

Outing/Event	Departure Date & Time
Coordinator	Return Date & Time

Date Due

***3 wks: Transportation Request completed**

Pass to transportation committee: (# of seats, cargo and special items needed to be moved)

Item	#	Item	#
_____		_____	
_____		_____	
_____		_____	
_____		_____	
_____		_____	
_____		_____	
_____		_____	
_____		_____	
_____		_____	
_____		_____	

***2 wks: Tour Permit completed**

***1 wk: Medical Forms reviewed**

Note special needs instructions and ensure medical forms are correct and up to date. Ensure copies for trip on file at Scout Hall(see notes)

Scoutmasters		Paid		Scoutmasters		Paid	
Scouts		Paid	PS	Scouts		Paid	PS
1				21			
2				22			
3				23			
4				24			
5				25			
6				26			
7				27			
8				28			
9				29			
10				30			
11				31			
12				32			
13				33			
14				34			
15				35			
16				36			
17				37			
18				38			
19				39			
20				40			

Notes:

- 1) For additional information, use additional forms and mark accordingly.
- 2) Ensure copies of medical forms, permission slips, trip ticket and event sheet are available at Scout Hall.
- 3) Leave detailed directions to the event, trail name, and a photocopy of the map.

SPL Campout Log

Location: _____

Dates: _____

Four Weeks Before Campout

Date: _____

- Announce campout dates and location
- Remind Patrol Leaders of planning schedule
- Provide personal equipment lists and special needs list to Scouts
- Begin developing preliminary plans for menu, transportation and equipment

Three Weeks Before Campout

Date: _____

- Preliminary count of Scouts attending campout
- Begin planning menu
- Finalize program plan
- Forward transportation needs to Committee

Two Weeks Before Campout

Date: _____

- Patrol menus approved by SM
- Food and equipment lists finalized
- Campout fees announced
- Permission slips distributed

One Week Before Campout

Date: _____

- Collect campout fees and select Grubmasters
- Quartermasters check equipment lists and prepare equipment
- Permission slips collected
- Personal gear shakedown if necessary

Goals For Campout

Accomplishments

Lessons Learned
