

How to Run a Camping Trip 101

Permissions

- Make reservations for camping at the site.
- Camp deposit/fee paid.
- Permission Slip Page 1: One page summary of the trip including:
 - The Event: Describe the event, its location, and planned activities
 - The Schedule: When and where are we meeting for departure. When and where scouts can be picked up afterward.
 - The Cost: How much does it cost for a scout? Is there any cost for an adult?
 - Equipment/What to Bring: What the scouts should bring with them. What the scouts should be wearing. Any extra gear needed, i.e. winter camping equipment. Include whether the scouts need a lunch.
 - Adult Coverage: Do we need additional chaperones? Do adults need any additional training? Do we need drivers?
 - Contact name, phone and email address if people have questions.
- Permission Slip Page 2: Medical Waiver with permission to treat, meds, restrictions, etc. See sample. For some trips, the two sections can be combined. Separate sections with a cut-here line so that parents will retain the summary, especially the schedule information. Generally, information trips not requiring overnight stays or transportation can fit on a single page.
- Post the permission slip (preferably PDF format) on the website under Forms&Info.
- File a tour permit with the local council. One person who is not going on the trip is required to sign it. This should be done two weeks before the trip. The Outdoor Activities Coordinator usually does this. (Lou Saleda, lcstroop119@gmail.com)
- Are there any other permits needed? Fishing, boating, campfire, parking, etc.

Preparation for the Trip

- Attend the PLC to discuss the trip.
 - Find out what the scouts want to do.
 - Help them decide if there are skills that need to be taught ahead of time.
 - Find out when they are going to do the patrol menu planning (two Thursdays before).
 - Help them figure out what they are going to do once they get there.
 - Do the scouts need to schedule a pack check for new scouts?
- Review logistics for hiking/canoeing/biking with the scouts. Remember to have maps of the area so they can make a trip plan. Does the departure time make sense with what the scouts want to accomplish?
- Is there any equipment that needs to be purchased for the Troop? For example, rope for a pioneering project.
- Are there any safety issues that need to be addressed? For instance, all the participants on a scouting canoe trip must be BSA Swim Tested. One

adult must be Safety Afloat trained. Check with the online [Guide to Safe Scouting](#).

- Are there contingent plans for weather conditions? For example, will we still camp if it rains and we can't go canoeing?
- Make announcements during Troop meetings (at least 2) about the trip and what we are planning to do. Have permission slips on hand.
- Send email to the scouts and the adults with the information about the trip and an attached permission slip.
- Collect permission slips and monies at the Troop meetings. Collected monies need to be sent to the treasurer.
- The meeting before the trip – in the final announcement - reiterate departure time for the trip and any special equipment that the scouts should pack.

Adult leadership

- At least 2 adults must accompany the scouts on any trip. At least one adult on the trip needs to be over 21.
- If the scouts are planning to split up – older boys hike farther, etc, there should be at least 2 adults for each group, preferably 3.
- All adults on the trip must have Youth Protection training
- Swim trips require one adult with Safe Swim Defense training
- Float trips requires all adults with Safety Afloat training and one with CPR training.
- Swim and float trips have specific ratios adult/scout ratios. Check the [Guide to Safe Scouting](#) for details.
- Is there other adult training necessary?

Logistics

- Review adults signed up to go on the trip and see if the scouts will fit into the cars already going. Sometimes adults will subtract their own children from the count of people that can fit in the car. Sometimes they may not realize that the front seat can be used because they have younger scouts. Specific makes of car are available on Troopmaster.
- Adults driving must have their cars/insurance registered with the Troop. We usually collect this information when new scouts join. If someone has a new car or insurance policy, the information must be updated.
- As a Troop policy, leaders under 21 do not drive Scouts. They can transport Troop equipment.
- Sign on additional drivers as needed.
- Be aware that although a minivan seats 7, you may only fit the gear for 4 or 5 in it. If someone volunteers to drive a trailer, usually the gear will fit.
- Identify a good set of directions to the campsite. Campgrounds that we have visited before are listed on the Forms&Info page of the website. Google maps and directions are also very good. Print copies for each driver.

Medical forms and medications

- One adult appointed by the Scoutmaster holds the medical forms and permission slips for the scouts, as well as the trip permits. These forms should be kept accessible in case they are needed in an emergency.
- Appoint an adult leader to collect any medication from parents when the scouts are dropped off. That adult in charge should dispense the medication at the proper times during the trip – typically before bed and just after breakfast.
- Scouts should keep epipens and inhalers readily available in their own pack.

Adult Patrol

- Identify a cook/grubmaster for each meal.
- Identify a quartermaster for the adult patrol. This person should figure out how many tents are needed, what cooking equipment is needed, how many lanterns, etc. Make sure the troop quartermasters know how much equipment the adults plan to use.
- Figure out what the adults are going to do if there is no activity planned such as a hike. In the past adults have geocached, worked on adult training, counseled older scouts with merit badges, etc.

At the Site

- With the SPL, check in with the Camp Ranger once the group has arrived. Make any remaining payments.

Attachments

Sample One-page Permission Slip – no overnight stay.

Sample Permission Slip Page 1 – Event Information

Sample Permission Slip Page 2 – Medical Waiver

**Troop 119 Climbing Night at the Boston Rock Gym
Thursday, March 20, 7pm to 9pm**

The Event: In lieu of our regular Troop meeting, we are holding Troop 119 Climbing Night on Thursday, March 20, at the Boston Rock Gym at 78G Olympia Avenue, Woburn, MA, 7 to 9pm.

Who can come: This trip is open to all Scouts. New Scouts are welcome! Instructors from the Gym will provide instructions to those who are new to the sport of Rock Climbing. Climbing safety equipment will be provided. Some adult coverage is needed.

Cost: This Troop event is open to all Scouts and will be paid for by the Troop.

Thursday, March 20: Drop off at 7pm at the Boston Rock Gym. Bring your completed forms! Pick up at 9pm at the Boston Rock Gym. Adults are welcome to stay for an informal chat.

What to bring:

1. Troop 119 Permission Slip
2. Boston Rock Gym Waiver (unless Scout has one on file at the Gym already in the past year. If you are unsure of the date of your form on-file, just have your parent sign the form.)
3. New Scouts – Class 1 or Class 3 Medical Form must be on file.

RSVP: Please let us know you are coming by emailing: aleader@email.com
If you have any questions, email or call A Leader at 781-555-1234.

***Have your forms ready to hand in at the Gym!
--- If you forget your forms, have your parent come in and sign the forms. ---***



**Troop 119 Medical Waiver & Permission Slip –
Boston Rock Gym, March 20, 2008**

** Please complete ALL information below **

_____ has my permission to participate in
Climbing Night at Boston Rock Gym in Woburn, MA, on March 20, 2008.

I give permission to the leaders of Troop 119 to render First Aid to the above-named person, should the need arise. In the event of an emergency, I also give permission to the physician, selected by the adult leader in charge, to hospitalize, secure proper anesthesia, order injection, or secure other medical treatment, as needed. I further agree to hold Troop 119 and its leaders blameless for any accidents that might occur during this outing except for clear acts of negligence. I understand that there may be significant physical exertion during this event.

Parent or Guardian's signature

Date

Please list any health restrictions below:

During the event, I can be contacted at (please list all numbers):

If I can not be contacted, please contact (name and numbers):

Troop 119 – Camp Resolute
3/18/06 thru 3/19/06

The Event: After a few months of special trips, this one will be simply be a good time camping in the woods! In addition to all the usual fun stuff, big campfires and capture the flag, this will be a great opportunity to work on advancement. There will be cooking opportunities for 1st class, 2nd class and Tenderfoot requirements. The PLC will be preparing the plan so give them your ideas. It will also be an opportunity for new scouts to gain an initial insight into what Boy Scouting and camping is all about.

Schedule: We will meet at the Hancock Church at 7:45 AM on Saturday morning, 3/18/06. (PLC members and Quartermasters, please be there 15 minutes early!!). We will return at approximately noon on 3/19/06, to the Bridge School parking lot. PLEASE PICK YOUR CHILD UP ON TIME, exhausted adults will appreciate it.

Cost: The cost of this trip will be \$15.00 per scout. Adult chaperones only pay for their share of the adult food costs. As always, if any family needs financial assistance, they should contact the Campership Coordinator.

BRING: Scouts should pack the standard items for an overnight trip, including a bag lunch for the first day. Scouts should plan for late winter, early spring overnight weather with the possibility of rain/snow. DRESS WARM!!! The patrols will develop plans for tenting, food and cooking all meals during this campout. Hiking boots are the appropriate footwear, sneakers do not hold up to wet weather.

Adult Coverage: We need several adults on this trip. Please don't assume that someone else will volunteer. We will let you know if you are NOT needed!

***Questions? – contact A. Leader at 781-555-1234 or
email aleader@email.com***

Please turn in your forms by 3/9/2006!

Troop 119 Medical Waiver & Permission Slip – <trip name and date>

** Please complete ALL information below **

_____ has my permission to participate on the
<trip name>.

I give permission to the leaders of Troop 119 to render First Aid to the above named person, should the need arise. In the event of an emergency, I also give permission to the physician, selected by the adult leader in charge, to hospitalize, secure proper anesthesia, order injection, or secure other medical treatment, as needed. I further agree to hold the above named unit and its leaders blameless for any accidents that might occur during this outing, except for clear acts of negligence. I understand that there may be significant time spent outdoors with significant physical exertion during this event.

Parent or Guardian's signature

Date

| M E D I C A L | <p>Please list any allergies/dietary restrictions below:</p> <p>_____</p> <p>_____</p> <p>All medications, except for epipens and inhalers, must be surrendered to the Scoutmaster or designated leader upon drop-off. Please list any medications, including epipens and inhalers that your son might take or use during the event:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Medication</th> <th style="text-align: left; border-bottom: 1px solid black;">Time of day taken</th> <th style="text-align: left; border-bottom: 1px solid black;">Amount</th> </tr> </thead> <tbody> <tr> <td style="border-bottom: 1px solid black;"> </td> <td style="border-bottom: 1px solid black;"> </td> <td style="border-bottom: 1px solid black;"> </td> </tr> <tr> <td style="border-bottom: 1px solid black;"> </td> <td style="border-bottom: 1px solid black;"> </td> <td style="border-bottom: 1px solid black;"> </td> </tr> </tbody> </table> | Medication | Time of day taken | Amount | | | | | | |
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| C O N T A C T | <p>During the event, I can be contacted at (please list all numbers):</p> <p>_____</p> <p>_____</p> <p>If I can not be contacted, please contact (name and numbers):</p> <p>_____</p> <p>_____</p> |
|---------------------------------|--|

| | |
|---|--|
| V O L U N T E E R | <p>Name: _____ Cell Phone: _____</p> <p>Comments:</p> <p>_____</p> <p>I am willing to chaperone. ____ I can drive on Saturday. ____ I can drive on Sunday. ____</p> <p>Besides myself, I can carry ____ scouts and ____ packs. (Remember that older scouts can sit in the front seat.)</p> |
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|------------------|-----------------|--------|---------|
| C O S T | | Scout: | \$15.00 |
| | | Adult: | \$.00 |
| | Total Enclosed: | | |