



A Guide for Event Planning in our Troop

Scouts BSA Troop 2970





Introduction

Planning a troop or patrol outing can be very time consuming, tiring, and annoying, but it must be done. Appropriate planning will allow plenty of time for communication with the committee and program staff, your scouts, and will also allow plenty of time for the necessary shopping, food preparation, and packing.

This guide is intended as a starting point for you to use when planning a successful outing for our scouts. We've tried to make this plan as simple as possible, understanding that there is a lot of planning and communication that needs to occur in order to hold a successful outing. Normally in Troop 2970, Patrol Leaders and the PLC are responsible for, and encouraged to, plan overnight camping events that the troop can enjoy. Individual patrols are also encouraged to plan and go out on their own events as well. This guide provides structure around planning for those events, both in terms of timelines that should be followed, and presents a communication plan for the committee and program staff.

Please remember that you are not doing any of this planning alone. While we encourage Troop 2970 to be fully scout led, if at ANY point you have questions, concerns or suggestions, anyone from the program staff (SM and ASM's or PLC) are willing and able to help you.

Included at the end of this document are helpful forms for planning and executing your outings. While you don't have to use them exactly as shown here, you should use them as starting points for your planning.

Also please note that this should always be considered a working document and we expect that it will be modified over time as we discover items that need to be added, modified or removed. Please let anyone on the program staff know of anything that you believe should be added, changed or removed.



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A Few Notes to Get Started

Safety

Troop 2970 adheres to the "Guide to Safe Scouting" policy book published by the Boy Scouts of America which documents acceptable practices and program appropriate activities. We have a strong safety record of avoiding serious injuries. Camping is in the great outdoors so sometimes injuries happen. We are prepared by having a well-equipped first aid kit and trained adults. Furthermore, we travel with a copy of the medical information (parts A and B) on each scout and scouter. All scouts learn basic first aid as part of training and advancement. The adults ensure the "Guide to Safe Scouting" is adhered to.

- Hazing or bullying is not acceptable and will not be tolerated.
- Scouts are required to adhere to the buddy system and must be with a "buddy" to leave the camping area.
- Scouts are not allowed to use knives, work in the axe yard, or attend to or start any campfires until they have completed the appropriate training.

All outings require at least two adult leaders to be present, at least one of which must be registered with the BSA. The BSA two-deep leadership policy shall pertain to all Troop functions. For trips over 72 hours or High Adventure trips, the Scout Leader in charge must have a valid Class 2 Medical Form (parts A, B and C) (or photocopy of the original) in his possession for each participating Scout. We will also require a photocopy of each scout's insurance card.

Participation in events

Parents are invited to participate on all our activities whenever possible by providing transportation, leadership, chairing a Troop Committee position, or assisting in other areas when asked. Scouts and adults from other Troops who are invited to participate in Troop activities or outings must have the advance approval of the Patrol Leaders' Council and the Troop Committee.

Outdoor Code

All Scouts and Scouters shall adhere to the Outdoor Code:

As an American, I will do my best to
Be clean in my outdoor manners,
Be careful with fire,
Be considerate in the outdoors,
Be conservation minded.



Planning Your Event

When it comes time for planning, no amount of it is too much! The more dedicated you are to planning your event the smoother it will go from an administrative aspect, and you'll also be much less stressed during the event as you will have created an action plan for the entire event duration. This section is designed to help you get started with planning for your event.

Where can I go camping?

There are many locations in our area to experience the outdoors, many of which our troop frequents throughout the year. Some troop favorites are Bear's Den, Camp Snyder, Lake Fairfax, Blue Ridge regional park, Bull Run, etc.. Of course, there are many other locations throughout our region as well, so if your patrol would like to go somewhere else then by all means go there! Keep in mind that if your event contains any use of aquatics, firearms, or other high adventure programs you will need to ensure that your adult support staff is trained correctly for those events.

Basic Required Information about your trip

There are some key basic things that the troop committee and program staff will need to know about your trip, they are listed here below, however there is a form at the end of this document that you can use for easier planning.

- Name of Patrol Leader who is planning this outing (Scout Planner)
- Name of ASM who is helping the Scout Planner (Adult Advisor)
- Date the Troop Outing is Planned
- Type of Event (check only one):
 - o Campout
 - o Day Outing* (trips to museums, ball games, etc.)
 - o Athletic Outing (triathlons, biking, hiking, etc.)
 - o Advancement Outing
 - o Other

*Requires special permission from the Scoutmaster



Patrol Method for Campouts

Scouting is based on the patrol method which provides a small group (ex. 6-9) of scouts the opportunity to work together as a team. Each patrol camps and cooks together on a campout. This gives scouts the opportunity to learn new skills such as pitching a tent and cooking in a safe environment where it is okay to learn by making mistakes. The patrols are required to have a duty roster to help share the workload. The adult scouters on the campout also operate as a patrol and camp and cook separately from the scouts. Adults are not allowed to tent with scouts per the Guide to Safe Scouting.

Key Dates to keep in mind

No matter what type of event that you are planning, you are going to need a timeline which you will follow to ensure that everyone has adequate time to advertise, prepare, pack, handle all the administrative items, etc. The following dates are a suggestion only, not all events require the same amount of time to prepare for. This list contains the items that should be completed from 3-6 months out to the weeks before your event occurs:

3 - 6 months out:

- Patrol should decide on the type of event, and possible locations.
- Patrol should identify a scout lead (or patrol leader) to perform planning duties for this event.
- Scout lead should obtain initial approval for event from the committee and program staff.
- Scout lead should begin discussions with the ASM's on who might be available to support the event.

2 months out:

- Patrol leader(s) bring the event to the attention of the PLC for discussion.
- Finalize a budget for the event, including approximate cost for event fees and food.
- Add event to the troop calendar(s).
- Make a reservation at your events location.
- Create the permission form for your event. (sample document included at the end of this guide)
- Each patrol going on the event should finalize the necessary leadership positions. (grubmaster, quartermaster, etc.)
- Begin advertising your event to the troop (if necessary,) via the troop email list or app.



1 -2 months out:

- Ensure that your scouts and adults know when the deadline is for turning in permission slips.
- Begin conversations with committee transportation member to start planning transportation to and from the event.
- Announce event (if necessary,) during each troop meeting up until the permission slips are due. You should make it clear that late registrations will NOT be accepted, and scouts that remove themselves from the event after the registration fees are paid are still responsible for their portion of the event fees.
- Distribute permission forms to interested scouts, at the beginning and end of each scout meeting.
- Find out the following information about your location:
 - o Location of 24-hour emergency room
 - o Police, fire, EMS phone number (if not 911)
 - o Hospital phone numbers
 - o Can rescue apparatus drive to your camp?
 - o Phone available at campsite? Yes/No Number(xxx)xxx.xxxx
 - o Will cellular phone work?
 - o Obtain literature, including maps with a detailed campsite for distribution.
 - o Address and cross street for camp:
 - o Determine potable water availability and location.

1 month out:

- Confirm, based on permission slips or other method, which adults are driving to the events and how many empty seats they will have to drive other scouts and or necessary troop/patrol gear.
- Collect the following information about each driver and vehicle that will be attending the event:
 - o Owner's Name
 - o Owner's contact information. (cell, email)
 - o Vehicle make/model/year (ex: 2002 Toyota Sequoia)
 - o Vehicle color
- Develop agenda for the weekend.
- At the PLC before the event, ensure that your event is discussed and recommendations for planning improvement are offered. Ensure that you have senior scout support (if necessary) to properly run the activities that are scheduled.



2-3 weeks out:

- Make confirmation call to ensure campsite still reserved.
 - Finalize scout counts based on permission slip deadline
 - Meal planning is completed by the grubmaster based on the budget set aside earlier.
 - Check with Troop Quartermaster to reserve any troop equipment that you'll need to take to your event.
 - o Ensure that you set a date where the equipment will be checked out of the shed, and a date that the equipment will be cleaned and returned to the shed.
 - Patrol Leader(s) or scout leads create duty roster.
 - Patrol QM builds list of required materials needed.
 - o Provide list to Troop QM and ensures that equipment will be available during the needed times.
 - o Ensure that equipment is cleaned and ready to go so that there are no surprises on the departure date!
 - Patrol Grubmaster plans and distributes meal plan.
 - Continue to announce the event during the troop meetings, both before and after, up until the point that permission slips are due.
 - Ensure that you have full adult coverage for the duration of your event.
 - Prepare directions and a driver sheet. (See example at the end of this document.) Directions should include an actual address, cell phone contact information for other drivers, and a pick-up/drop-off time and location.
 - Collect money unless your attendees have agreed to use their scout accounts.
- Should a Scout have to cancel out of a campout, no refund will be given if site reservations have been made and food has already been purchased.**

1 week out:

- Review permission slips for completeness
- Create master list of scouts and adults that signed up, including contact information.
- Working with the committee transportation member, compile a ride plan to ensure that there is full seat coverage for every person attending
- Send email to all drivers. This email should include the following notes:
 - o All camping adults are expected to be driving in both directions unless previously noted that they are not staying for the entire event.
 - o No cars should have one adult and one scout that is not their child.
- Patrol Leader/Scout lead: One week before the event, contact the event location to ensure that there are no restrictions on fire usage due to dry environmental issues, adjust cooking plans as necessary.
- Arrange a time with the troop quartermaster to check out the gear.



- Have attendees arrive at least 30 minutes prior to departure time, packed and ready to go
- Check whether forecast for the event, report any special equipment requirements. Chance of flash flooding in the area? Lightning? Hurricane?
 - o Make alternative plans or work with your PLC/Program staff to determine if a cancellation is necessary based on weather or other area events.

Departure Date:

- Normal troop departure location is at OSWLC, by the sheds.
- Check-out any necessary equipment from the shed via the troop quartermaster.
- Ensure that scouts are loaded into the correct vehicles, and everyone is accounted for BEFORE anyone leaves the parking lot. It's recommended that you have an adult or your transport coordinator help with this task.

Administrative Planning and Communication plan

There are several documents that we request that you fill out before going on a campout. The list below gives some guidance in regard to who you should talk to regarding each part of the planning process:

- **Permission to go on a campout:**

Patrol Leaders/scout lead should present the request to the PLC. PLC will then inform the committee and program staff (scoutmaster) to gain approval for your event.

- **Transportation planning:**

Patrol Leader/scout lead should discuss any potential transportation plan or needs to the committee transport chair, or any ASM willing to help with this part of the planning process.

- **Equipment requests**

Equipment requests should be brought to the troop Quartermaster once a final list of necessary equipment is completed.

- **Reservations and Finance:**

- o Patrol Leader/scout lead should contact the committee chair for events to make their reservation. Alternatively, an ASM or Scoutmaster can help in this area as well.
- o Patrol Leader/scout lead should contact the troop treasurer *IF* there are event costs that the patrol/troop want to use scout accounts for versus outside collection of fees by the individual event leads.



- **Permission Forms:**

Each event held by Troop 2970 should have an appropriate permission form, which should at a minimum contain the event name, dates, some details about the event, and a section where parents can give their scouts permission to go on the event. There is a sample permission form at the end of this document for reference.

- **Health Forms:**

For ALL camping/overnight events, BSA requires that there be an adult leader responsible for collecting and handling Health Forms for all scouts and adults attending the event. Normally we only require A and B forms, however events over 72 hours in duration require Form C to be on file with the troop as well. It's very important that you ensure the medical adult lead carries keeps these forms easily available during the event in case of a medical emergency.

- **Special event requirements:**

Not included in this planner is how to plan for events where specially trained personnel are required. It would be best to discuss these needs with your ASPL, SPL, or Scoutmaster, but do your research first. For example, let's say you plan to have a campout, where you will include swimming as an activity for this event. You'll need to make plans to ensure that all adults attending are properly trained, as well as ensure you'll have the right equipment available to you.

- **Budget**

Part of planning for a successful campout is to plan a budget that estimates the total cost of the outing and cost per person. While this may seem like a difficult task, start with the items you already know about: registration fees per night, any other event costs, any additional supplies needed, etc. then add in what you estimate that food will cost per person.

In general, our troop will use the scout accounts to handle all campout/event related expenses. During the planning phase of your event, make sure you notify the scouts to ensure there is enough money in their scout accounts to cover the expected costs of the event, at least 2 weeks BEFORE your event.

As the patrol leader/scout lead for an event, it is your responsibility to work with the grubmaster to finalize an expense report within 3 weeks after your event for reimbursement. There should only be ONE form submitted to the troop treasurer. There is an example form at the end of this document that you can use, however in general you will want to list out the total costs, broken out by activity, camping rates and food. Then mark what each scout or scouter owes for the event, and at the end make sure you note who needs



to be reimbursed AND if they want that balance added to the scout account, or have the treasurer write a physical check.

- Meal Planning

The idea is to have fun when you're preparing meals for your patrol but be responsible as well. You don't want to have your scouts have a miserable time because there is not enough food or the food is not good to eat.

- Each patrol should assign a grubmaster who is responsible for purchasing and cooking the food for that weekend. Normally, the cost for a weekend of food will be \$10-15. On "regular" camping trips, the troop will provide cooking stoves, propane, cooking equipment and Dutch ovens as necessary. Equipment is checked out from the quartermaster before leaving the church on or just before your departure date.
- A good event plan will include a complete plan for meals. It is the responsibility for each Patrol's Grubmaster to make plans for the campout. Patrol leaders should make plans that include adult leaders that will be part of that Patrol.
- When you are planning meals for your patrol, please keep in mind several things:
 - How are you going to cook your meals? You can find a many interesting methods on the internet – but start here : <http://www.scouting.org/Training/Adult/Supplemental/Cookingwithoututensils.aspx>
 - Have I included a balanced menu? You can find articles on nutrition here: <http://scoutingmagazine.org/tag/nutrition/>
 - Do I have interesting menus? See <http://www.boyscouttrail.com/boy-scouts/boy-scout-recipes.asp> for ideas.
 - Have I planned for allergies in my Patrol?
 - Have I packed safe food?
 - The right type of foods?
 - Have you planned for sufficient hydration?
- **Important note:** No Food is allowed in the tents. Do not pack or bring extra snacks unless you plan on storing them in a vehicle or in a bear bag. Small critters like to chew into gear in order to get to your food. The last thing you want to discover is that your gear has holes in it because you kept food in the wrong locations.
- **If you sign up to come and do not cancel by Wednesday of the week of the campout, you are expected to pay your share to the grubmaster.**



- Troop Equipment

- The Troop provides tents, stoves and other equipment for camping trips. This equipment is expected to be treated as if the Scout or Scouter owned it. If any damage to Troop equipment is done in a negligent manner, the Scout or Scouter is expected to replace such equipment or pay for repair.
- After every outing, each tent used on the trip goes home with one of the Scouts that slept in it. In return for having had the use of the tent, the Scout is expected to set or hang it up, dry it out, sweep it out, note any repairs to be made, and, in general, care for it.



Helping your Patrol Members Plan and Prepare

During the planning stage of your event, you'll need to ensure that each scout in your patrol know what items they will need to be taking with them. At the end of this document are several different packing lists that can be used individually or combined which should cover just about every event that you would do as a patrol.

Planning for Activities during the Campout

Camping is supposed to be fun! Make sure you plan your event with input from your patrol or troop, ensuring that there is something for everyone to do that will keep their interest... Here are a few things to consider when deciding on things to do during your trip.

- Prepare and distribute a list of planned activities (must conform with Guide to Safe Scouting)
- Are there any early rank requirements that will be met?
- Are there any merit badge requirements that will be met?
- Who is responsible for carrying out the planned activities?
- Campfire Planning

Advertising your event

It's important to let the troop know about your patrol(s) event, especially if it involves the entire troop! Once you know that you have approval and are good to go, use the following methods, as often as possible to get the word out about your event. (If it's a patrol only event most of this can be kept to emails and phone calls so as not to clutter up the troop announcements.)

If your hosting a troop event:

- At every scout meeting 2 months out, announce the trip at both the beginning and end of each scout meeting.
- Use the troop website to send email to all scouts and scouters about the event, listing dates/times.
- Use the troop app to post notes about the upcoming events, weekly, up until the registration deadline.

If your hosting a patrol only event:

- Keep your communication to only those involved scouts and scouters, committee and program staff that need to know details about your event.



-
- We suggest email as a primary method of communication for event planning as it's easily tracked.
 - Text and phone calls work as well, but you **MUST** ensure that everyone is "in the loop" regarding event details and any changes that may arise.



During the Campout

Upon arrival at the campsite, Patrol Leaders will select each Patrol's camp area. Patrols shall camp as individual units and practice the patrol method. Our patrols should have:

- Separate Camping area
- Separate cooking area and equipment
- Separate dining fly

Adult Leadership normally also functions as its own patrol, or may be invited to be part of a scout patrol (for cooking activities only)

AT ALL TIMES, Adults are expected and required to abide by BSA policies and procedures and support the troop leadership.

Adults Will:

- Maintain 2 deep leadership
- NEVER enter a scout's tent, including that of your own scout's.

Adults should request permission before entering a Scout patrol site. Similarly, adults should discourage Scouts from being in the Adult area, unless they have a specific need to be there.

The following activities are NOT allowed during a T2970 outing:

- Open Flames near tents
- Food in tents
- Fireworks, drugs, alcohol, etc.

During the outing, scouts will:

- Not leave a campsite without the permission of the scoutmaster. The buddy system will be used on all camping trips; a buddy will accompany any Scout leaving the campsite.
- All scouts and scouters are expected to adhere to the Scout Oath and Law and will observe the Outdoor Code. This will include leaving the campsite better than found.
- Respect each other's personal property and each other's privacy. A Scout may touch another Scout's equipment, tent, or belongings only with permission.
- Treat troop equipment in a manner consistent with its proper use.
- Scouts are expected to participate in Troop functions (including loading and unloading Troop equipment) and to help each other set up or take down camp.
- Patrols are responsible for the condition of its own equipment.
- The entire Troop will police the entire campsite prior to departure.



Return Trip and Cleanup

After every outing, each tent used on the trip goes home with one of the scouts that slept in it. In return for having had the use of the tent, the Scout is expected to set or hang it up, dry it out, sweep it out, note any repairs to be made, and, in general, care for it.

BEFORE LEAVING THE PARKING LOT:

- Distribute campout supplies to scouts for cleaning
- Scouts are NOT to leave the parking lot until all required unpacking and stowing are complete and they are released by the SPL or Scout Lead.
- Check in all gear that does NOT need to be cleaning with the troop Quartermaster.

Within 2 weeks of the outing:

- Turn in your expense reports to the troop treasurer for appropriate reimbursement and handling of the scout accounts.
- Check in all equipment that was used and then cleaned by the scouts. Patrols should ensure that their chuck box is fully stocked and ready to go on the next outing.



Sample Forms, Planners and Packing Lists

Campout Information Form

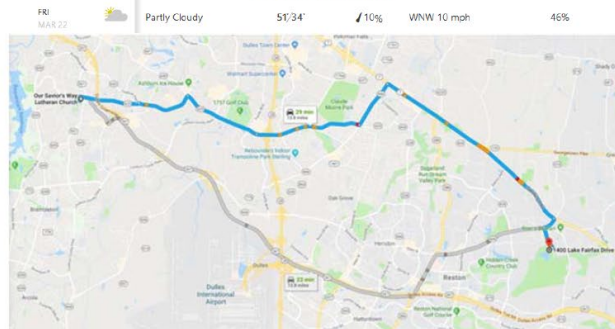
This form should be used when you are initially planning a campout and presented to your Scout Master and PLC for approval.



Event Information:

Campout Location, Month Day, 2019

Address
Phone Number



Example Schedule:

- March 22, 2019**
 - 5:30pm Scouts to meet at the shed at OSWLC to pack troop tents and gear. (Eat dinner prior)
 - 6:00pm Depart OSWLC (Scouts coordinate with their drivers.)
 - 6:30pm Arrive @ Lake Fairfax Campsite
 - 6:30pm-7:30pm Set-up Camp
 - 7:30pm-9:30pm Campfire
 - 9:30pm-10:00pm Wind Down
 - 10:00pm Lights Out
- March 23, 2019
 - Saturday Evening- select Mustangs leave camp
- March 24, 2019**
 - 7:00am-8:00am Light Breakfast
 - 8:00am-9:00am Pack-up and police line
 - 9:00am Depart Camp

Troop 2970

43115 Waxpool Rd, Broadlands, VA 20148

"100 Eagle Scouts and Counting"

1



Campout and Permission Form



Event Name Here

Location

Friday, May 17, 2019 – Sunday, May 19, 2019

Event Permission Form

Program Outline: Lorem ipsum dolor sit amet, sed no enim voluptaria, vis at tractatos consequuntur. Graecis facilisi singulis eam ea, ad exerci invidunt vix. Ea pri dicunt impedit. Ne pro eros idque fastidii, qui id qualisque disputando adversarium. Ne nec feugiat expetendis, zril oblique suscipit ad eum. Eligendi vivendum complectitur cu per, at esse dolore nam, te tation inciderint usu. Ne vix case graece deleniti. <http://www.programinformation.com>

Travel Information: Lorem ipsum dolor sit amet, sed no enim voluptaria, vis at tractatos consequuntur. Graecis facilisi singulis eam ea, ad exerci invidunt vix. Ea pri dicunt impedit. Ne pro eros idque fastidii, qui id qualisque disputando adversarium. Ne nec feugiat expetendis, zril oblique suscipit ad eum. Eligendi vivendum complectitur cu per, at esse dolore nam, te tation inciderint usu. Ne vix case graece deleniti.

Address: Full address here
Meal: Type of meal...Patrol method, on the road, etc.
Cost: Cost per person including adults
Special Note: [This is a great opportunity for Requirement Sign-offs!](#)

Scout Lead: TBD
Adult Lead: ASM
Contact Info: 555-555-1212

Name of Attending Scout: _____ **Age:** _____

Name of Attending Adult: _____

Are you available to provide transportation Yes No. If yes, how many seats: _____
Parent or Guardian (signature)

_____ Date: _____

Home/Cell Phone Number: _____

Email Address: _____

**RETURN PERMISSION SLIP -- BSA medical form should be on file with Troop
NO LATER THAN Day Month XXth at the TROOP MEETING**



Menu/Duty Roster



BOY SCOUT TROOP 2970

Ashburn, VA

ASM in Charge -

ASM Assistant -

PATROL DUTY ROSTER

Patrol Campout

Camp Highroad Middleburg, VA

Dabbing Unicorns PATROL ROSTER

Binary Code PATROL ROSTER

_____ (PL)	_____
_____ (APL)	_____ (APL)
_____ (Co-Grubmasters)	_____ (Co-Grubmasters)
_____ (Patrol QM)	_____
_____	_____

Write scout's name to assign duty, place X in box if duty does not apply.

CO = Tent Check Out/Clean/Check- CB = Responsible for contents of Chuck Box
PL = Patrol Leader APL = Assistant Patrol Leader QM = Quarter Master

Dabbing Unicorns PATROL DUTY ROSTER

Day	Meal	Head Cook	Assistant Cook	Head KP	Assistant KP	Fire	Water	Site Cleanup
Friday	Dinner	No Dinner. Scouts should eat before arrival at camp						
	Campfire Snack	Smores provided by Adults						
Saturday	Breakfast					X		All
	Lunch					X		All
	Dinner					X		All
	Campfire Snack	Dutch Oven Cobbler					TBD	
Sunday	Breakfast	Donuts and Juice		All	All	X		All

Dabbing Unicorns PATROL MENU PLAN

Day	Meal	Food to Prepare - Patrol 1 DU	Food to Prepare - Patrol 2 BC
Friday	Dinner	No Dinner. Scouts should eat before arrival at camp	
	Campfire Snack	Smores provided by Adults	
Saturday	Breakfast	Scrambled Eggs with Cheese, Bacon, Mixed Fruit, Orange Juice	
	Lunch	Hot Dogs and Buns, Cucumbers, Apples, Gatorade	
	Dinner	Chicken, Potatoes, Corn, Assorted Chips, Water	
	Campfire Snack	Dutch Oven Cobbler	
Sunday	Breakfast	Donuts and Juice	



Campfire Program Planner

How to use this sheet: Be sure that every feature of this campfire program upholds Scouting's highest traditions.

1. With your patrol, hold a campfire planning meeting and fill in the campfire schedule below.
2. List all patrols, scouts and scouters who will participate in the program
3. From each participant, add the name, brief description, type of song, stunt or story that they have planned.
4. The master-of-the-campfire organizes songs, stunts, and stories in a good sequence, considering timing, variety, smoothness, and showmanship.

Cheer Planner	Spot

Song Planner	Spot

Campfire Program Planner			
Group or Individual	Description	Type	Spot



Grubmaster Form

Grubmaster Name	
Patrol	
Campout Name/Date	
Total Cost	
Number of Scouts/Scouters	

	Scout/Scouter First and Last Name	Total Cost
1		
2		
3		
4		
5		
6		
7		
8		
	Total:	

Grubmaster Signature: _____ **Date:** _____

Deposit to: (Circle One) Scout Account Check

***** Receipt and Form should be submitted no later than 3 weeks after campout *****

***** All receipts must be legible and attached. No refunds will occur without a form and receipt *****



The 10 Scout Essentials

They're called "essentials" for a reason. Every packing list starts with these 10 items.

1. A pocketknife or multitool can be handy in a wide variety of situations. It's useful for tasks as large as building an emergency shelter or lighting a campfire with poor fuel, or as small as repairing a damaged backpack. Keep your knife sharp and clean, and don't forget to first earn your Whittling Chip (for older Cub Scouts) or Totin' Chip (for Scouts BSA).
2. A first-aid kit can be a lifesaver. Literally. A few items will allow you to treat scratches, blisters and other minor injuries. They should also allow you to provide initial care while waiting for help for more serious injuries.
3. Bring extra clothing to match the weather. Multiple layers are better than a single massive jacket, because layered clothing is adaptable to a wide range of temperatures.
4. Rain gear is very important. Rain can come in a hurry, and getting your clothes drenched is more than just uncomfortable, it can lead to hypothermia, a potentially fatal condition.
5. A flashlight, headlamp or a rugged penlight is important for finding your way in the dark. Bring extra batteries, too.
6. Trail food with an appropriate place to store it is good for maintaining your energy. Bring more than you think you'll need in case you get stuck (or lost) in the woods. Trail food can be purchased for the group by the Grubmaster.
7. Water can prevent dehydration, heat exhaustion and heatstroke. Use a lightweight, unbreakable container with a secure lid.
8. Matches and/or a fire starter may be used to light fires for heat, or for signaling for help. Store matches or lighters in resealable plastic bags.
9. Sun protection might include sunblock, sunglasses, lip balm and a wide-brimmed hat.
10. A map and compass are probably the most important tools you can carry in case you get lost.



Troop 2970 Camping Instructional Checklist

THE SCOUT BASIC ESSENTIALS from the form above, also can be found in your handbook, pg. 264

THE REST OF YOUR GEAR

- Duffel Bag – To put everything into. This works for all campouts new scouts attend including summer camp.
- Sleep System - Sleeping Pad, Sleeping Bag, Pillow (3-season, 20-30 degree bag), Waterproof stuff sack.
- Day Pack – Last year's school backpack will work great for this.
- Clothing Appropriate for the Season – 2970 recommends synthetic material clothing. Cotton takes FOREVER to dry!
- Dry Bag for Clothes – You cannot get warm if your clothes are wet. Write your name on it.
- Mess Kit – Lexan, plastic or metal bowl(s) and utensils (or Spork).
- Toiletry Ziploc – Toothbrush & paste, hiking toilet paper (BE PREPARED), hand sanitizer, camping soap, small towel.
- Personal Medications – Give to Adult with Medical Forms.
- Whistle - For emergencies if you're lost or someone else is lost. Keep it available where you can reach if needed.
- Insect Repellent or Clothing – You have three choices here: let them eat you, use DEET, or wear enough clothing.
- Hiking Boots – Waterproof boots are better than cold, wet feet.
- Scout Handbook – You cannot get a sign off if you don't have it. Forgot a knot? Need first aid? Check the handbook.

OPTIONAL GEAR (Remember, you pack it, you carry it):

- Chair or stool - lightweight recommended
- Swim Trunks and Towel – if swimming/boating
- 550/ Parachute Cord -50 feet, many uses
- Bandana,
- Hat and Gloves – It gets cold in the morning
- Watch – Early is on time, on time is LATE
- Hiking Staff/ Trekking Poles

Your most important essential is common sense – BE PREPARED

Questions??? Ask your Patrol Leader, that is why he is there!

Remember...everything you pack, you must carry to your campsite

Troop 2970 follows the principles of Leave No Trace – you pack it in, you pack it out



Troop 2970 Personal Gear Checklist



Troop 2970 Personal Gear Checklist

	Item	Qty		
A Innerware				
A1	Quick dry shirt, long sleeve (NO COTTON)	2	REQUIRED	
A2	Pants - zip-off perforable (NO COTTON)	2	REQUIRED	
A3	Long Johns (top & bottom), polypro, thermex, capeline, etc (NO COTTON)	as needed	REQUIRED	
A4	Underwear, etc (NO COTTON)	as needed	REQUIRED	
A5	Socks, thermex/polypro inner & wool outer is preferable	as needed	REQUIRED	
A6	Hankerchiefs / Bandannas	as needed	OPTIONAL	
A7	Spare warm glove liners	1 pair	OPTIONAL	
A8	Dry bag for all clothes	1	REQUIRED	
B Equipment				
B1	Duffel bag or small backpack	1	REQUIRED	
B2	Sleeping bag, SYNTHETIC	1	REQUIRED	
B3	Sleeping pad, closed-cell foam or self-inflating mat	1	RECOMMENDED	
B4	Insect repellent w/o perfume (4-6oz)	1	OPTIONAL	
B5	Compass	1	REQUIRED	
B6	Flashlight and/or headlamp	1	REQUIRED	
B7	Matches & waterproof match container (only if scout has Firem'n Chit)	1	REQUIRED	
B8	Small pocket knife or multitool (only if scout has Tolin' Chit)	1	REQUIRED	
B9	Water bottles, quart/liter size (Nalgene bottles, Platypus water bladders)	2 each	REQUIRED	
B10	Personal camp chair		OPTIONAL	
B11	Sunglasses or goggles, polarizing preferred	1	RECOMMENDED	
B12	Sunscreen (SPF-15 or greater) & lip balm (SPF-15 or greater)	1	RECOMMENDED	
B13	Whistle	1	RECOMMENDED	
B14	Watch (waterproof or water resistant)	1	OPTIONAL	
B15	Cup, bowl or deep plate, spoon fork (or spork), lexan, plastic or metal	as needed	REQUIRED	
C Personal Hygiene				
C1	Toothbrush & paste	1	REQUIRED	
C2	Small towel or chamois washcloth	1	OPTIONAL	
C3	Personal first aid kit (small)	1	REQUIRED	
C4	Soap, non-polluting, hand cleanser	1	REQUIRED	
C5	Personal medications (e.g. bee sting kit, etc)	1	OPTIONAL	
C6	Other hygiene essentials as required	as needed	OPTIONAL	
E Outerwear				
E1	Rain parka & pants - either breathable or waterproof - REQUIRED, REQUIRED, REQUIRED	1 set	REQUIRED	
E3	Lightweight camp shoes (e.g. tennis shoes or water shoes)	1 pair	OPTIONAL	
E4	Fleece jacket or pullover, mid-weight (Polartec-200)	1	RECOMMENDED	
E5	Hat, full brim or rain hat, sleeping hat for cold weather camping	1	REQUIRED	
E6	Gloves - warm when wet (neoprene, pogies, w/ liners, watersport gloves, etc)	1 pair	REQUIRED	



Patrol Equipment BASIC List

This list is simply a starting point for planning items that your patrol MAY find necessary on your campout.

Cooking Supplies:

- | | |
|---|---|
| <input type="checkbox"/> Paper Towels | <input type="checkbox"/> Fully Stocked, cleaned Patrol chuckbox |
| <input type="checkbox"/> Ketchup, Mustard | <input type="checkbox"/> Garbage Bags |
| <input type="checkbox"/> Salt, Pepper, other seasoning as necessary | <input type="checkbox"/> Dish Soap, Bleach |
| <input type="checkbox"/> Aluminum Foil | <input type="checkbox"/> Sponges, Handy Wipes, Scrubbing Pads |
| <input type="checkbox"/> Cooking Spray/oil | <input type="checkbox"/> Fuel for stoves |

Other Patrol Gear:

- | | |
|--|--|
| <input type="checkbox"/> Matches | <input type="checkbox"/> Rope & Parachute Cord |
| <input type="checkbox"/> Firestarters | <input type="checkbox"/> Work Gloves |
| <input type="checkbox"/> Toilet Paper | <input type="checkbox"/> Water Jug, (filled with water) |
| <input type="checkbox"/> Zip Lock Bags | <input type="checkbox"/> Cooler (filled with ice) |
| <input type="checkbox"/> Tents (make sure you have a tent space for every patrol member) | <input type="checkbox"/> Flashlight, Extra Batteries |
| <input type="checkbox"/> Patrol Rain Fly, Poles, Cord, Stakes | <input type="checkbox"/> Charcoal |
| <input type="checkbox"/> First Aid Kit | <input type="checkbox"/> Charcoal Chimney |
| <input type="checkbox"/> Mallet or hammer | <input type="checkbox"/> Fire Grates/Pans (if no ground fires) |
| <input type="checkbox"/> Bow Saw | <input type="checkbox"/> Dutch Oven(s) |
| <input type="checkbox"/> Axe (if teaching woods tools) | <input type="checkbox"/> Can Opener |
| <input type="checkbox"/> Pliers | <input type="checkbox"/> Clipboard |



Prohibited Items

The following items are NEVER allowed on a troop 2970 event. Please do not plan on bringing any of the following items:

- Fireworks or explosives of any kind
- Liquid fuel lanterns
- Sheath knives, folding knives with blades greater than four inches
- Aerosol cans (of any kind)
- Glass bottled drinks
- Tobacco, alcohol or illegal drugs
- Firearms or ammunition of any kind
- Hatchets or axes (These are provided by the troop Quartermaster if needed)
- Other restricted items are listed in the Scout Handbook and the BSA Guide to Safe Scouting.

No Scouts may carry liquid fuels at any time.



Boy's Life Guide to Camping Checklists

GUY GEAR: **SPECIAL EDITION** **THE BOYS' LIFE GUIDE TO CAMPING CHECKLISTS**



WARM-WEATHER OUTING

- T-shirt or short-sleeved shirt (lightweight)
- Hiking shorts
- Underwear
- Socks
- Long-sleeved shirt (lightweight)
- Long pants (lightweight)
- Sweater or warm jacket
- Brimmed hat
- Bandana
- Rain gear
- Extra underwear (for longer trips)

WARM-WEATHER EXPERT ESSENTIALS:

- Water
- Rain suit
- Boots
- Backpack that fits

2 THINGS YOU DIDN'T KNOW YOU NEEDED:

- Personal blister kit
- Parachute cord, 20 feet

THE SCOUT OUTDOOR ESSENTIALS

They're called Essentials for a reason. Every packing list starts with these items.

- Pocket knife
- First-aid kit
- Extra clothing
- Rain gear
- Water bottle
- Flashlight
- Trail food
- Matches and fire starter
- Sun protection
- Map and compass



EXTRAS

- Watch
- Camera
- Notebook
- Pen or pencil
- Sunglasses
- Small musical instrument
- Swimsuit
- Gloves
- Whistle
- Nylon cord
- Insect repellent
- Repair kit
- Hiking stick or trekking poles
- Binoculars
- Fishing gear
- Animal identification books, plant keys, geological studies, star charts etc.

KEEPING CLEAN

- Toothbrush
- Toothpaste
- Dental floss
- Soap
- Comb
- Waterless hand cleaner
- Small towel
- Washcloth
- Toilet paper
- Trowel for digging cathole latrines

COOKING/EATING

- Large plastic cereal bowl or kitchen storage bowl
- Spoon
- Cup or Insulated mug
- Water treatment system
- Backpacking stove with fuel
- Large pot and lid (2.5- or 3-quart size)
- Small pot and lid (1.5- or 2-quart size)
- Lightweight frying pan (10 to 12 inches in diameter)
- For melting snow, add one large pot and lid (6 to 10 quarts)
- Hot-pot tongs



GUY GEAR: SPECIAL EDITION
THE BOYS' LIFE GUIDE TO CAMPING CHECKLISTS



COLD-WEATHER OUTING



- Long-sleeved shirt
- Long pants (fleece or wool)
- Sweater (fleece or wool)
- Long underwear (polypropylene)
- Hiking boots or sturdy shoes
- Socks (wool or synthetic)
- Warm parka or jacket with hood
- Stocking hat (fleece or wool)
- Mittens or gloves (fleece or wool) with water-resistant shells
- Wool scarf
- Rain gear
- Extra underwear (for longer trips)

COLD-WEATHER EXPERT ESSENTIALS:

- Bandana
- Sorel boots
- Wind parka with hood
- Side-attaching suspenders

2 THINGS YOU DIDN'T KNOW YOU NEEDED:

- Rubberized gloves
- Headlamp

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GUY GEAR: SPECIAL EDITION
THE BOYS' LIFE GUIDE TO CAMPING CHECKLISTS



PADDLING OUTING



- PFD (a.k.a. life jacket)
- Paddle
- Lightweight rain gear
- Sunglasses with strap
- Sunscreen, non-oily cream
- Water bottle with clip
- Swim trunks
- Wide-brimmed hat
- Towel
- Baby powder or Gold Bond (to cut down on chafing)
- Insect repellent
- Flip flops
- Fishing license

PADDLING EXPERT ESSENTIALS:

- Dry bag
- Dry box
- Fishing hat
- Polarized sunglasses

2 THINGS YOU DIDN'T KNOW YOU NEEDED:

- Lightweight long-sleeve shirt and long pants
- Dive booties

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GUY GEAR: **SPECIAL EDITION** **THE BOYS' LIFE GUIDE TO CAMPING CHECKLISTS**



BICYCLING OUTING



- Repair kit
- Screwdrivers sized for your bike's various screws
- Allen wrenches and box wrenches for your bike
- Chain rivet extractor
- Spoke wrench
- Chain lube
- Tire patch kit
- Spare inner tube
- Mini pump

PADDLING EXPERT ESSENTIALS:

- Multi-tool
- Hydration pack
- Sunglasses
- Gloves

2 THINGS YOU DIDN'T KNOW YOU NEEDED:

- Energy bars
- Zip ties

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- Sun protection
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