**Troop 7 Trip Planning Checklist**

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| **Tasks** | **Notes** |
| Trip Name |  |
| Date of Trip |  |
| Trip Master (Scout) |  |
| Trip Advisor (Adult) |  |
| Cost of Trip |  |
| Payment Deadline |  |
| Sign-up sheet Posted / Sign-up deadline |  |
| Departure Information (Time / Location) |  |
| Return Information (Time / Location) |  |
| Patrols assigned / patrol leaders identified.  (Patrol size 4-6) |  |
| Grub Master(s) assigned / Menus planned.  (Check for food allergies / restrictions) |  |
| 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 Equipment: 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 / Chaplains aid) |  |
| Photographer assigned (to take / collect photos for the Historian and Webmaster) |  |
| Adult Advisor: |  |
| Adult Drivers coordinated: |  |
| Tour Permit Submitted. (If required) |  |
| Directions to site issued to adults. |  |
| Other Notes: |  |