

CHECKLIST FOR TOUR LEADERS

Thank you very much for stepping up to help the troop to provide quality outings for the scouts. Please don't be intimidated by this list. This checklist was developed to assist you in organizing a quality outing. It is meant for your reference and not to appear daunting. The troop has numerous resources to assist you in planning an exceptional outing and helping the "paperwork" to be properly completed. Please feel free to contact any registered adult on the troop roster for assistance.

- Check the troop calendar and pick an outing that you would like to participate in; that you would like to see "happen" for the scouts in the troop.
- Check with the Scoutmaster to see if there are any special considerations to be taken into account regarding this outing.
- Work with the Outings Coordinator to make any necessary reservations.
- Work with the Outings Coordinator to produce and distribute a permission slip (using the existing template) ensuring accurate departure time, cost and what to bring information.
- Work with the youth ASPL (Assistant Senior Patrol Leader) to promote the activity to the troop membership.
- Review permission slips and communicate with the Scoutmaster which scouts will be attending the outing so he can arrange any special patrol groupings that might be necessary. Bring the permission slips with you on the outing.
- Arrange for an official 2nd adult for the outing. All outings must have "2 deep leadership" at all times. One of you should be a registered leader that has been trained in Youth Protection Guidelines (available online at: <http://olc.scouting.org/>).
- Delegate an adult "grubmaster" to handle menu and food for the "adult patrol".

- Check to be sure there are adequate adults attending the event so that there will be enough seatbelts to accommodate all participants or recruit additional adults to drive.
- File a tour permit with the Council Office in a timely manner (generally at least several days before the event up to 2 weeks ahead of time).
- As tour leader for the tour permit you will be signing that you have a copy of the Guide to Safe Scouting in your possession and have read it. This document spells out the BSA policies for all types of outings and can be accessed via the internet at: <http://www.scouting.org/pubs/gss/>
- On the day of the outing, arrive early and work with the youth leadership to get personal and troop gear loaded into vehicles. Have any necessary information for the other drivers available (directions, where to park, etc). Be sure all drivers have permission forms for the youth traveling in their vehicles.
- If the Scoutmaster is not attending the particular outing, you are ultimately responsible for the youth in attendance. “The buck stops with you”. You have jurisdiction and the responsibility to do what you deem appropriate for safety at all times. If the Scoutmaster is present, usually he will handle safety and discipline issues with your support.
- When the outing is over, communicate who attended (adult and youth) with the Treasurer, the Advancements coordinator(s), whomever is keeping track of camping nights and other things, the Scoutmaster, and the Outings Coordinator(s) so all the recording and charging of accounts can be accomplished. This can be done easily by sending an email with the names of the participants and the charge to be assessed their scout accounts to: troop454outingreport@tharratt.net