



Outdoor Program Planning Checklist

Date of Program _____ Location _____

1. Administration

- Tour Permit
- Licenses (fishing, boats, etc.)
- Parents' permission/information
- Camp cost
- Insurance
- Local requirements
- Budget done
- Permits/reservations
- Personal health histories
- _____

2. Adult Leadership

- First _____
- Second _____
- Third _____
- Fourth _____

3. Transportation

- Driver _____
- Driver _____
- Driver _____
- Driver _____
- Equipment hauled by _____

4. Location

- Maps to and from _____
- Arrival time _____
- Driver time _____
- Departure time _____
- Special gear needed _____

5. Equipment

- Personal _____ Program _____
 Troop _____ Emergency _____
 First-aid _____ _____

6. Feeding

- Menus planned _____ Patrol duty rosters _____
 Grubmasters _____ Food storage _____
 Fuel supply _____ _____

7. Sanitation

- Drinking water _____ Human waste _____
 Dishwashing _____ Garbage disposal _____

8. Safety

- Nearest medical center _____ Emergency no. _____
 Nearest town _____ First-aid provider in group _____
 Ranger contacted _____ Police number _____

9. Program

- Program planned _____ Long term _____
 Short term _____ Rainy day activities _____
 Special program equipment _____
 Patrol assignments _____