

Weekend Outing Planning Guide

Campmaster _____ Adult Advisor _____

As Campmaster, you are responsible for the following:

Location: _____

- Confirm that the location has been reserved
- Print out maps and information for nearest emergency services and take them with you

Paperwork

- Distribute permission slips
- Collect permission slips beforehand
- Ensure that current medical forms are available beforehand

Planned Activities

- Prepare and distribute a list of planned activities (must conform with Guide to Safe Scouting)
- What early rank requirements will be met?
- What merit badge requirements will be met?
- Who is responsible for carrying out the planned activities?
- Specially trained adults who will be present (challenge course, rappelling, BSA Lifeguard, etc.)

Religious Services (Get information from Chaplain's Aide)

- Where will we go for religious services _____
- Who will print out maps _____
- What time are the services _____
- Who will call to confirm time and let them know a group is coming _____
- Ensure you have enough drivers to get everyone to and from services

Tour Plan (with help from an adult)

- Complete tour plan and turn it in to council if necessary. Go to <http://www.scouting.org> and search for "tour plan" for the form. **You must turn it in to council 21 days beforehand if it is required.**
- Ensure that all activity leaders have a copy of the approved tour plan

When do I need to complete a tour plan?

Times when a tour plan must be submitted for council review include:

- Trips of 500 miles or more
- Trips outside of council borders not to a council-owned property
- Trips to any national high-adventure base, national Scout jamboree, National Order of the Arrow Conference, or regionally sponsored event
- When conducting the following activities outside of council or district events:
 - Aquatics activities (swimming, boating, floating, scuba, etc.)
 - Climbing and rappelling
 - Orientation flights (process flying plan)
 - Shooting sports
 - Any activities involving motorized vehicles as part of the program (snowmobiles, boating, etc.)
- At a council's request (contact your local council for additional guidelines or regulations concerning tour plans)