**Pre-planning**

\_\_\_\_ “**2 Mondays” before campout**

* Discuss Campout Plan with Troop
* Pass out Permission Forms
* Complete Patrol Meal Planning
  + Pass out Meal Planner to each PL
  + Review / approve Patrol Meal Plans

**\_\_\_\_ “Monday prior” to Campout**

* Review Campout plan with Troop
* Complete “Activity” Roster
  + Provide 2 copies to ASIC
* Provide count to each Patrol Leader
* Turn in Permission Slips & Payment
* Direct Patrol Preparation
  + PL assigns Grubmaster & Cook(s)
  + PLs complete Patrol Duty Rosters
  + PLs complete Patrol Equip requests
  + PLs check out requested equipment and stow in trailer
* Have Trailer fully loaded *except* perishables and Personal gear

**Day 1**

**\_\_\_\_ Before Departure**

* SPL Meet with ASIC for   
  Pre-Departure Coordination
* Verify Perm. Forms & Money
* Finish Loading Trailer
* Assign Scouts to cars
* Review Travel plans and general campsite arrival instructions

**\_\_\_\_ Immediately after Arrival**

* Determine Kitchen area & Patrol/Adult sleeping areas
* FIRST Setup
  + Lanterns
  + Bulletin Board
  + Troop Duty Roster & SPL Cklist
* Kitchen Set-up
  + Cover
  + Tables
  + Patrol Kitchen Gear (Stoves, Cookware, Food Bins,Coolers)
  + Trash Bags
* Troop Area Set-up
  + Dishwashing Station
  + Drinking Water
  + Inspect and/or prepare Latrine
  + Troop Sign and Flag Pole
  + First Aid Station
  + Sanitation/GermEx Station

**\_\_\_\_ After Troop Area Set-up**

* Direct Patrol Leaders to set up Patrol Sites as determined earlier

**\_\_\_\_ After Patrol Sites set**

* Conduct Troop-wide Briefing to include:
  + Specific Safety Instructions
  + “Good Neighbor” / Park Rules and Ideas
  + Facilities orientation (Latrine location, water, etc.)
  + Lights-out Time / Wake-up Time
  + General spool-up plans for next morning
  + Other areas of immediate interest
* Secure Trash and Kitchen against “critters”
* Release Troop to bed

**\_\_\_\_ At Lights Out Time**

* Turn Lanterns Out
* Ensure Scouts adhere to Lights-out policy

**Day 2**

**\_\_\_\_ Wakeup Time**

* Announce Troop Wakeup
* Wake up Patrols

**\_\_\_\_ Breakfast Preparation/Clean-up Time**

* Meal Preparation
* Troop “Common” Clean-up (shared items)
* Patrol Clean-up
* Kitchen Inspection and Patrol Release

**\_\_\_\_ Before Morning Activities**

* Senior Coordination Meeting with ASIC
* Flag Raising
* Chapel Service
* SPL Troop Briefing:
  + Campsite considerations
  + Review of planned activities & schedule
  + Awareness issues

**\_\_\_\_ Morning Activities**

**\_\_\_\_ Lunch Preparation/Clean-up Time**

**\_\_\_\_ Afternoon Activities (variable)**

**Day 2 (cont)**

**\_\_\_\_ Fire Ring Preparation**

* Get wood/Stack iaw safe fire practices
* Fire Bucket and extinguishing agent
* Promote “Leave No Trace” Fire area preparation
* Start Fire

**\_\_\_\_ Prior to Dinner**

* Plan Campfire Skits, Activities

**\_\_\_\_ Dinner Preparation/Clean-up Time**

**\_\_\_\_ Campfire Activities (variable)**

**\_\_\_\_ After Campfire Activities**

* Evening Coord. Meeting w/ ASIC
* PLC Meeting to discuss:
* Review of Days activities
* Preview of Departure plans

**\_\_\_\_ Prior to Lights out**

* Secure Trash and Kitchen against “critters”
* Direct Troop to bed (30 min before Lights out)
* Put Fire “Cold Out”

**\_\_\_\_ At Lights Out Time**

* Turn Lanterns Out
* Ensure Scouts adhere to Lights-out policy

**Day 3**

**\_\_\_\_ Wakeup Time**

* Announce Troop Wakeup
* Wake up Patrols

**\_\_\_\_ Breakfast Preparation/Clean-up Time**

**\_\_\_\_ Camp Break-down/stow (Common Area)**

* First Aid Station
* Inspect and/or clean Latrine
* Drinking Water
* Trash Cans
* Dishwashing Station
* Kitchen
* Patrol Kitchen Gear
* Tables
* Kitchen Cover
* Bulletin Board
* Lanterns
* Ensure “Leave No Trace” Fire Ring area
* Flag Pole

**\_\_\_\_ After “Common Area Breakdown”**

* Direct Patrol Leaders to break down and stow Patrol Site equipment
* Ensure PLs assign Tents/ground covers for Take Home / Clean-up

**\_\_\_\_ Once Patrol Sites broken down/stowed**

* Assemble Troop for “Leave No Trace” Line

**\_\_\_\_ Once Site Cleaned up**

* Flag Lowering
* Chapel Service
* Assemble Troop for “Roses and Thorns”
* Ensure Scouts in proper vehicles

**\_\_\_\_ Arrival at Scout Hut**

* Remove Scout personal equipment
* PLs clean and return Patrol Equipment to QM
* QM Inspect Patrol and Troop Gear, then stow
* Secure Trailer

**PLC**

\_\_\_\_ **Clean / Inspect / Inventory Troop and Patrol Equipment**