

## Services Scoutmaster Checklist

- Develop camp out roster (see attached example)
- Ensure proper SM ratios (2 for 1st 10 scouts, 1:10 thereafter)
- Secure a Tour Permit (submit camp out roster and travel route to Travel Coordinator one week prior to event)
- Submit final roster to Safety & Health Coordinator to obtain medical forms for scouts and adults
- Ensure sufficient seatbelt coverage & that all drivers are approved
- Print a map and cell phone list for all drivers prior to departure
- Coordinate with Program SM to determine special equipment needs to support planned programs
- Coordinate with outing Scout QM to ensure proper quantities of:
  - Patrol tents, boxes, lanterns, coolers, stoves, etc.
  - QM box - extra mantles, matches, tent spares, etc.
  - Adult leaders box & equipment
  - Troop flag, plaque & duty roster board
  - Dining fly
  - Soap & Clorox for wash station
  - Rope
  - Full propane tanks
  - Sufficient firewood, if camping where fires are permitted
- Secure the Troop's State Park Camping Permit, if applicable
- Obtain check from Treasurer if camping fees were not 100% prepaid
- Notify Troop Scouts & parents via e-mail of scheduled times for:
  - Pre-loading the trailer with troop equipment
  - Departure time and location (all drivers come with full gas tanks)
  - Estimated return and pick-up time (allow 30 minutes to unload troop gear)
- Develop seating assignments (minimum of two scouts per driver)
- After camp out, submit final roster and awards, if applicable, to Advancement Coordinator

Have fun!

**T889 "Event Name" Model Camp Out Roster**

Please use this model to develop a campout roster to track attendance, drivers, etc., for Troop 889 campouts. For Nights Camped, indicate a numerical total. For example, a "0" indicates the Scout attended during Saturday but did not spend the night. A "1" indicates the Scout camped one night, a "2" indicates two nights, etc.

Participant Name	Scout or Adult?	Patrol	Can You Provide Transportation?	Nights Camped
Adult Name	Adult	Adult	Yes	2
Adult Name	Adult	Adult	Yes	2
Adult Name	Adult	Adult	Yes	2
Adult Name	Adult	Adult	Yes	2
Adult Name	Adult	Adult	Yes	2
Adult Name	Adult	Adult	Yes	2
Adult Name	Adult	Adult	Yes	2
Adult Name	Adult	Adult	Yes	1
Adult Name	Adult	Adult	Yes	2
Scout Name	Scout	Patrol 1	N/A - Scout	2
Scout Name	Scout	Patrol 1	N/A - Scout	2
Scout Name	Scout	Patrol 1	N/A - Scout	2
Scout Name	Scout	Patrol 1	N/A - Scout	2
Scout Name	Scout	Patrol 1	N/A - Scout	2
Scout Name	Scout	Patrol 1	N/A - Scout	2
Scout Name	Scout	Patrol 2	N/A - Scout	1
Scout Name	Scout	Patrol 2	N/A - Scout	1
Scout Name	Adult	Patrol 2	N/A - Scout	1
Scout Name	Scout	Patrol 2	N/A - Scout	2
Scout Name	Scout	Patrol 2	N/A - Scout	2
Scout Name	Scout	Patrol 2	N/A - Scout	2
Scout Name	Scout	Patrol 2	N/A - Scout	2
Scout Name	Scout	Patrol 3	N/A - Scout	2
Scout Name	Scout	Patrol 3	N/A - Scout	2
Scout Name	Scout	Patrol 3	N/A - Scout	2
Scout Name	Scout	Patrol 3	N/A - Scout	2
Scout Name	Scout	Patrol 3	N/A - Scout	2
Scout Name	Scout	Patrol 3	N/A - Scout	2

<b>Statistics:</b>	
Total Participants:	
Adults	
Scouts	
Total Drivers:*	
Total Vehicle Capacity:*	