



Troop 116

T- Program Planning for Day Outings / Single-Day Trips

T-8+ Date: _____
Congratulations! You are the event chair for: _____

Your advisor for this event is: _____

- Discuss your outing plan with your advisor.**
- Start writing your outing plan.**

T-7 Date: _____
 Present your written outing plan to the PLC.
 Ask the PLC to approve or modify your outing plan.

T-6 Date: _____
 Attend the PLC meeting and work out any final outing details with the PLC.
 Start work on the outing flyer.

T-5 Date: _____
 Hand out event flyer to the troop. Explain what you have planned.
 Start work on the outing schedule (if you don't have one already).
 Patrols hand out event flyers and permission slips and get a straw count.
 Patrols discuss food needs. (Optional - Assign Grubmasters and Assistant Grubmasters.)

T-4 Date: _____
 Attend PLC meeting and present schedule.
 Scouts return permission slips and trip fees to their Patrol Leaders.
 (Optional - Grubmasters presents menus, make necessary changes, and get ASM approvals.)

T-3 Date: _____
 Work on packing list.
 Patrols remind everyone of food needs. (Optional - Grubmasters present food cost.)
 (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: _____
 Distribute the packing list to the troop.
 Patrols remind Scouts of personal gear that is required.
 (Optional - Scouts return food money to their Patrol Leaders.)

T-1 Date: _____
 Patrols check out Troop gear as required.
 (Optional - Grubmasters check out necessary cooking gear.)

T+1 Date: _____
 Attend PLC meeting, discuss event, help record recommendations for next time.
 Patrols and Grubmasters check in gear and inventory sheets.
 Patrols complete event evaluation.