

Protocol for Coordination of Outing Program for Boy Scout Troop 507

Goal: In the spring the Scoutmaster works with the Patrol Leader's Council (Scouts) and Troop Committee (Parents) to develop a trip calendar, for the next calendar year, at which time Individual Trip Coordinators (ITCs) will be solicited. The "ITC" will take full responsibility for an outing as to reservations/permissions, flyer, permission slips, payments, outing roster, chaperones, transportation, tour permit, and leader information.

1. **Reservations/Permissions-** Use past information or conduct research to make a reservation. Reservation would be for any activity and accommodation. Transportation reservation might also be necessary (i.e. Martha's Vineyard ferry and truck rental). Deposits and reservations often must be made MONTHS in advance to secure cabins, line up activities, ferry slots and truck/van rentals for June and summer trips for example.

2. **The cost of the trip-** The ITC must consult with the Scoutmaster, Committee Chair and Treasurer before setting the per person price for the trip. Several factors may affect the price, including but not limited to: reservation costs, troop funds available, current budget guidelines as to meal costs, number of scouts and trained leaders attending, and future outing plans for the year. The per person price must be agreed before the flyer is distributed.

3. **Flyer-** The flyer provides the complete information about the trip including time schedule, activities, accommodation, cost, payment deadline, permission slip (can be obtained from scoutbook.com). In some cases, liability waivers required by activity providers (i.e. rock climbing, white water rafting, etc.) may be additional. Troop permission slips include a request for chaperones and transportation. The flyers should also include information about where scouts can send the payment and permission slip if they are unable to attend the scout meeting, usually the home address of the ITC. In many cases the flyer for the same trip, taken in a previous year, is available for use as a starting point. The ITC should distribute the flyer about three week prior to the event, on with a return date on a Monday two weeks prior to the trip, so headcount and transportation can be worked on, by the Patrols and the ITC.

4. **Permission Slips/Payments-** On the night that the permission slips are due, the ITC goes to the Monday Troop meeting to collect all the necessary documentation. The ITC should use scoutbook.com to record those that have RSVP'ed, if not done so by the participants themselves.

5. **Outing roster-** Using the collected documentation, the ITC prepares a roster of scouts, chaperones and transportation providers to submit to the Scoutmaster. It is a good send one last reminder to those not in attendance at the Monday meeting, two weeks out, to see if they are planning to go. The Monday before the trip should be the cutoff date!
6. **Chaperones/ Transportation-** Make sure that there are enough chaperones, cars and drivers for the trip (assume 4 people per car) .
7. **Tour Permit** – In order for ITC to fill out tour permit application online. The ITC will provide the purpose of the trip, trip destination, mileage roundtrip, dates (beginning and ending), total days, method of travel and number of adults (male and female) and boy scouts attending; two adult leaders must be identified for the application to be complete. If there is swimming, boating, climbing, shooting sports, flying or wilderness/backcountry the ITC needs to know who has the appropriate certifications. The leader certification and parent vehicles is usually available, but check with the Scoutmaster for assistance in this.
8. **Leader information-** One week in advance the ITC will provide leaders with information about the trip via email. Leader information will include the roster, emergency phone numbers [911, local fire/police/hospitals, Chris Rogers' cell phone (781-724-9565)], schedule/timing information, description of activities, food plans (including any food or money that the scout needs to bring individually), accommodations, directions, and a packing list, if this is an out of the ordinary trip. Seasonal packing lists are available in the Scout handbook.
9. **Emergency Contact Information-** ITO is responsible for contacting the Registrar, Dennis Munsie (dmunsie@gmail.com) to provide a trip roster including all scouts and chaperones. Registrar will provide copies of emergency contact list for each adult chaperone at trip departure.
10. **Patrol Leaders** are responsible for the food planning for each trip, **regardless of their intended participation on the trip**, which should be rare and on occasion.
11. The **Registrar** will provide a troop roster to the ITC and the ITC will provide a trip roster to the Registrar, Scoutmaster, Committee Chair, and Tour Permit Coordinator.
12. ITC needs to coordinate with the **Treasurer** for all payments, reimbursements and revenues. (Matthew McPhee or mail receipts to 28 Crescent Circle, Winchester, MA 01890) as well as the pricing of the trip.