

# Event Planning Checklist REV 1-05

**Is a Local or National Tour Permit required?** *See instructions*

**Can this event be tied to a Merit Badge?** *If so, coordinate with Merit Badge Chairman.*

**Estimate cost of event:** *Cost may include: Food, typically \$3.00 per meal per person, Camping fees, Admission fees, if long trip, two hours or more factor in the cost of fuel for drivers transporting scouts and or Troop gear. Also consider any specific gear needed for a successful event, like Staves that the scouts will keep, prizes to be given to scouts, patches/pins that may be awarded to scouts. Any expense above the amount of payments received will be considered. Scoutmaster approval is required **One** person only should be in charge of purchasing food. All receipts should be kept and turned in for reimbursement via a Troop check for total expenditures. I.E. no credit of receipts going toward payments of any kind. Required for auditing purposes.*

**Who Pays:** *All Scouts, siblings, guests, and adults. **Exceptions;** For scouting orientated events. Adult Leaders supporting the event whose main expense is food.*

**Reservations:** *Make reservations as early as possible. Do not pay any non-refundable Deposits with out firm commitments and preferably at least partial payments from participants.*

**Itinerary:** *Plan a daily time specific itinerary. Considering meal preparation, travel times, rest stops.*

**Safety:** *Must have a least one Youth Protection trained adult on every trip. Training available on-line at [WWW.BSA-selacouncil.org](http://WWW.BSA-selacouncil.org). Any water activities require Safe Swim or Safety Afloat Trained, CPR trained or BSA/Red Cross trained lifeguard. Also must have copy of each persons Health forms in hand. A head count must be taken prior to departure and before EVERY departure during the trip!*

**Sign up Sheet:** *Should include Dates/Times/Costs. Specify youth/adult. Check box for Drivers with number of seatbelts in car. As well as a PAID box. {See example} All fees should be paid in full prior to departure.*

**Before trip:** *Submit a detailed Itinerary to the Scoutmaster. Should include dates, times, activities, total costs expected and fees collected, contacts with phone numbers, a copy of the approved tour permit.*

**After trip:** *Provide to Advancement Chairman a list of participants, number of nights camped out, miles hiked or service hours rendered. Remind participants to review any advancement requirements achieved with their Patrol Leader. If event is tied to a Merit Badge, follow up with any requirements needing to be completed.*

**Close out the account:** *Turn in any residual receipts for payment or return any cash balance to the treasury. Slight under or over expenditures are expected.*