

Troop 7 Trip Planning Checklist

Task	Notes
Trip Name	
Date of Trip	
Trip Master (Scout)	
Trip Advisor (Adult)	
Cost of Trip	
Payment deadline	
Sign up sheet posted / Sign up deadline	
Permission slips collected / deadline	
Departure Information (Time / Location)	
Return Information (Time / Location)	
Patrols assigned / patrol leaders identified (Patrol size 4-6)	
Grubmasters assigned / menus planned (Check for food allergies)	
Sign for equipment from Quartermaster: 1. Patrol Box, coolers, stove and propane, Wash buckets (3 per patrol box), tarp (rain fly per patrol), Lantern(s), First Aid Kit (see Quartermaster checklist) 2. Special Eq: Tables, saws, shovel, etc. 3. Troop flag and American flag, flag stands	
Tent mates assigned	
Chaplain assigned Worship service plan / materials in hand (Coordinate with Chaplain or Chaplain's Aide)	
Photographer assigned (to take / collect photos for the Historian and Webmaster)	
Adult Advisor: 1. Adult drivers coordinated 2. Tour Permit Submitted (if required) 3. Directions to site issued to adults	