing	Rides and seatbelts assigned	Meeting time for outing start
Food		Start food plan and duty roster during patrol time	Finish food plan (identify the buyer) & Duty Roster during patrol time	Food money is collected by buyer from Patrol	
Equipment		Start planning equipment needs	Equipment is ordered from Quartermaster	Equipment is picked up at meeting from the QM	Expected return time at outing end
Leaders	Outing coordinators identified (Scout and Adult)	Start determining Seatbelt chart and room for gear	Finalize seatbelt and vehicle needs for all gear	Secure medical forms (books) and permission slips	
Adults	Adult sign-up sheet started	Adult sign-up sheet continued Drivers identified	Adult list is completed	Drivers/Adults are notified (meeting if necessary)	Final outing fees collected (amt. each)
Other	Check with authorities (Ranger, etc) about specifics of this outing	Establish time-line for outing	Tour permit applied for at Council Office	Secure Troop First Aid Kit	\$ _____