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TROOP 209 OUTING CHECKLIST

6 Meetings Before Outing (or earlier depending on activity)

1. Make or Check any reservations
2. Inform scouts of upcoming outing

5 Meetings Before Outing

1. Talk up the outing, use Senior Patrol Leader (past experiences, old pictures)
2. Distribute outing flyer & Permission Slips*

4 Meetings Before Outing

1. Start collecting permission slips
2. Work on outing schedule with PLC¹
 - a) Identify scouts needing/wanting cooking skills (if applicable)

3 Meetings Before Outing

1. Collect all permission slips
2. Have scouts:
 - a) Prepare menu plans* (have SM or ASM² verify it)
 - b) Prepare patrol equipment * (with Quartermaster)
 - c) Prepare Duty Roster* (with SPL³)
3. Verify current medical consent forms
4. Have treasurer verify dues are up to date
5. Turn in menus to adult menu checker

2 Meetings Before Outing

1. Return checked menus to patrols (cooks), explain cost policy
2. Submit BSA Tour Permit* with Driver List*
 - a) Obtain other necessary permits
 - b) Give list of participants & itinerary to SM or Committee Chairperson

Meeting Before Outing

1. Have patrol quartermasters check out equipment with troop quartermaster
2. Remind patrols to get their food

During Outing

1. Perform Patrol campsite inspections and Patrol Evaluations
2. Encourage SPL³ to run outings through Patrol Leaders
3. Supervise campfire on Saturday night
4. Schedule Scout's Own for Sunday morning
5. Take plenty of good pictures. Digital's are inexpensive.
6. Provide games, challenges, training, advancements

First Meeting After Outing

1. Have patrol quartermasters check in equipment
2. Provide Troop activity record* to Awards/Advancement Chairperson
3. Commend those who went on outing
4. Return this Trek Leader Book to Scoutmaster or Library

¹ Patrol Leaders Council

² Scoutmaster or Assistant Scoutmaster

³ Senior Patrol Leader

* Forms available online

Insurance Information

Verdugo Hills Council provides our accident insurance:
Indemnity Insurance of North America
Policy# HDO-G1-549813-4

Troop 209

Trek Leader Responsibility

The Trek Leader is responsible for planning and executing a safe and enjoyable outing. The following is provided to help the Trek Leader in achieving this.

1. Verify the outing site. If possible, visit outing site ahead of time. Otherwise contact others i.e. Forest Ranger, other troops, who may be familiar with the location.
2. Contact and arrange any required reservations well in advance to avoid disappointment.
3. Submit local BSA permit 2 weeks in advance. Obtain other required permits such as Wilderness and Fire.
4. Prepare and distribute an outing flyer at least 4 weeks before the activity, earlier if there are meeting conflicts or if reservations are required.
5. Verify current Medical consent forms and/or as required Physical exam forms.
6. Find any HAT awards that can be earned, and get form presigned.
7. Ensure that an adult on the outing has First Aid certification.
8. Carry a properly equipped first aid kit on the outing.
9. Utilize vehicles with maximum passenger capacity for cost effectiveness.
10. Encourage personal phone calls to scouts and leaders to get full attendance.
11. Obtain participant commitment as early as possible. Have a monetary deposit.
12. Familiarize other adults and the SPL or designated lead scout who is going about the outing (i.e. terrain, weather). Have the scout 'talk up' the outing to encourage others to participate.
13. For hikes, obtain and carry with you, topographic maps of the area.
14. If you are unable to lead the outing, arrange for your assistant to take over, and find another registered adult to assist him.
15. Collect gas money from everyone except the drivers as needed.
16. Observe the Troop 209 Outing Policies.
17. Leave an itinerary and attendance list with the Scoutmaster or Committee Chairperson.
18. Leave a note in car at trailhead indicating Troop 209, trek destination and phone number of Scoutmaster or Committee Chairperson.
19. When arriving in camp, have SPL designate camp boundaries to scouts.
20. Encourage scouts to work through their Patrol Leader and SPL.
21. Have adults camp away from scouts to the extent practical.
22. Discourage adults from working directly with their own sons.
23. Plan an activity that is instructional for skills, advancement and merit badges.

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Trek Leader Responsibility

24. Have a game handy; work with the SPL to encourage good patrol participation at the campfire.
25. Handle problems fairly; be consistent.
26. At beginning of outing, cover essential information. Suggestions: Identify adult and acting scout leaders if SPL or PLs not on trek. Clarify the expected role of adults and guests. Establish trail rules.
27. After the outing notify the Scoutmaster of any problems encountered.
28. On outings where there is substantial distance from home or where obvious parental concern for safety or time of arrival could be involved, call the Scoutmaster or designated adult to notify parents.
29. Submit attendance record, nights camped and miles hiked on Troop activity record sheet to the Awards/Advancement Chairperson following the outing.
30. Submit a write up to the publicity chairperson.
31. Briefly report on the outing at next Troop meeting. This will help in obtaining more participation on next outing.
32. Be sure to take pictures (digitals) that can be shown at the Troop Court of Honor and at the Scout's Eagle Court.
33. Obtain appropriate outing awards (including HAT) and present them to scouts at next Court of Honor.
34. Collect outing and food money.
35. Perform patrol campsite inspections and patrol evaluations each day of the camp out.

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Outing Policy

1. All outings shall be conducted in agreement with BSA regulations.
2. All registered scouts and leaders shall wear the appropriate uniform to and from the outing. Exception made only for conditions which would prohibit changing into appropriate apparel at destination.
3. All activities shall have a designated Trek Leader and Assistant Trek Leader both of whom are registered adults in Troop 209. The Trek Leader must be an Assistant Scoutmaster (ASM).
4. All activities shall have at least 2 adults and preferably 4 adults.
5. All activities shall have at least 2 scouts.
6. All outings shall have an adult with a valid First Aid and C.P.R. card.
7. Backpack trips shall have a HAT certified ASM on the hike.
8. Transporting participants to and from an outing shall only be in vehicles identified on the Troop 209 insurance record.
 - a) All occupants shall wear seat belts.
 - b) Vehicles shall be in good operating condition.
 - c) Vehicles shall depart at same time; rendezvous points shall be established; drivers shall observe all highway laws.
 - d) Outings start and end in Burbank. No side trips with part of the group. No deviations without prior approval of Scoutmaster.
9. Electronic devices (radio, tape/CD player, games, TV) are prohibited on hikes. Such devices may be permitted in vehicles transporting the scouts to and from the outing. The Trek Leader may carry a radio or other communication device for safety purposes.
10. Good quality boots shall be worn by all scouts and leaders on hikes.
11. Liquid fuel (white gas) stoves may be used by scouts with adult supervision provided they have earned the white gas card.
12. At least 2 scouts shall share a tent on backpack trips. If an odd number of scouts attend, the Trek Leader shall determine who sleeps alone. No adults are to share a tent with a scout except their own child.
13. Treatment of water for drinking shall be by one of the following methods:
 - a) Boil water for 10 minutes.
 - b) Filter water using approved filtration device.
14. Adults must be of same gender to share a tent. Exception for family outings and Parent Backpack where spouse may share tent.

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Driving Conduct

Transportation to and from the outing is normally provided by ASM's, registered scouters and parents. It is important that the activity be performed in a safe and enjoyable manner. The following guidance is provided to help in achieving this.

1. Provide a map to all drivers; explain where the rendezvous points are and the planned rest stops. A rest stop should occur every 1 to 2 hours.
2. Occupant count should be taken by each vehicle driver and given to lead vehicle to insure everyone is present. Count should be repeated at all stops.
3. Keep speed within range of the slowest vehicle. Observe highway laws.
4. Do not travel too closely; yield to others who may be entering or exiting. Avoid frequent lane changes. When there are three or more lanes, travel in the second lane.
5. In case of vehicle difficulties, remember the safety of others. If a breakdown does occur:
 - a) Try to proceed to a safe area before stopping.
 - b) The rear vehicle if possible, should stop to assist.
 - c) All other vehicles should proceed to next exit or point of safety before stopping.
 - d) The vehicle stopping to assist should stop in front of the stalled vehicle.
 - e) After stopping, scouts should remain in vehicles until it is determined safe for them to exit (shoulder side only) and move to a safe distance away.
 - f) Lead vehicle should be informed of breakdown.
6. If illness requires a stop, follow same procedure as for breakdown.
7. If group becomes separated, wait at next pre-arranged stopping point until all vehicles are accounted for.
8. Restrooms should be used by everyone at all rest stops.