

Troop 31 Activity Planning Guide

First of all, thank you for planning an outing for Troop 31! We could not offer so many fun, interesting, and valuable activities to our boy scouts without your support.

The T31 Outdoor Activity Chair is responsible to submit information about the planned outing and those attending to the Boy Scouts of America (BSA) prior to departure. As the planner, you are responsible to provide the following information to the T31 Outdoor Activity Chair as early as possible but at least one week prior to the event date:

1. Total number of scouts, siblings, non-scouts planning to attend activity.
2. Names of adults attending activity with scouts. Please also identify which adults are driving to the event.
 - A minimum of two adults must attend any T31 activity.
 - The adult leaders must be registered with BSA and must have completed their Youth Protection Training through the BSA.
 - At least one of the attending adult leaders must have BSA hazardous weather training.
3. Location of the activity.
4. Estimated return time.
5. Identify the adult emergency contact for this activity.
 - This must be a registered T31 adult not attending the activity with the troop.
 - The adult emergency contact would be the person responsible for contacting any/all parents at home in the case of an emergency.

General Reminders to the Outing Planner:

- Please advertise your event via email, posters, or good old fashioned word of mouth! We want all the scouts and parents to be informed and have the opportunity to enjoy our T31 activities!
- Keep those attending informed of any updates/changes to the plan.
- Keep track of the scouts/parents who plan to attend.
- It is the event planner's responsibility to make any necessary reservations for the event, if applicable (camp sites, admissions, etc.).
- It is the event planner's responsibility to collect any money due for the activity from attending scouts/parents.
- It is the event's planner's responsibility to submit the final collection of funds to the T31 treasurer. It is preferable that payment for each scout be by check payable to Troop 31. A list of attendees should be attached with check number and amount paid.
- If an event requires a deposit, the treasurer, with enough advance notice, can write a check so that the organizer doesn't have to request/wait for reimbursement.
- The event planner is responsible to organize any transportation/carpools necessary for an activity.
- Scouts will plan the camping food groups for scouts only. Adults will need to plan their own food for camping.
- Scouts are required to bring their BSA medical forms on all T31 day/overnight activities. Please remind the scouts/parents prior to the event.
- If you have not planned an activity before and need some advice/guidance/tips, you may want to contact the person who last organized the event (these activities are often recurring).
- Pass along any suggestions/changes for future events to the Outdoor Activities Chair. We will keep track of any comments and suggestions and pass those along to future event planners.