



Senior Patrol Leader

Campout Planning Packet

Location: _____

_____ **Depart For Camp** _____

Depart from: _____

Date: _____ Time: _____

Arrive at camp: Date: _____ Time: _____

_____ **Depart for Home** _____

Depart Date: _____ Time: _____

Arrive at: _____

Date: _____ Time: _____

Campout Readiness Timeline

More than 4 weeks before camp

- Has the date been set
- Identifier the method of transportation, who is driving, who is hauling the trailer if needed.
- Have reservations been made
- Begin Troop/Patrol camp program plans
- At least 2 registered adult leaders (scoutmaster/assistant scoutmaster) going to camp
- Put out the sign up sheet.

4 weeks before camp

- Make sure the Troop plans have not changed.
- Finalize transportation.
- What is the cost for the camp including food. Deadline for cost is 2 weeks before camp. Make sure the Patrol Leaders know about it.
- Put out the sign up sheet (if not already done). The deadline to sign up is 3 weeks before.
- Meet with the PLC about what equipment will needed (Patrol and Troop).
 - Is this base camp or backpacking?
 - What Troop/Patrol equipment will you need (ropes, tents, etc)
 - Does the Troop/Patrol have the equipment it needs? If not, where can you get it?
 - What might the weather be like? Will everyone be ready?
- Call anyone not at the Troop meeting and make sure they know next week is signup deadline and what the costs are going to be.
- Patrols should be working on their campfire skits and/or songs.

3 weeks before camp

- Make sure everyone that plans on attending has signed up. No signups after this week. It is Ok to signup an absence Scout if they have instructed someone to do so.
- Make sure the Troop knows to bring in their money next week.
- Remind the Troop about any other money that may be due for the trip.
- Review equipment needs again.
 - Did any problems that you noted last week get solved?
 - Does everyone have the equipment they need? If not, where can they get it?
- If you have time, start meal planning.
- Patrols should be working on their campfire skits and/or songs.
- Request copies of the health form for all signed up.
- Pass out permission slips (if not already done) due 1 week before camp.

2 weeks before camp

- Collect the money due for the camp and give it to the SPL or the Troop Treasurer.
- Finish your meal planning.
- Have the Patrols made plans to get the equipment they need?
- Fill out the Patrol Duty Roster.
- Do a final safety check.
 - Is everyone going to be ready?
 - Do some Scouts need a shakedown before the camp? If so, those Scouts need to come to the next meeting prepared for the shakedown or they will not be allowed to go to camp.
 - Do you have everything you need?
- Patrols should be working on their campfire skits and/or songs. Receive ideas from the Patrol Leaders for the campfire planning worksheet.
- Finalize camp program planning. Make sure the Patrol Leaders know what rolls their Patrols have.
- Make sure the Patrol Leaders have turned in their Patrol roster forms to the Scribe
- Begin filling out the Troop duty roster. Determine who is on the trailer loading/unloading crew.

1 week before camp

- Check to make sure the Patrol Grubmaster is ready.
- Check to make sure the Patrol Quartermaster is ready.
 - Distribute tents and other equipment if necessary.
- Check to make sure everyone has paid.
- Do a final safety check.
 - Is everyone going to be ready?
 - Do the needed a shakedown(s) if necessary.
 - Do you have everything you need?
- Make sure you have the US/Troop flags.
- Review the trip with the Troop.
 - What times are you meeting/leaving?
 - What time will you be home?
 - Do you need any pocket money for trip there, back or while there?
- Complete the Campfire Planning worksheet.
- Complete the Troop duty roster. Reminder to the trailer loading crew.

The day of camp

- Make sure you have US/Troop flags.
- Make sure you have the Troop Duty Roster.
- Make sure you have the health forms
- Make sure you have the camp program plan
- Make sure you have the campfire plan
- Do a final safety check.
 - Is everyone prepared?
 - Do the Patrols have everything they need?



TROOP 169

TROOP ROSTER

If an adult is driving, write and circle the number of seat belts in the vehicle. Circle the adult pulling the trailer.

Camp Site _____

Unit Leader _____

Phone Number _____

Assistant Leader _____

Phone Number _____

----- Scouts -----

1) _____

16) _____

2) _____

17) _____

3) _____

18) _____

4) _____

19) _____

5) _____

20) _____

6) _____

21) _____

7) _____

22) _____

8) _____

23) _____

9) _____

24) _____

10) _____

25) _____

11) _____

26) _____

12) _____

27) _____

13) _____

28) _____

14) _____

29) _____

15) _____

30) _____

----- Other Adults -----

1) _____

5) _____

2) _____

6) _____

3) _____

7) _____

4) _____

8) _____



TROOP 169

TROOP DUTY ROSTER

Names can be individuals or a complete Patrol

FRIDAY	NAME	NAME	NAME	NAME
Load Trailer				
Unload Trailer				
Axe Yard				
Campfire				

SATURDAY	<i>Program Name:</i>			
Color Guard-AM				
Prg Setup				
Prg Lead				
Prg Teardown				
Campfire (AM)				
Campfire (PM)				
Color Guard-PM				

SUNDAY				
Load Trailer				
Unload Trailer				
Campfire				
Police Grounds				
Axe Yard				

Other Duties

TASK	NAME	NAME	NAME
1. Latrine			
2.			
3.			
4.			
5.			
6.			

Description of Duties:

- Load Trailer: Responsible for loading gear in the trailer
- Unload trailer: Responsible for unloading the trailer
- Axe Yard: Responsible for setup/teardown of the Axe Yard
- Campfire: Responsible for gathering/preparing firewood, filling/emptying the fire buckets, lighting/maintaining and extinguishing the campfire
- Prg Setup: Responsible for program equipment setup
- Prg Lead: Responsible for running/assist with running the program
- Prg Teardown: Responsible for teardown of the program equipment
- Police Grounds: Responsible for check the campsite, Leave No Trace
- Color Guard: Responsible for raising/lowering the US and Troop flags



TROOP 169

TROOP PROGRAM PLAN

Friday	Time	Item	Notes
		Depart from _____	
		Arrive at camp. Set up camp. Use Troop duty roster	
	8:30PM	Fun activity or cracker barrel	
	10:00PM	Quiet time	
	11:00PM	Light out	

Saturday	Time	Item	Notes
	6:30AM	Cook and campfire crews up	
	7:00AM	Revile	
	8:00 AM	Breakfast and cleanup. Eat as Patrols	
	9:00AM	Flag raising	
	9:30 AM	Morning activities A: B: C: D:	
	11:30 AM	Cook and campfire crews prepare for lunch	
	12:00 PM	Lunch and cleanup. Eat as Patrols	
	1:00 PM	Patrol Meetings	
	1:30 PM	Afternoon activities A: B: C: D:	
	5:30 PM	Cook and campfire crew prepare for dinner	
	5:55 PM	Flag lowering	
	6:00 PM	Dinner and cleanup. Eat as Patrols	
	7:00 PM	Free time	
	8:30 PM	Campfire crew prepares fire	
	9:00 PM	Campfire program	
	10:00 PM	Quite time	
	11:00 PM	Light out	

Sunday	Time	Item	Notes
	6:30 AM	Cook and campfire crews up	
	7:00 AM	Revile. Pack personal gear	
	8:00 AM	Breakfast and cleanup. Eat as Patrols	
	9:00 AM	Vespers	
	9:30 AM	Teardown camp. User Troop duty roster	
	11:00 AM	Depart from camp	
		Arrive at _____	
		Unload the trailer	



TROOP 169

DATE: _____

CAMPOUT: _____

PATROL CAMPSITE INSPECTIONS

Campsite inspection should be done at least per Patrol once for a weekend camp

Patrol 1: _____ Patrol 2: _____

Patrol 3: _____ Patrol 4: _____

Patrol 5: _____

	Points Possible	Patrol Points Earned				
		1	2	3	4	5
CAMPSITE						
• Site selection	20					
• Best possible camp arrangement	25					
• Fire bucket by each tent	10					
• Patrol area (Clean = 5, Neat = 5, Safe = 5)	15					
• Camp gadgets (5 points for each correct lashing, 3 max)	15					
• Boundary and gate	15					
Total	100					
PATROL EQUIPMENT						
• Duty roster	5					
• Patrol flag	5					
• Cooking utensils & equipment clean	15					
• Dishwashing equipment clean & dry	15					
• Patrol Yell	25					
Total	65					
SANITATION						
• Water bottles with lids on	10					
• Food stored properly & protected	20					
• Garbage container available and in use	10					
Total	40					
PERSONAL EQUIPMENT						
• Dry sleeping area for each Scout	15					
• Sleeping bags neat and tidy	15					
• Clothes and gear stowed in packs	15					
Total	45					
GRAND TOTAL		250				



TROOP 169

CAMPFIRE PROGRAM

Place _____	Campers notified: _____	Area set up by _____
Date _____	Campfire planning meeting _____	_____
Time _____	M.C. _____	Campfire built by _____
Camp Director's approval: _____	Song leader _____	Fire put out by _____
_____	Cheerleader _____	Cleanup by _____

Spot	Title of Skit, Song or Story	By _____	Time
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			

