

TIMELINE FOR TROOP ONE CAMPOUTS

PERSON RESPONSIBLE	LEAD TIME	ITEM
Campmaster	4 weeks prior to campout	Promotional/registration flyer in scout mailbox (see attached sample).
Campmaster/Scoutmaster	4 weeks prior to campout	Sets uniform guidelines.
Treasurer	3 weeks prior to campout	Gives Campmaster list of scouts owing dues.
Campmaster	3 weeks prior to campout	Makes sure the site is secure and compiles a list of what is needed (i.e., water, etc.).
Quartermaster	3 weeks prior to campout	Stock first aid kits, fill propane tanks, ensures that adequate tents and equipment are available.
Scouts	2 weeks prior to campout	Turn in reservation forms and money to Patrol Leader during Patrol Corners.
Patrols	2 weeks prior to campout	Patrols decide menus.
Campmaster	2 weeks prior to campout	Approve Patrol menus.
Patrol Leader	2 weeks prior to campout	Patrols decide duty roster. Ensure scouts needing campout jobs for rank advancement are assigned and are ready to do the jobs. Sign up for jobs on duty roster (see sample).
Senior Patrol Leader	2 weeks prior to campout	Approve all duty roster to ensure fairness. Make copy for yourself.
Wagonmaster	1 week prior to campout	Ensure Troop has enough drivers. Turn in tour permit to the Council and alert Scoutmaster and Campmaster when tour permit is secured. Wagonmaster keeps copy of permit.
Senior Patrol Leader	Troop mtg prior to campout	Return menus and duty rosters to Patrol Leaders with comments regarding any necessary revisions.
Campmaster/Scoutmaster	Troop mtg prior to campout	Ensure Troop has enough adult coverage and that at least two adults are BSA trained.
Treasurer		Troop mtg prior to campout write check(s) for total patrol grub fee to parent(s) of the scout grubmaster.

PERSON RESPONSIBLE	LEAD TIME	ITEM
Grubmaster	Troop mtg prior to campout	Take home patrol grub box and ice chest from shed.
Campmaster	Troop mtg prior to campout	Decide if troop trailer is needed and who will pull it. (Keep in mind truck that pulls trailer gets gas paid for in full.)
Campmaster	Troop mtg prior to campout	Get medical binder from Scoutmaster.
Campmaster	Troop mtg prior to campout	Set up and organizes phone tree.
Parents and Scouts	Few days prior to campout	Buy food and stock grub box.
Grubmaster	Day of departure	Brings all food (ice chest and grub box).
Campmaster	Day of departure	Bring maps to hand out.
Person pulling Trailer	Day of departure	Make sure tires are at correct level, spare is available and ready to use, check lights etc. Put tire chains and hitch lock in trailer kit.
Campmaster	Day of departure	Assign two car teams. Set up where Troop will meet along route.
Campmaster	During campout	Ensure no scout sleeps alone. Follow-up on any injuries.
Campmaster	During campout	Conduct meeting with scouts to inform them of activities planned for the weekend.
Scouts	Last day of campout	Pack up tents and mark damaged tents, if any, with orange ribbon.
Senior Patrol Leader	Arrival at church	Assign tents to scouts to take home. Give list to adult Quartermaster.
Senior Patrol Leader	Arrival at church	Make sure Troop equipment is returned neatly to shed.
Grubmaster	Arrival at church	Take home and clean out grub box. Remove any food that could spoil before next campout. Tightly seal any opened boxes of non-perishable food items.
Trailer Puller		Return Troop Trailer to Mott's house
Scouts	Troop mtg after campout	Return all tents and grub boxes to shed.
Campmaster	Troop mtg after campout	Brief Scoutmaster on any behavior problems, equipment and/or safety issues. Return medical to Scoutmaster
Adult Quartermaster	month before campout	Get equipment fixed and repaired as needed