



# Troop 116

## T- Program Planning

### for Day Outings / Single-Day Trips

Prior to T-5, the PLC should have determined:

- Outing date, location, and travel plans
- Outing schedule
- Special activities and equipment needed for the outing
- Junior Leader responsibilities

Outing Event: \_\_\_\_\_ Event Date: \_\_\_\_\_

**T-5** Date: \_\_\_\_\_

- Patrol Leaders hand out event flyers and permission slips and get a straw count.
- Patrol Leaders discuss food needs. (Optional - Assign Grubmasters and Assistant Grubmasters.)
- \_\_\_\_\_
- \_\_\_\_\_

**T-4** Date: \_\_\_\_\_

- (PLC assigns SPL and PL's in charge of outing, SM/ASM's identify the tour leader.)
- Scouts return permission slips and trip fees to their Patrol Leaders.
- (Optional - Grubmasters presents menus, make necessary changes, and get SPL/ASM approvals.)
- \_\_\_\_\_
- \_\_\_\_\_

**T-3** Date: \_\_\_\_\_

- Patrol Leaders remind everyone of food needs.
- (Optional - Grubmasters assign duty roster responsibilities within their patrols.)
- Patrols discuss gear needs, assign Scouts to check out Troop gear if required.
- \_\_\_\_\_
- \_\_\_\_\_

**T-2** Date: \_\_\_\_\_

- Patrol Leaders remind Scouts of personal gear that is required.
- \_\_\_\_\_
- \_\_\_\_\_

**T-1** Date: \_\_\_\_\_

- Patrol Quartermasters check out Troop gear as required.
- (Optional - Grubmasters check out necessary cooking gear.)
- \_\_\_\_\_
- \_\_\_\_\_

**T+1** Date: \_\_\_\_\_

- Patrols and Grubmasters check in gear and inventory sheets.
- Patrols complete event evaluation.
- \_\_\_\_\_
- \_\_\_\_\_