



TROOP 794

ADULT IN CHARGE

GUIDE

Helpful instructions to plan and execute outstanding outdoor activities in accordance with the policies of the Boy Scouts of America and Troop 794.

TROOP 794 ADULT-IN-CHARGE (AIC) GUIDE

Introduction

Congratulations! You have taken a significant step of faith by volunteering to lead a troop outing. Whether or not this is your first time as an Adult-In-Charge (AIC) or the tenth time, there are key items that you need to know. This guide is intended to help you succeed as an AIC. However, it is only a guide to get you started. Seek the counsel of the Outdoor Program Coordinator, the Scoutmaster and other AICs as well. The *Guide to Safe Scouting* is a mandatory review item.

The first step is to prepare a binder or folder to plan and manage the outing. This guide includes samples of the forms that you will need. Make copies of these forms so that if you lose or ruin one, you will still have the original to copy. You should also find another adult to be your assistant AIC. This volunteer can help you with planning and administrative support. This also ensures that if you are sent out of town on business at the last minute, another adult in the troop is ready to step in and lead the outing. An outing should never be cancelled due to a lack of adult leadership. If you are not sure who to ask, seek the counsel of the Troop Outdoor Program Coordinator or the Scoutmaster.

You will also need to select a Scout-In-Charge (SIC) to lead several aspects of the outing. Although it often appears easier to select your own son, you must determine if he possesses the maturity and leadership skills to lead the group. The size of troop outings varies from around twenty scouts and adults attending to over 80. The amount of experience and effort to organize the group makes each outing and choice for SIC unique. If in doubt, the Senior Patrol Leader (SPL), if going on the outing, is often the best choice to lead the outing. If the SPL is not going, then an Assistant Senior Patrol Leader (ASPL) would be the next choice. If not one of them, then choose one of the other senior scouts in leadership that is attending.

Key Topics:

- A. **Planning**
- B. **Event Preparation**
- C. **Event Execution**
- D. **Event Wrap-up**

Appendix A: **Step By Step AIC Organizer**

Appendix B: Sample **Duty Roster**

Appendix C: Sample **Gear Lists** (Camping and Winter Camping)

Appendix D: BSA Consent Form

Appendix E: Tour and Activity Plan With Guide To Tour Planning Principles

Appendix F: Income and Expense Spreadsheet (Example)

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A. Planning

The importance of thorough planning cannot be emphasized enough. Planning includes the details of where the outing will be held, directions there, rosters of participants, budgets, cooks, duty rosters and a schedule of activities to name a few. The planning must also include some options if the weather is not what is forecast, which would never happen in Colorado of course. Thorough planning leads to a greater likelihood of a successful outing. The earlier you communicate the information about the outing, the greater the number of participants and enjoyment. Once in place, stick to your plan; don't let those who want join at the last minute force you to change things just to accommodate them. Put out the information on the outing six weeks before the outing and let everyone know up front what the parameters (i.e., rules) are in some public forum. In the case of Scouts, use a handout and the web page. Make a cut-off date known at the outset. The cutoff should be two meetings (about 8 days) prior to ensure that cooks have a menu and budget for their patrol. Be flexible on a case-by-case basis if it works as a win-win.

Plan Components:

What:	Set one or more objectives so that if something causes a change you can still plan to the objectives. Are specific rank requirements, a merit badge or a hike to be completed on this outing?
When:	Get it on the calendar and the web page. De-conflict with other known events at the annual planning meeting.
Where:	Pick a place that meets the objective well in advance. If there is risk that the location will not be available, pick a back-up location.
How Many:	If you must have reservations or if you are backpacking, there are limits as to how many can go.
Reservations:	Make them months in advance for the date selected at the annual planning meeting. Make sure you understand the cost per person per day and add it to meals and transportation. Assign this to another person to do if you want.
Resources:	For the activities that the SIC and you have planned (including eating and camping), what resources are necessary? Is there potable water at the destination? Do you need a trailer? What troop resources are needed?
Scout-In-Charge:	The SIC will take the sign-ups at meetings with the AIC. Ideally, each patrol will have enough (4-5) scouts attending to cook and eat as a unit. Avoid intermixing patrols as much as possible. Cooking together helps reinforce the patrol method. The SIC will assign scouts from the New Scouts Patrol to the other regular patrols during outings to provide them an opportunity to cook or assist in meal

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- preparation. Cooking or assisting teaches the new scouts new skills and fulfills requirements for Tenderfoot, Second Class and First Class.
- Adults: Every adult (18 years old and older) must have a current Youth Protection Training (YPT) certificate on file with the Troop Administrator. Plan your meals as a separate patrol(s), check your patrol box, and perhaps divide up the meal responsibilities. Have the adults buddy up for activities so there are always two adults supervising.
- Equipment list: Use one of the included samples or reference one on the troop website. Hand it to them as a checklist to pack by. Ask them to bring the initialed checklist with them. Make sure that they understand that they only check it off if they (**not** mom or dad) have packed the item. Don't wait until school is out the day of the trip to pack. Do the same at the patrol level and at the troop level so the scouts know what resources are provided versus those that they must bring. Mess kits and utensils are common items that are overlooked but are needed.
- Transportation: For the total number of people, how many adults will need to drive for the number of people expected to go? Ideally, have at least one back-up driver going with a vehicle and one that is not driving.
- Buddy System: Scouts need to plan to stay with their buddy for tenting and activities. They stick together for the entire event. That includes transportation, tenting, patrol activities, and trips to the bathroom.
- Money: Wish that camping cost nothing, but no such luck. A Scout is Thrifty and you need to carefully look at the potential costs. What are transportation, food, reservation, activity, and on the road food costs? Spell it out so that everyone knows the cost as early as possible. Either bring dinner or buy it. Is there even a way to buy dinner? If you are driving to a destination on some mountain road there may not be a fast food place. The internet is a wonderful resource to check this.
- Communication: The AIC sets the tone from the first time that the outing is announced until everyone safely returns. Let everyone know your expectations. The AIC should hand out a list of drivers and cell phone numbers along with directions before leaving. Know what time people are planning on leaving. Staggered starts are fine as long as the scouts and AIC all communicate. If going to state or federal property, provide the ranger phone number as well. Do not count on cell phone coverage. It is not always available.

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B. Event Preparation

“Fail to plan, plan to fail.” The planning must begin far enough in advance to ensure that all the parts are completed on time. Unfortunately, the scouts just want to show up and go. They have a difficult time even packing. Provide some facilitators to make the event fit together. Backpacking with one ill-prepared scout can make unhappy campers out of the entire group.

1. **Start planning early.** Reservations often need to be made months in advance. Waiting to make reservations often results in changing outing dates. Date changes result in people being unable to attend because of other commitments. Many times we wait until 4 weeks beforehand and find problems in getting it all together. Plan the outing for what needs to appear on the web site:
 - a. Where are we going;
 - b. What are we going to do;
 - c. When will we leave;
 - d. Where will we leave from;
 - e. When will we return and where;
 - f. Any special items that they may need (gear list helps); and
 - g. How much it will cost.
2. **Scout In Charge.** The Scout In Charge (SIC) needs to be carefully selected with the advice of the Scoutmaster and the Senior Patrol Leader (SPL). Although it is often the case that the son of the AIC is chosen, this is not always the best choice. Outings are the best laboratory for leadership experience. As AIC, this is your opportunity to mentor a scout throughout the process. The outing location, number of participants going, the planned activities and the time of year are all factors in the decision. The SPL is always a good choice, or one of the Assistant Senior Patrol Leaders. If they are not attending the outing, then another senior scout would be the next choice. The SIC is responsible for promoting the outing, assigning patrol leaders and patrol cooks, reviewing menus and duty rosters, preparing the outing schedule, and other duties. How well that you work with him will be a major contributing factor to how well the outing goes.
3. **Patrols.** Outings are a great opportunity for patrol leaders to demonstrate their leadership. The SIC will assign the current patrol leader, if going, or the next senior scout in the patrol, the responsibility to recruit the cook (or cooks), review the menus, create a duty roster, etc. The menus and duty roster will be reviewed by the SIC and the AIC to make sure that any known food allergies are accommodated by the cook, and the duty assignments are equitable. Duty rosters should be reviewed and approved by the SIC the meeting before the outing *at the latest*. Scouts need to have tent buddies. A fellow scout is preferable to sleeping with Dad or Mom.
4. **Adults.** Remind adults that they must set a good example. Unfortunately, we must remind them about required training, fire restrictions, no alcohol,

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no firearms or fireworks of any kind, knives limitations such as blade length and no sheath knives. Smokers need to adhere to the BSA policies regarding the discrete use of tobacco products. The adults do not know unless we tell them. You will need to set up adult patrols and get volunteers to buy food and cook meals. Make sure the adults know the amount of money budgeted for each meal. If the patrol agrees to spend more on a particular meal, then each member kicks in the extra money to cover it. Every adult **must** have a current YPT certificate.

5. **BSA Tour Plan.** The Tour and Activity Plan is submitted online at www.scouting.org. You must be a registered user to access the troop information already on the site. The tour plan is supposed to be submitted 30 days in advance. Generally, you want to submit it no later than a week in advance. You can submit it a couple of weeks out and still make changes. Work with the Outdoor Program Coordinator to complete the Tour Plan. Without a Tour Plan, the BSA insurance is void.
6. **Equipment list.** Equipment lists are on the troop website under the "Resources" tab. Conduct an equipment check for all new scouts for several outings at the meeting before departure. The checks should be done by the SIC and other senior scouts. For winter campouts, gear checks for all scouts **and** adults are mandatory. Winter can be any month from October to May in Colorado. Check the forecast for the weekend on the Thursday before the outing. Adjust equipment needs as necessary. The scout or adult that is ill-prepared becomes a liability for the whole group. **No electronics allowed at the campsite.** As technology is running our lives, it is more important to say no to cell phones, iPods, MP3 players, DS2s, etc. and no exceptions. If you see it, you take it and return it when we get home. Give it back to their parents, not the scout.

Additional Gear Requirements:

- a. **Sleeping Pads.** High density foam (Therma-Rest for example) self-inflating sleeping pads are strongly recommended over air mattresses. The air in the mattress will become as cold as the ground temperature. The lack of an insulating barrier can lead to hypothermia. This information needs to be conveyed as part of the winter camping training.
- b. **Ten Essentials.** This has to be part of the gear check. Do not assume that they know what they are. Rain gear is the most often forgotten item. A rain jacket and rain pants are preferable to a poncho. Besides keeping a scout dry, the jacket and pants combination works well at stopping the wind and snow and will help keep scouts warmer when it is cold.
- c. **Boots.** For foot and ankle protection, boots are the best footwear. Rain or snow and tennis shoes lead to hypothermia and the troop comes home. No open toed sandals or plan to spend time removing splinters or cactus needles.
- d. **Tents.** A 3-person three season tent with a full rainfly that goes to the ground is the best tent for a scout's time in the troop. There is enough

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room for two scouts and their gear inside the tent. This reinforces the buddy system. The tent is light enough for backpacking trips. The tent can also be used in winter with some forethought. Large 4, 6 or 8-man tents are a liability. The scouts, particularly the older scouts, think it is fun to hang out in the bigger tents. Adults like them because they are taller to change in. Tents with a partial rainfly are great in the heat of summer but worthless in a typical Colorado rainstorm. If the weather is anything but perfect, the inside gets wet in rain and is harder to get warm in colder weather because of the larger volume of air. The large tents have a large sail area and will snap poles in a strong wind or take off like a full parachute. They also do not help with the smaller footprint recommended by the Outdoor Ethics principles.

7. **Transportation.** Prepare a roster with names and contact phone numbers. Adults will need to plan to drive. Have at least one backup driver going with a vehicle and an extra seat in vehicles. If a vehicle breaks down or a driver gets ill or injured, you can still get everyone home. Look up directions online and provide each driver a copy. Everyone goes the same way. IF someone is going to deviate, they **MUST** tell the AIC before they leave. Also, if someone is coming later than the group, make sure that they have your cell number and that you have theirs. You want to be able to reach them if they are significantly later than anticipated.
 - a. No person may drive unless they are at least 21 years old.
 - b. No person may drive unless they have **current Youth Protection Training** – even if they only want to take their own son. They will still be on the outing. We must enforce this or you are creating liability for everyone. The troop will keep a list and provide it to the AIC.
 - c. **Obey traffic laws** – That should be obvious but some people seem to think that the rules don't apply to them. These are other people's kids – you don't have the right to be stupid.
 - d. First Aid and CPR certifications are highly recommended. Remember, the **Good Samaritan law** says you can't be sued if you stay within the limits of your training. The latest information from the American Heart Association differs from the Scout First Aid Merit Badge Handbook.
 - e. There are laws regarding caravans! Speed Limit is 55, lights must be on, and you must maintain a safe distance between vehicles. Avoid creating caravans if at all possible.
8. **Trailer.** There are consumables such as soap, paper towels, dish towels, sponges, matches, etc. In spite of us talking the talk about being prepared, are we actually? Is there enough propane, is the first aid kit ready from the last outing, the fire extinguisher charged, etc. The Quartermaster is responsible for restocking the trailer but only if someone told him about the missing or used up items from the last outing. Check the trailer yourself with the SIC and the patrol leaders two meetings before the outing.

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9. **Patrol boxes.** Patrol leaders are responsible for their own patrol box. Adults have two boxes. Only take the boxes of the patrols on the outing and no sharing of resources. Use what you brought. Advise the patrol leaders to pull the box out of the trailer to visually confirm that every item is there two meetings before the outing. This is when they discover that the stubbornly dirty fry pan is still at Johnny's house. Hard to cook without one.
10. **Money.** Plan the cost so it is fixed up front. No part-time participants who want to pay half price. If it is a possible issue, let people know that any need for scholarships must be communicated at least a month in advance as it must go through the Committee. Don't forget to account for reservations (if there are any) and transportation. A rule of thumb that works is the IRS 14¢ per mile deduction. Use Google maps to get the distance and figure 3 scouts per car. Here is a guideline for food.
 - a. Friday Dinner: bring or buy or make. Decide ahead of time and communicate that decision. Same with Sunday lunch.
 - b. Breakfast (Saturday and Sunday) \$3.00 each
 - c. Lunch (Saturday and maybe Sunday) \$4.00 each
 - d. Dinner (Saturday and maybe Friday) \$5.00 each
 - e. Cracker Barrel (Friday and Saturday night) \$2.00 each
 - f. Add carefully. That is from \$17 to \$20 or \$24
 - g. Activities cost?
 - h. Reservation cost per night?
 - i. Bring any money for meals to and from the activity?
 - j. Allow for the fact that some drivers would rather not have scouts eating in their car. Ask ahead of time. Do not assume.
11. **Food.** Proper menu planning and cooking are important skills for the scout to learn. The SIC must approve the menus submitted by the patrol leaders two meetings prior to the outing. DO NOT LET A NEW SCOUT BUY FOOD ALONE. Mom does not count. We claim to be a scout-led troop. Send three scouts to implement a menu. Plan before they go. Make a list. How many are they planning for and what is their budget? Set them up for success. They need to plan when they can go. If Mom planned the menu and bought the food, the scout will finish that outing, not fulfill the requirement and then have to repeat until they complete the First Class #4 requirement fully. Seeing cases of Pop Tarts and cold cereal and milk should be flashing red lights! The requirement states "cook" the meal, not just prepare it. The planned menu should utilize most of the budgeted amount. Buying hot dogs for dinner will not use the \$5 per person budgeted for that meal and is not nutritionally sound. Make the scouts that are cooking follow the guidelines in the Scout Handbook.
12. **Campsite Set-up.** If the campsite is large enough, follow the rule of thumb that tents should be 100 yards from the cooking area. Instilling this in the scouts early will help them out on backcountry outings later on. You or the first adult that arrives at the campsite needs to establish this as people arrive. Plan the cooking area to be near where the trailer can park so

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patrol boxes do not need to be hauled too far. Make people set up their tents as far away from the trailer that the campsite will allow. Food and cooking can attract bears and other animals. A skunk spraying a tent or scout ends the weekend for him. If they put their tent in a trough, you can advise them ahead of time of the consequences or wait until the rain runs right through it. However, for safety reasons, if they set their tent up right under a large dead branch, make them move it. A “widow-maker” flattening a tent would be bad for everyone.

13. **Fires.** Play by the rules and know whether charcoal and open fires are permitted. If you are allowed to have one, make sure that a shovel, water, and fire extinguisher are close by, not off in the trailer.
14. **Hygiene.** Keep the cooking areas clean. Failure to properly clean the pots, pans and utensils can lead to everyone in that patrol getting sick. The three or four bucket method is required. Soapy water, rinse water and sanitizing water (water with a capful of bleach in it) is the three bucket method. The fourth bucket is an additional warm water rinse after the bleach sanitizing. Make sure that the wash and rinse bucket water is changed when it gets dirty. Cleaning with dirty water isn't cleaning.
 - a. **Tooth Brush.** How gross is it that adults see no problem with their boys camping for a weekend and never bringing a tooth brush?
 - b. **Wash hands.** A study showed that bacteria were still causing major problems with people who bought hand sanitizers because they were not washing their hands first. Sanitizers do not remove the dirt. Put the responsibility on the patrol leaders.
15. **FUN.** The SIC plans the schedule for the outing, including activities that will help to fulfill requirements. The SIC should work with the Troop Guide and the Lead Instructor to find out what Tenderfoot to First Class requirements are needed and who are the most prepared scouts to teach the skills. Outings that have a purpose are much more enjoyable to the adults and scouts than ones that have a lot of “free time.” If you let the scouts come up with their own activities once you arrive, you may not like what the older scouts choose to fill the time. The SIC will lead the campfire if another scout does not step forward to lead it. Sing songs, perform skits, hike, or do a service project.
16. **Family participation.** There are only rare times that we can accommodate families on outings. It ruins the Buddy System. Toilet facilities are generally not available for families, and it is not about the younger siblings. Their turn will come later.
17. **Scouts Own Service.** As a Christian troop, this should be a given. However, the SIC often overlooks preparing in advance. He should work with the Troop Chaplain and Chaplain's Aide to help plan the service. Be prepared to be asked to give a short teaching at the last minute. Guiding the SIC to prepare for the service in advance will make it a much more enjoyable time of fellowship.

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18. **Authority.** Every adult attending has a responsibility to speak up when something is not right. No waiting for the Scoutmaster or the AIC. Act like an adult!

C. Event Execution

Plan for success and then enjoy the journey. Execution for the AIC should be more about asking people how things are going. Don't forget that you are in charge. Work with the Scout In Charge to help him stay on the schedule that is planned. Coach him to work with the patrol leaders to ensure that patrol duty rosters are posted, troop instructors are ready to lead any requirements training, and that the scouts in charge of the campfire and Scouts own service are prepared. If things are not going as planned, stop and regroup. Celebrate successes together.

If there are any discipline issues, take a second dad and the SIC and talk to the scout out of hearing of other scouts.

If there are any needs for First Aid make sure that you and at least one other dad knows about it. Even a Band Aid!

Just remind scouts about things and they will happen. Challenge the senior scouts to take responsibility and help plan for success. People tend to rise to expectations.

"Hey, Mr. Patrol leader, is it time to get your crew on dinner?" Check on the Duty Roster. Have the patrol agree. If Joe did not do his task, then what? He still gets to do it, but maybe he needs to apologize to each patrol member.

Start with roll call and end with roll call each morning and evening. Start with prayer and end with prayer.

Collect receipts before the outing if possible and at the outing at the latest. If they drag in then it gets too ugly. Buying the food for an outing can be a huge expense for a family's budget. They need to be reimbursed as soon as possible. NO ONE GIVES THEIR RECEIPT DIRECTLY TO THE TREASURER. You provide the Treasurer with one accounting of everything. Talk to the Treasurer and make sure that they accept no receipts from anyone else for the outing. Use the spreadsheet in the appendix as a guide for what is expected.

Keep tabs on things. Involve other adults. Too many dads do not volunteer so assign them tasks and then ask them how it went. Work along side of them. Some dads are worse than the kids. I have seen an adult use a griddle, wipe it with a paper towel and put it away. Hold the adults accountable just as you should a scout. If there are any injuries or accidents or discipline problems – incidents of any kind – they **must** be reported to the AIC, the Scoutmaster and a third adult of your choosing. Make sure all adults and scouts know this.

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Take roll before vehicles depart. Time is important if someone is missing. To do this the SIC and/or patrol leaders must have a roster. Keep a copy. Yours should say who is with what adult for travel.

At the end of each day have the SIC and Patrol leaders meet to recap what went right and what they need to change

At the end of the outing, the SIC makes sure each patrol packs up and cleans up with adult supervision. Then everyone does a sweep of the site. Leave No Trace!

D. Event Wrap-Up

- a. Your sweep is done, you had a devotional.
- b. Make sure everyone knows where to meet back home.
- c. Call parents on the way so they know when to be there.
- d. Update your spreadsheet about money collected/paid out/etc. Collect receipts. Any money left over you divide equitably among drivers. Pay the trailer hauler more.
- e. Hold a quick lessons learned at the next scout meeting and/or PLC meeting.
- f. Report to the Committee about any injuries or incidents.
- g. THANK YOU for doing a great job!

Enjoy the journey. Happy trails!

Yours in Scouting,

Scott Field
Scoutmaster
Troop 794

Step by Step Adult In Charge Organizer

Troop 794
Littleton, CO

Thank you for volunteering to lead an outing for Troop 794. This is a great opportunity to demonstrate organization and leadership to our scouts. Remember, you are providing leadership to the Scout in Charge (SIC). The SIC is responsible for organizing the patrols, cooks, and outing training agenda. Your responsibility is to make campground reservations, coordinate the various aspects of the outing, collect money, file a tour and activity plan, and provide the troop treasurer with an accounting of the monies one week after the outing.

Four weeks prior to an outing is the minimum planning time.

6 Meetings Prior:

1. Hand out a flyer with the basic information about the outing at the troop meeting.
2. Send the information to the Troop Web Administrator to have the information posted on the website.
3. Make reservations at the campground if not already made;

5 Meetings Prior:

1. Contact the Forest Service ranger or other campground authority to discuss potential service projects.
2. Distribute flyer with basic information about the outing and make deadlines clear;
3. Recruit a Scout In Charge (SIC). His responsibilities are:
 - a. Assign patrol leaders (current patrol leaders if attending);
 - b. Duty rosters based on patrols (supplement patrols with new scouts);
 - c. Cooks assigned—who needs cooking requirements?
 - d. Outing agenda—what requirements are needed, campfire program, Scouts own service and who is responsible;
 - e. Implement what the adult-in-charge needs done;
 - f. Follow-up with those not at the meeting.

4 Meetings Prior:

1. Distribute flyer with basic information about the outing;
2. Make announcement at meeting during circle up;
3. Make deadlines clear;
4. Ask for sign-ups of those who want to come even if not sure if they *can* come;
5. Follow-up with e-mail to troop parents;
6. Identify adult willing and able to pull troop trailer.

3 Meetings Prior:

1. Distribute flyer with basic information about the outing;
2. Make deadlines clear and ask for sign-ups;

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3. Begin building roster of Scouts and Adults (need driver's auto info, insurance info);
4. Check on Scout-In-Charge's progress completing responsibilities. Patrol leaders and cooks must be identified by the end of this meeting.
5. Announce that permission slip and money is due the following week.

2 Meetings Prior:

1. Permission slips and money are due;
2. Meet after troop meeting to get group organized;
3. Scout-In-Charge responsibilities:
 - a. Reviewed and approved menus for each patrol cook;
 - b. Reminded Patrol Leaders that duty rosters are due at the next meeting.
4. Assign adults to cook and shop for Olde Goat/Rocking Chair patrol;
5. Contact Quartermaster
 - a. Make sure patrol boxes are outfitted;
 - b. Make sure propane tanks are filled;
 - c. Stoves and lanterns in working order; and
 - d. Special needs—firewood, fire ring, charcoal for Dutch ovens.
6. Get Tour and Activity Plan submitted online with final count and driver information;
7. Provide Troop Administrator with roster to pull copies of medical forms for each scout and adult going on the outing.

1 Meeting Prior:

1. SIC collects tent buddy information for roster;
2. Provide drivers with map, final roster and departure time from Mission Hills;
3. Make sure every Scout has a seat in a vehicle;
4. Confirm trailer hauler's commitment to pull and distribute additional equipment;
5. Have you received your approved Tour Plan from National Council?
6. Let parents know approximate arrival time back at the Mission Hills parking lot;
7. Distribute water jugs to each driver to fill and transport from their home.

Day of Departure:

1. Driver to hitch up trailer or load the pickup with equipment;
2. Make sure roll call is taken so that no Scout is left behind;
3. Staggered departures are normal so each driver needs to know who his Scout riders are to and from the outing.

1 Meeting After Outing:

1. Turn in final accounting of money received and receipts for food purchased;

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2. Provide a roster for any awards earned (Fourteener Club, Polar Bear Award, other patches) to the Troop Advancement chair for the next Court of Honor;
3. Provide roster to Outdoor Program Coordinator for nights of camping record and beads.

Appendix B
Sample Patrol Duty Roster

Patrol Name Duty Roster		Fri. 3/1		Sat. 3/2		Sat. 3/2	
		Cracker Barrel		Breakfast		Lunch	
Scout 1 - PL		Provide		Cook	Clean-up	Cook	Clean-up
Scout 2							
Scout 3							
Scout 4							
Scout 5							
Scout 6							

		Sat. 3/2		Sat. 3/2		Sun. 3/3	
		Dinner		Cracker Barrel		Breakfast	
		Cook	Clean-up	Provide		Cook	Clean-up
Scout 1 - PL							
Scout 2							
Scout 3							
Scout 4							
Scout 5							
Scout 6							

Winter Camping Tips

Some tips to keep in mind when your troop takes on winter camping.

- Fail to Plan = Plan to Fail
- Always bring a bit more than what you think you'll need – water, food, clothes.
- Make sure that you have a good knowledge of the signs of frostbite and hypothermia. You should be able to recognize it in others and in yourself. Tell someone right away if you or another scout is showing signs of cold-related problems.
- Stay hydrated. It's easy to get dehydrated in the winter. Eat and drink plenty of carbs.
- Keep out of the wind if you can. A rain fly for a tent can be pitched to serve as a wind break. The wind chill factor can often be considerable and can result in effective temperatures being much lower than nominal.
- Bring extra WATER. It's easy to get dehydrated in the winter. You aren't visibly sweating, so you don't think to drink water, but since the air is so dry, you lose a LOT of water through breathing. Drink lots of water!
- Bring extra food that doesn't need to be heated or cooked. Granola bars, trail mix, etc.
- Keep a pot of hot water available for cocoa or Cup-a-Soup – these warm from the inside.
- Always eat hot meals (breakfast, lunch, & dinner.) Dutch ovens are the best – they keep the food hot longer. It doesn't need to be fancy cooking. Meals should be 1-pot meals to keep cleanup to a minimum. Don't get too fancy with the meals - it's hard to chop onions & carrots at -10°F with gloves on. Prep all meals at home in the warmth of the kitchen.
- Shelter the cooking area from wind (walls of tarps, etc.)
- Fill coffee/cook pots with water before bed. It's hard to pour frozen water, but easy to thaw it if it's already in the pot.
- Remember **C O L D**:
 - **C** Clean - dirty clothes lose their loft and get you cold.
 - **O** Overheat - never get sweaty, strip off layers to stay warm but not too hot.
 - **L** Layers - Dress in synthetic layers for easy temperature control.
 - **D** Dry - wet clothes (and sleeping bags) also lose their insulation.
- **COTTON KILLS!** Do not bring cotton. Staying dry is the key to staying warm. Air is an excellent insulator and by wearing several layers of clothes you will keep warm.
- Remember the 3 W's of layering - Wicking inside layer, Warmth middle layer(s) and Wind/Water outer layer. Wicking should be a polypropylene material as long underwear and also sock liner. Warmth layer(s) should be fleece or wool. The Wind/Water layer should be Gore-Tex or at least 60/40 nylon.
- If you're camping in the snow, wear snow pants over your regular clothing
- Bring extra hand covering - mittens are warmer than gloves.
- Bring 2 changes of socks per day.
- Everyone must be dry by sundown. No wet (sweaty) bodies or wet inner clothing.
- Use plastic grocery bags or bread bags over socks. This keeps your boots dry and you can easily change those wet socks.
- Keep your hands and feet warm. Your body will always protect the core, so if your hands and feet are warm, your core will also likely be warm. If your hands or feet are cold, put on more layers, and put on a hat!
- Dress right while sleeping. Change into clean, dry clothes before bed. Your body makes moisture and your clothes hold it in - by changing into dry clothes you will stay warmer and it will help keep the inside of your sleeping bag dry. Wearing wool socks and long underwear (tops and bottoms) in the sleeping bag is OK.

Appendix C: Winter Camping Tips

- Put on tomorrow's t-shirt and underwear at bedtime. That way you won't be starting with everything cold next to your skin in the morning.
- Wear a stocking cap to bed, even if you have a mummy bag.
- Put tomorrow's clothes in your bag with you. This is especially important if you're small of stature. It can be pretty hard to warm up a big bag with a little body, the clothes cut down on that work.
- Put a couple of long-lasting hand warmers into your boots after you take them off. Your boots will dry out during the night.
- Fill a couple of Nalgene water bottles with warm water and sleep with one between your legs (warms the femoral artery) and with one at your feet. Or use toe/hand warmers. Toss them into your sleeping bag before you get in. Some of the toe/hand warmers will last 8 hours or more. Do not put the warmer in your socks next to your skin. You will get burned.
- Eat a high-energy snack before bed, then brush your teeth. The extra fuel will help your body stay warm. Take a Snickers bar or trail mix to bed and eat it if you wake up chilly in the night.
- Use a sleeping bag that is appropriate for the conditions. Two +20°F sleeping bags, one inside the other will work to lower the rating of both bags.
- Use a bivvy sack to wrap around your sleeping bag. You can make a cheap version of this by getting an inexpensive fleece sleeping bag. It isn't much more than a blanket with a zipper but it helps lower the rating by as much as 10 degrees.
- Use a sleeping bag liner. There are silk and fleece liners that go inside the sleeping bag. They will lower your sleeping bag's rating by up to 10 degrees. Or buy an inexpensive fleece throw or blanket and wrap yourself in it inside the sleeping bag.
- Most cold weather bags are designed to trap heat. The proper way to do this is to pull the drawstrings until the sleeping bag is around your face, not around your neck. If the bag also has a draft harness make sure to use it above the shoulders and it snugs up to your neck to keep cold air from coming in and warm air from going out.
- Don't burrow in - keep your mouth and nose outside the bag. Moisture from your breath collecting in your bag is a quick way to get real cold. Keep the inside of the bag dry.
- Put a trash bag over the bottom half of your sleeping bag to help hold in the heat. A zipped up coat pulled over the foot of a sleeping bag makes an extra layer of insulation.
- Don't sleep directly on the ground. Get a closed cell foam pad to provide insulation between your sleeping bag and the ground. A foam pad cushions and insulates. The air pockets are excellent in providing good insulation properties. Use more than one insulating layer below you – it's easy to slide off the first one.
- In an emergency, cardboard makes a great insulator. Old newspapers are also good insulation. A layer of foam insulation works too.
- Bring a piece of cardboard to stand on when changing clothes. This will keep any snow on your clothes off your sleeping bag, and help keep your feet warmer than standing on the cold ground.
- A space blanket or silver lined tarp on the floor of the tent or under your sleeping bag will reflect your heat back to you.
- No cots or air mattresses! Better to lay on 30° earth instead of –10° air.
- Sleep in quinzees or igloos. These are warmer than tents since you've got an insulating layer of snow between you and the outside air, instead of just a thin nylon layer.
- If in tents, leave the tent flaps/zippers vented a bit, it cuts down on interior frost.
- Drain your bladder before you go to bed. Having to go in the middle of the night when it is 5 degrees out chills your entire body. Drink all day, but stop one hour before bed.



ACTIVITY CONSENT FORM AND APPROVAL BY PARENTS OR LEGAL GUARDIAN

This form is recommended for unit use to obtain approval and consent for Tiger Cubs, Cub Scouts, Webelos Scouts, Boy Scouts, Varsity Scouts, Venturers, and guests (if applicable) under 21 years of age to participate in a den, pack, team, troop, or crew trip, expedition, or activity. This form is required for use with flying permits and should be attached to the flying permit application. It is recommended that parents keep a copy of the form and contact the tour leader in the event of any questions or in case emergency contact is needed. Additional copies of this form along with the *Guide to Safe Scouting* are available for download from Scouting Safely at www.scouting.org.

First name of participant and middle initial _____ Last name _____

Address _____ Birth date (month/day/year) ____/____/____ Age during activity _____

Additional address (need street address if you have a P.O. box) _____

City _____ State _____ Zip _____

Has approval to participate in _____
(Name of activity, orientation flight, outing trip, etc.)

From _____ to _____
(Date) (Date)

☐ Without restrictions

☐ Special considerations or restrictions: _____

HOLD HARMLESS AGREEMENT

I understand that participation in the activity involves a certain degree of risk. I have carefully considered the risk involved and have given consent for myself or my child to participate in the activity. I understand that participation in the activity is entirely voluntary and requires participants to abide by applicable rules and standards of conduct. I release the Boy Scouts of America, the local council, the activity coordinators, and all employees, volunteers, related parties, or other organizations associated with the activity from any and all claims or liability arising out of this participation.

In case of emergency involving my child, I understand every effort will be made to contact me. In the event I cannot be reached, I hereby give my permission to the medical provider selected by the adult leader in charge to secure proper treatment, including hospitalization, anesthesia, surgery, or injections of medication for my child. Medical providers are authorized to disclose to the adult in charge examination findings, test results, and treatment provided for purposes of medical evaluation of the participant, follow-up and communication with the participant's parents or guardian, and/or determination of the participant's ability to continue in the program activities.

Participant's signature _____ Date _____

Parent/guardian printed name _____

Parent/guardian signature _____ Date _____

Area code and telephone number (best contact and emergency contact)

E-mail (for use in sharing more details about the trip or activity)

Contact the adult tour leader with any questions:

Name _____

Phone _____ E-mail _____



Tour and Activity Plan

Summary

Please review the following. Items indicated in red are incomplete or incorrect, and items in yellow need further attention. To make corrections, use the "Previous" button or click on the highlighted items to return to the previous screens.

TAP ID# 10933

Created On: 6/3/2012

Teton-Yellowstone Canoe Trip

07/13/2012 - 07/22/2012

Troop 0794 - Mission Hills Church Denver Area Council Arapahoe

Description: Yellowstone National Park visit and canoe trip through the Teton High Adventure Base in Hoback Junction, WY. We will canoe the Lewis and Shoshone Lakes in Yellowstone NP with the guides and gear provided by Teton HAB.

Emergency Contact: Janice Skiles 7203315320 autumngirl836@msn.com

Participation: 4 Adults (4 Male 0 Female), 10 Youth (10 Male 0 Female)



Tour and Activity Plan

Summary

Please review the following. Items indicated in red are incomplete or incorrect, and items in yellow need further attention. To make corrections, use the "Previous" button or click on the highlighted items to return to the previous screens.

TAP ID# 10933

Created On: 6/3/2012

Paul Boots (Driver) Centennial COLORADO America (United States Of) 80122 (303) 721-8558 pboots@praestoleansolutions.com	Richard Elliott (Driver) Highlands Ranch COLORADO America (United States Of) 80126 (303) 791-4111 dick@smilesfromtheheart.com	Scott Field (Driver) Centennial COLORADO America (United States Of) 80122 (720) 333-4105 sfield@kitchentuneup.com
Car Honda Pilot 2004	Car Mercedes Benz ML500 2005	Car Mercury Mountaineer 1997 Safe Swim Defense CPR/AED Wilderness First Aid Safety Afloat Hazardous Weather
Laurence Mapp (Driver) Centennial COLORADO America (United States Of) 80121 (303) 902-8460 laurence@qmapp.com		
Car Dodge Ram 2500 2011 First Aid		

Itinerary:



Tour and Activity Plan

Summary

Please review the following. Items indicated in red are incomplete or incorrect, and items in yellow need further attention. To make corrections, use the "Previous" button or click on the highlighted items to return to the previous screens.

TAP ID# 10933

Created On: 6/3/2012

Traveling by Car

Departure: 07/13/2012	Littleton	COLORADO	America (United States Of)
Arrive:	07/13/2012 Shoshone	WYOMING	America (United States Of) Boysen Reservoir State Park, Wyoming
Arrive:	07/16/2012 Hoback Junction	WYOMING	America (United States Of) Teton High Adventure Base, Hoback Junction, Wyoming
Arrive:	07/21/2012 Rock Springs	WYOMING	America (United States Of) Days Inn Motel, Rock Springs, Wyoming
Return:	07/22/2012 Littleton	COLORADO	America (United States Of)

Notes:

Uploaded Files:

Activities: Boating Wilderness/Backcountry

Confirmed Information:

Completion of Activity Consent and Approval Form for each youth participant was acknowledged.
Review of health records for each participant was acknowledged.
Availability of valid driver's license for each driver was acknowledged.
Availability of First Aid Kit was acknowledged.
Availability of Roadside Emergency Kit was acknowledged.

Items that need attention prior to tour:

Troop 794 ILST Overnighter
Campout Income and Expenses

March 6, 2013

INCOME

	Amount	Check #
Checks		
Aaron E.	\$20.00	Cash
Chris D.	\$20.00	2750
Joey S.	\$20.00	4545
David S.	\$20.00	2349
Drew G.	\$20.00	1678
Josh C.	\$20.00	Cash
Nathan T.	\$20.00	Cash
Kenny B.	\$20.00	4175
Preston L.	\$20.00	7747
Aidan P.	\$20.00	153
Spencer N.	\$20.00	1010
Greg S.	\$20.00	Cash
Tyler B.	\$20.00	5324
Caleb K.	\$30.00	Cash
Jason L.	\$20.00	654
Buddy M.	\$20.00	Cash
Nick P.	\$20.00	Cash
Devan M.	\$20.00	Cash
Michael J.	\$20.00	3308
Adam B.	\$20.00	5712
Seth W.	\$20.00	1875
Mick B.	\$20.00	4175
Dick Elliott	\$20.00	Cash
Brad Boyd	\$20.00	5324
Claud Payne	\$20.00	Cash
Pat Johnston	\$20.00	3309
Mike Lockyer	\$20.00	654
Total Income	\$550.00	

EXPENSES

	Amount
Food	
Scott Field	\$283.94
Total Food	\$283.94
Lodging	
PV Shelter 1 Night	\$90.00
\$4 per person	\$104.00
Total Lodging Cost	\$194.00
Minus Downpayment to Council	\$170.00
Remaining Balance	\$24.00
Total Expenses	\$477.94
Reimbursements	
Scott Field	\$200.00 Advance Check for Food
Scott Field	\$70.00 Cash from Participants
Owe	\$13.94
Caleb K.	\$10.00 Over payment
Gas money for Drivers	
Dick Elliott	\$10.00
Brad Boyd	\$10.00
Pat Johnston	\$10.00
Claud Payne	\$10.00
Mike Lockyer	\$10.00
Kelly Tormaschy	\$10.00

Total Income \$550.00**Total Expenses \$547.94****Total Income minus (Total Expenses + Reimbursements) = \$2.06 to future campouts**

Respectfully submitted:

Scott A. Field, SM
Adult-In Charge