

Troop 73
Trip Planning & Organization

NO LATER THAN 8 Weeks Prior to the Trip:

- Adult Trip Leader Identified
- Scout Trip Leader Identified
- Trip information (location, times, meet location, cost, etc.) submitted to Outdoor Chair
- Cost shared with Secretary
- Givebutter event created and link supplied to Outdoor Chair; Google Form for trip form created by Outdoor Chair
- Link sent to Scoutmaster for Troop emails
- Link sent to Webmaster to be added to Troop calendar
- Trip promoted
 - Weekly Email
 - Troop Announcements

3 Meetings Prior to the Trip

Troop Secretary converts information from Google Form for trip into a spreadsheet
Spreadsheet is distributed by email to adult trip leader, Scout trip leader, Scoutmaster, Outdoor Chair, and Health & Safety Chair

2 Meetings Prior to the Trip

- Google Form for trip will be closed at 6:00 pm, before the meeting
 - Fully signed up for the trip means:
 - Google Form for trip completed and submitted
 - Fees paid – Via Givebutter online, check submitted to Secretary, Check, or Scout Account request submitted to Secretary. Scout Account funds will be verified PRIOR to the trip.
 - The adult trip leader will review the information. Changes can be made to the trip roster generated by the Troop Secretary at the discretion of the adult trip leader

Patrol Planning at this meeting based on Trip roster

- Food & Cooking
- Gear required – Gear lists given to the Quartermasters at the end of the meeting
- Any special needs

Adult Planning at this meeting based on Trip roster

- Driving & Cars
- Food & Cooking
- Gear & Equipment required - Gear lists given to the Quartermasters at the end of the meeting
- Any special needs

If you cancel out after fully registering or are a no-show on a trip, all trip fees will be forfeited and NOT returned.

1 Meeting Prior to the Trip

- All gear pulled and taken home
- Health forms will be given to adult trip leader

1 Meeting After the Trip

- All gear returned clean & dry
 - Any gear not returned clean and dry will be given back to the scout who brought it to address
- All receipts turned into **adult trip leader** for food and equipment. Receipts NOT submitted to the adult trip leader by this time WILL NOT be reimbursed.
- Health forms returned to Health & Safety Chair

2 Meetings After the Trip

- The Adult Trip Leader submits the Trip Report to the Secretary, including all receipts and reimbursement request forms.
- Once all paperwork is confirmed received, the Secretary processes financial forms to the Treasurer and processes the Trip Report to the Advancement Chair.

The Treasurer will process the fees and expenses of the trip. Remaining funds from the trip, if any, may be used to reimburse drivers for their expenses. Driver reimbursements will be credited to the driver's Scout Account.