

Monthly Patrol Planning Checklist

20 Steps to Fun and Successful Campouts

<u>Planning Activities</u>		<u>Timeline</u>
<u>1.</u>	<input checked="" type="checkbox"/> Find which month your patrol is responsible.	> 3 months
<u>2.</u>	<input type="checkbox"/> Print calendar of month your patrol is responsible.	
<u>3.</u>	<input type="checkbox"/> Review theme and location for campout. (If changing theme, seek approval from scoutmaster)	
<u>4.</u>	<input type="checkbox"/> Write up plans for monthly troop meetings. Present at PLC.	2 months
<u>5.</u>	<input type="checkbox"/> Write up plan for campout. Present at PLC.	
<u>6.</u>	<input type="checkbox"/> Book campsite.	
<u>7.</u>	<input type="checkbox"/> Create permission slip and make copies.	1 month
<u>8.</u>	<input type="checkbox"/> Handout permission slips (in ship and at parent's meeting)	
<u>9.</u>	<input type="checkbox"/> Plan campfire program.	1 week
<u>10.</u>	<input type="checkbox"/> Dedicate time during troop meeting for patrol planning time of the campout.	4 days
<u>11.</u>	<input type="checkbox"/> Collect returned permission slips and payments (if scout account not used). Send payments to Troop Treasurer.	
<u>12.</u>	<input type="checkbox"/> Make ride plan.	2 days
<u>13.</u>	<input type="checkbox"/> Check if scout medical forms are on file, current, and in troop trailer. (Before campout departure)	Campout
<u>14.</u>	<input type="checkbox"/> Conduct a patrol box inventory the last day of campout.	Campout
<u>15.</u>	<input type="checkbox"/> Complete the "Campout Evaluation" form the last day of campout.	Campout
<u>16.</u>	<input type="checkbox"/> Send the Troop Master the campout attendance information.	1 week (after)
<u>17.</u>	<input type="checkbox"/> Send the Troop Master the service project attendance information.	
<u>18.</u>	<input type="checkbox"/> Fill out payment spreadsheet and make two copies	2 week (after)
<u>19.</u>	<input type="checkbox"/> Send copy of payment spreadsheet to troop treasurer.	
<u>20.</u>	<input type="checkbox"/> Send copy of payment spreadsheet to troop check writer.	



Details and Resources (Stage 1)

- Step 1.** Find which month your patrol is responsible.
- Step 2.** Print calendar of month your patrol is responsible.
- Step 3.** Review theme and location for campout. (If changing theme, seek approval from scoutmaster)



Helpful Notes and Hints

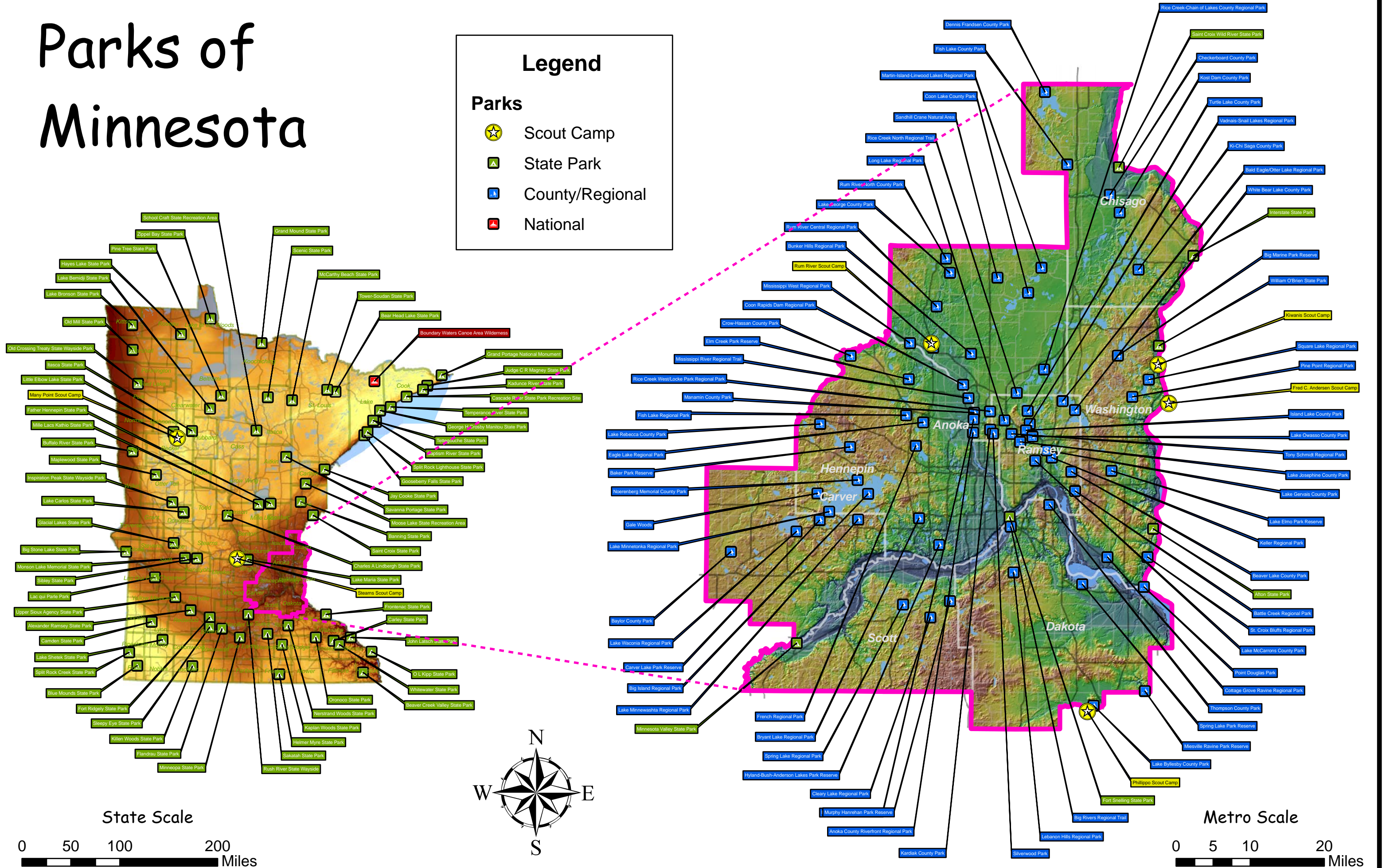
- Go to the Troop's website to look at the [Annual Plan](#) for camping. The annual planning is usually conducted during the month of November.
- Go to the Troop's website to view and print the [Monthly Calendar](#) for which your patrol is responsible. The calendar can be used to identify the dates for planning Troop Meetings, Troop Courts of Honor, and Troop Campouts.
- Sometimes campout themes that looked interesting during annual planning do not look as appealing down the road. If the theme needs to be changed, make sure you talk to the Scoutmaster before proceeding with any planning activities. You will need his approval for the change before starting your planning activities. He's a good guy - so talking to him should be easy. If you present a good reason for the change, there most likely won't be a problem with your proposal.
- Sometimes the [Campout Location](#) may not be what was expected during the annual planning. Similar to changing themes, the location of the campout can also be changed. It is a good idea to run it by the scoutmaster before proceeding with your planning.

Parks of Minnesota

Legend

Parks

-  Scout Camp
-  State Park
-  County/Regional
-  National





Details and Resources (Stage 2)

Step 4. Write up plans for monthly troop meetings. Present at PLCs.

Step 5. Write up plan for campout. Present at PLCs.

Step 6. Book campsite.

Helpful Notes and Hints

- Call a patrol meeting. Make sure that every member of your patrol knows that they have a personal responsibility to contribute. Everybody's life is busy and full. So time conflicts do arise on occasion and tough choices need to be made. Making a choice to attend your football team's game or your music concert instead of a troop meeting or campout has to be made from time to time. This is fine as long as you remember that you still can contribute to you patrol's monthly planning duties. Can't make the campout; then plan on teaching a skill or running an activity during one of the troop meetings. Can't make troop meetings; then go on the campout and MC the Campfire Program. You get the idea.
- Sometimes planning is like flying a WWII airplane. At first you might fly over your target from 20,000 feet above the ground to get the general location. Then, before aiming for your target, you drop to 2,000 feet to get a good view. The view of your target from 20,000 feet is quite different than from 2,000 feet - a difference between generalities and specifics. Troop planning is no different. At first, generate a general idea in broad terms for the meetings and campout. Use the Troop Meeting Plan and Troop Campout Agenda to help. Then fill in the details. This is the part where creativity can really make meetings and campouts really fun and memorable. Remember that there are "lumpers" and "splitters" among you. Some of you have a strength to view things in broad terms and some view things in details. Both are valuable in planning - strategic leadership and logistical leadership. Everybody can have a role in planning.
- Use the [Troop Meeting Plan](#) form to develop your weekly troop meetings. Use the [Troop Campout Agenda](#) form to develop your monthly campout.
- Your patrol leader will be asked at PLCs (several months in advance of your month's activities) to describe where your patrol is in the planning process. At first, the "lumpers" will rule. Then, as you progress toward your month, the "splitters" will rule. With fresh new ideas and details presented at each PLC, enthusiasm will build in the troop. Later, when final plans for the campout are complete, your patrol leader will be asked to present it at a Parent's Meeting - so that the adults can also get excited for the good fun that you boys are providing for the troop.
- Lastly, remember to book the campsite in advance. The troop's camping coordinator can help. If you do not know who this adult is, talk to your Patrol Coach or the Scoutmaster.

(Program feature)

TROOP MEETING PLAN

Date _____ Week _____

Activity	Description	Run by	Time
Preopening _____ minutes			
Open Ceremony _____ minutes			
Skills Instruction _____ minutes	<ul style="list-style-type: none">• New Scouts• Experiences Scouts• Older Scouts		
Patrol Meetings _____ minutes			
Interpatrol Activity _____ minutes			
Closing _____ minutes	Scoutmaster's Minute	SM	
Total ninety minutes of meeting			
After the Meeting			

TROOP CAMPOUT AGENDA

Dates _____ Week _____

Day	Activity	Time
Friday		
	Departure from church	
	Unload Trailer / Setup Camp	
	Crackerbarrel	
	Lights Out	
Saturday		
	Reveille / Get Up	
	Flag Raising Ceremony	
	Daily Instructions / Day's Activities	
	Breakfast	
	Lunch	
	Supper	
	Flag Retirement Ceremony	
	Campfire Program	
	Reflection	
	Lights Out	
Sunday		
	Reveille / Get Up	
	Breakdown Camp / Load Trailer	
	Breakfast	
	Worship Service	
	Police Campsite	
	Departure from Campsite	
	Arrival at Staring Lake	

Positions Required for Campout

SPL: _____ ASPLs: _____ Quartermaster: _____ Chaplains Aide: _____
 Scribe: _____ Historian: _____ Patrol Leaders: _____



Details and Resources (Stage 3)

Step 7. Create permission slip and **make** copies.

Step 8. Handout permission slips (in ship and at parent's meeting)

Helpful Notes and Hints

- Create a permission slip for the campout. This will help to identify the number of scouts going to the campout. It will also identify the parents who will be driving. Use the [Campout Permission Slip](#) template. Your Patrol Coach can provide assistance.
- Once the Permission Slip is made, make many copies of it. Place a copy in each scout folder in the Troop's "Ship". Also, leave a stack next to the "Ship" during the Parent's meeting.



Troop 695 Campout

Month: June
Camp Description:
Sponsoring Patrol: Patrol Name
Theme:
Camp Location:
Campout Date(s): Friday through Sunday
Load at: 6:30 am at Prairie Lutheran Church
Depart at: 7:00 am
Return to: Staring Lake
Return date & time: Sunday between and pm
Cost for Scout: \$20.00 **Cost for parent (if any):** \$0.00
Additional Information:

Please return lower portion to no later If you have further questions, please contact
 than the Tuesday, Troop meeting! at or email at .

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Troop 695 June Campout Permission Slip

<p style="text-align: center;"><i>write Scout's name here</i></p> <p>_____</p> <p>WILL be attending this campout. His health history has not changed since the submission of his last medical form that is currently on file with Troop. He understands the Troop rules of conduct at campouts and will call his parents to pick him up at camp to be taken home if he does not abide by these rules.</p> <p style="text-align: center;"><i>write your name here if you will be attending this campout</i></p> <p>_____</p> <p>WILL be attending this campout.</p>	<p>Scout Fee:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p><input type="checkbox"/> Scout Account</p> <p><input type="checkbox"/> Check (no cash)</p> <p>Parent Fee (if any):</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>TOTAL AMOUNT PAID BY CHECK: \$ <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div></p>
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Can parent drive?

Yes, and I can take passengers in addition to my son(s)
 No
 Only if needed

If you are traveling separately, when are you arriving? _____ departing? _____

Parent's Signature (permission): _____ Date: ____/____/____



Details and Resources (Stage 4)

Step 9. Plan campfire program.

Step 10. Dedicate time during troop meeting for patrol planning time of the campout.

Step 11. Collect returned permission slips and payments (if scout account not used).
Send payment checks to Troop Treasurer.

Step 12. Make ride plan.

Helpful Notes and Hints

- A campfire program really gets the troop fired up. A program that is prepared well will run smoother than an ad-hoc, run-by-the-seat-of-your-pants experience. You can plan one on your own, let the Senior Patrol Leader delegate it to others, or ask a group of boys who have a "knack" for entertaining. Search out ideas from others. A great resource comes from boys who have Grey Wolf experience. They can provide many good songs, stories, and skits. Use the [Campfire Program](#) form to organize your thoughts.
- The Troop Meeting prior to the campout should include some time for the patrols to get together. Each patrol will need to develop menus for their meals, select a grubmaster who will purchase and deliver the food to the campsite, and create a duty roster. The menus need to be reviewed by the Senior Patrol Leader before the troop meeting concludes. Your patrol can help the other patrols by providing them with the [Patrol Menu Plan](#) and [Patrol Duty Roster](#) forms.
- At the end of the last Troop Meeting before the campout, your patrol should collect all the permission slips from the "Ship". These slips provide you with information on who will attend the campout and who will be able to transport scouts to the campsite. Any payments made by check should be forwarded to the Troop Treasurer. If you do not know who the Troop Treasurer is, ask the Scout Master
- From the collected permission slips, fill out a ride plan. The ride plan should be completed before arriving at the church the night of departure. This is an important element because of safety and security. Use the [Troop Campout Ride Plan](#) form.
- Lastly, did you identify an adult(s) who can transport the trailer(s) to the campsite? Very important - yet often overlooked until the last minute. It might make for an interesting camping experience without the trailer, but most scouts would appreciate sleeping in tents, cooking from their patrol boxes, and using toilet paper.

Campfire Program

Place: _____
 Date: _____
 Time: _____
 SM Approval: _____

Campers notified: _____	Area setup by: _____
Campfire planning meeting: _____	_____
M.C.: _____	Campfire built by: _____
Song Leader: _____	Fire put out by: _____
Cheerleader: _____	Cleanup by: _____

Spot	Title of Stunt, Song, or Story	By	Time
1	Opening - and fire lighting		5 min
2	Greeting - introduction	M.C.	2 min
3	Sing - Yell -		
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21	Closing		1 min

Patrol Duty Roster

Duty	Friday	Saturday			Sunday
	Crackerbarrel	Breakfast	Lunch	Dinner	Breakfast
Grubmaster					
Cook 1					
Cook 2					
Drinks/Set Table					
Water / Wood 1					
Water / Wood 2					
Cleanup 1					
Cleanup 2					
Trash					
Patrol Box Inspection					



Details and Resources (Stage 5)

Step 13. **Check** if scout medical forms are on file, current, and in troop trailer. (Before campout departure)

Step 14. **Conduct** a patrol box inventory the last day of campout.

Step 15. **Complete** the "Campout Evaluation" form the last day of campout.

Helpful Notes and Hints

- Prior to leaving for the campsite, the three-ring binder that contains all medicals should be in the trailer's cabinet. If not there, let the Scoutmaster know.
- Near the end of the campout and before the patrol box is loaded into the trailer, each patrol should conduct a patrol box inventory. Use the [Patrol Box Inventory List](#) form.
- Near the end of the campout and before leaving the campsite, each patrol should complete an evaluation of the campout. Use the [Patrol Campout Evaluation](#) form.

Patrol Box Inventory List

At the end of each campout, you should inventory your Patrol Box and make sure you have everything you need.

If you are missing an item:

- 1) Check with the other Patrols for extras; and if none found, then
- 2) Mark the item on this sheet and return sheet to the Senior Patrol Leader.

Qty	Description	Notes
-	Are patrol box handles good?	
-	Are patrol box hinges good?	
-	Are patrol box chains good?	
-	Are patrol box latches good?	
1	Propane stove with regulator and hose	
1	Griddle	
2	Knives	
1	Spatula	
1	Big spoon	
1	Big slotted spoon	
1	Wooden spoon	
1	Cutting board	
1	Pot handle	
1	Can opener	
1	Pair of gloves	
1	Small pot with lid	
1	Large pot with lid	
1	Coffee pot	
1	Water container (pitcher, bottle, etc.)	
2	Dish washing bins	
1 ea.	Salt & pepper	
1	Dish washing soap	
1	Aluminum foil	
1	Paper towel roll	

Patrol Campout Evaluation

Each Patrol Leader should conduct a patrol meeting to discuss the successes and failures of the campout. The meeting should happen Sunday morning before leaving the campsite. A good time would be during Breakfast.

The information gathered is important because the Patrol Leader will represent your views and any suggestions at the next PLC. If you liked certain things at the campout, say so. If you didn't like certain things, voice your opinion and any suggestions that you may have. **THIS IS YOUR TROOP.** You can make choices so that future campouts are fun and exciting.

EVALUATION

	<i>Excellent</i>			<i>Not So Good</i>	
Camp Site	5	4	3	2	1
Program	5	4	3	2	1
Advancement	5	4	3	2	1
Games	5	4	3	2	1
Scout Leadership	5	4	3	2	1
Adult Leadership	5	4	3	2	1
Overall	5	4	3	2	1

What went well? _____

What could we do better? _____



Details and Resources (Stage 6)

- Step 16.** Send the Troop Master the campout attendance information.
- Step 17.** Send the Troop Master the service project attendance information.
- Step 18.** Fill out payment expense sheet and **make** two copies
- Step 19.** Send copy of payment expense sheet to Troop Treasurer.
- Step 20.** Send copy of payment expense sheet to Troop Check Writer.

Helpful Notes and Hints

- The campout is over. Now only paperwork is left. Who went on the campout? Who participated in any service work? The Troop Master is very interested in these questions because he/she would like to give credit for your enthusiasm and hard work. Send the Troop Master a listing of each scout's participation. Use the [Campout Report to Troop Master](#) form. If you do not know who the Troop Master is, ask the Scout Master.
- Finally, any expenses that patrol members incurred during the planning and execution of the Troop Meetings and Troop Campout is refundable. Fill out the [Troop Expense](#) form listing the expenses with a copy of the receipts for those expenses. Give the form to the Troop Check Writer and he will write you a check for your expenses. Give a copy of the form to the Troop Treasurer.
- Congratulations. You have completed your patrol's activities for the month. You have contributed to the Troop in a meaningful way and hopefully had fun in the process. After all, this is a troop of boys, led by boys, and run by boys. So, what can be better than calling your own shots?

