

Checklist for Troop 159 Campouts

These items must be in place for a campout for Troop 159:

1. **Attendance Sheet**- a copy of this must be sent to the Medical Form Coordinator (Mr. Lammers) and the Adult Leader Training Coordinator (Mr. Rodriguez).
2. **Medical Forms**- everyone must have a current medical form on file. Check with the Medical Form Coordinator (Mr. Lammers).
3. **Training**- every adult driving to, attending or visiting the campsite **MUST** be EIM/YPT compliant. Check with the Adult Leader Training Coordinator (Mr. Rodriguez).
4. **Patrol Duty Roster**- every patrol must have a copy of the Patrol Duty Roster to be filled out on the Monday before the campout. The Youth Campout Coordinator (Matthew Afflerbaugh) **MUST** have a copy on file.
5. **Patrol Menu Planning Worksheet**- every patrol must have a copy of the Patrol Menu Planning Worksheet. The grubmaster will use this form to purchase items from the grocery store.
6. **Cleaning Instructions**- each patrol must have a copy of the Cleaning Instructions and this sheet must go home with the scout who will be taking the action packer home to clean.
7. **Permission Slip**- every scout's parent must sign the Permission Sheet on Friday evening when they drop their son off at the trailer before departure. If a parent is unavailable to drop their son off on Friday evening, then their son must bring a signed Permission Slip on the Monday before the campout.
8. **Drivers**- every adult driver must have their driver license number, description of the automobile to be used and insurance information on file with the troop.
9. **Equipment Checkout Form**- this check list is for the quartermaster (Jason Dolan) to ensure that all equipment is sent home for cleaning and to keep a record of who has it.
10. **Patrol Equipment Status**- this form must be printed out in each action packer for ease of making note of equipment that is missing, broken, or needs attention. After the campout, the quartermaster (Jason Dolan) needs to pass it along to the Adult Quartermaster (Mr. Dillon).
11. **Troop Equipment Status**- this form must be printed out and hung in the trailer for ease of making note of equipment that is missing, broken, or needs attention. This is for Troop-used equipment. After the campout, the quartermaster (Jason Dolan) needs to pass it along to the Adult Quartermaster (Mr. Dillon).
12. **Menu Planning Procedures**- this form is for the planning night (Monday meeting before the campout). It gives guidelines for what must be done to properly plan meals.