

Planning and Carrying out a Troop 1 Acton Overnight Trip

Proposed by Adam Morse (SPL) and Brendon Coop (ASPL) November 2007
Adapted from the previous trip plan by Adam Morse, February-March 2007

Proposal: We move to amend the operating procedures of Troop 1 Acton MA. We propose to vote on using the following plan for the youth leadership for planning and carrying out an overnight trip or any trip thereof, in which this plan will be followed step by step by the Scout in Charge of the given trip when planning and executing the trip, the purpose of the plan to be used as a check list and to ensure planning runs smoothly.

Article 1: Early Planning

Section 1: Primary planning

- The month and trip the scout is SIC for is chosen at the Greenbar yearly planning meeting in June at the end of each year.
- The members of Greenbar volunteer to lead at least one of the trips that year, hopefully a trip they look forward to and are interested in leading.
- Scouts may co-lead a trip, which is encouraged, **however one person should be of primary contact with the AIC.**

Section 2: Adult in Charge

- The SIC will most likely find out who their adult in charge is for the trip they are planning around September when the adults get together to decide the AICs.
- The SIC will make sure they find out as soon as possible who their AIC is.
- The SIC will touch base with their AIC to make sure each other knows who the other is
- The SIC, throughout the planning of the trip, should communicate (phone, email) with their AIC if they have any questions or concerns about their planning. The SPL will be there as well to make sure the planning is running properly. The SPL will check in with the SIC every once in while.

Article 2: Secondary planning

Section 1: One Month before the trip

- About one month before the trip the scout is leading, the **SCOUT IN CHARGE, NOT THE ADULT IN CHARGE** will make an announcement at the troop meeting informing the troop of the upcoming trip.
- In making this announcement, the SIC will 1) Explain what it is 2) When the trip is, being the date and month and 3) Say when the permission slips are due and 4) Be enthusiastic when explaining the trip. In order for scouts to want to come, the trip needs to sound interesting.
- After the SIC makes his announcement, then the AIC may add to the SIC's announcement. It is done this way because the adults should not do the work for the scouts – it is the SIC's responsibility to make sure things happen.

Section 2: One week before permission slips are due

- Remind people at the meeting with an announcement about the upcoming trip.
- Remind them during the announcement that permission slips are due next week.
- Send an email to the troop as another reminder
- Have the patrol leaders call their patrols as another reminder. Not all scouts will go on the trip, but it is the SIC's responsibility to make sure everyone at least knows about the trip if they would like to go.

Section 3: Permission Slips are due today!

- During the announcements the **SCOUT IN CHARGE, NOT THE ADULT IN CHARGE** will remind people again about permission.
- The SIC will have extra permission forms for those who forgot.
- The AIC will have extra forms as well.
- In the announcement, include a reminder about the pack check the next week for all scouts attending the trip.

Article 3: Final Planning

Section 1: **The period of 7 days up to the 2nd day before the Pack Check (between Wednesday and Monday).**

- By this point, the AIC should have sent the SIC a list of all participants with scouts and adults (AICs should give SICs lists of attendees A.S.A.P.).
- Now the SIC will make patrols out of the scouts going (depending on the number of scout attendees, the patrol sizes may fluctuate. For example, if 10 scouts are going, 2 patrols works. If there are 15 scouts, maybe 3 patrols). The trip patrol leaders should correspond (stay the same) as the regular troop patrol leaders as much as possible.
- The SIC, in making these patrols, will choose a patrol leader for each patrol. The SIC will use good judgment in doing this.

Clause 1:

- ***Whenever possible, the patrol leaders on a trip are regular troop patrol leaders. If not enough normal patrol leaders are going on the trip, a rising younger member in greenbar leadership is selected, not a senior youth of the troop. Young alternate patrol leaders will need extra support and coaching from the SIC.***
- *The patrol leaders must be at least SecondClass.*
- *It is done this way to give younger leaders more experience. Eventually, the torch must be past to the younger generation. Those younger-soon to be older leaders must have experience to take over in the future.*
- *After making these patrols and choosing the patrol leaders, the SIC will call the patrol leaders and ASK them to be patrol leaders for the trip, not tell them to be. The normal troop patrol leaders are expected to take the job willingly.*
- *If possible alternate patrol leader(s) feel(s) uneasy about the job, the SIC will give him encouragement, and that as SIC he will give help whenever necessary to the patrol leaders.*
- *If one of the possible patrol leaders completely refuses, acknowledge that and find someone else.*

- **The trip patrols should be the same as the troop patrols as much as possible (i.e. with the same patrol leaders).**

(end clause 1)

- After finalizing the patrol leaders, tell them who will be in their patrols **(the normal troop patrols should mostly be the same as the trip patrols. They may be adjusted if necessary)**. The SIC will henceforth instruct the patrol leaders to call their patrol members (for the trip) to remind them about the upcoming pack check.
- The SIC will communicate as much as possible with the patrol leaders to ensure that all scouts going on the trip bring a pack to the pack check (patrol leaders will call their patrols as a reminder). Those without packs at the pack check may not go. In this situation, the SIC, Patrol Leader and AIC will coordinate with the scout to find a time to have a pack check for the scout before the trip happens. **The patrol leader should be the one to do the pack check.**
- Send an email to the troop as another reminder of the pack check. Do not send the email too early for fear of scouts forgetting.

Section 2: Gear

- After obtaining the list of participants, the SIC will be able to assess the necessary gear based on the number of scouts.
- Gear may include: tents, stoves, cooksets, fuel, fuel bottles w/fuel, tarps, rope. All this gear is found and kept in patrol leaders' patrol boxes.
- Based on the number of scouts, **each patrol leader will determine** (because they have the patrol boxes) how many tents are necessary (1 troop tent fits 2 scouts). The Patrol leader must keep in mind that the scouts may be carrying their own tents, and in that case fewer troop tents will be required.
- There should be 1 cookset per patrol
- A tarp might be desired for the patrol to cook under, **with rope of course.**
- 2 stoves per patrol is nice just in case of problems
- Fuel and fuel bottles are good to have if the stoves are expected to work (the quartermaster has the fuel – if it is needed, contact the quartermaster). It is recommended that each patrol leader have a supply of fuel on hand in their patrol boxes, but that is the call of the quartermaster.
- All in all, the Patrol leader will need to assess how much and what gear they need for their patrol. **Their own patrol's gear is their responsibility.**
- The PL will bring the gear from their patrol box to the meeting that they need for the trip.
- **A trip patrol leader who is not a regular patrol leader will not have a patrol box, so the SIC will coordinate getting the gear for that patrol from a troop patrol leader (who is not a trip patrol leader).**
- If the patrol leader cannot bring the gear because they will not be attending the meeting, he will work with the SIC make sure the gear will get to the meeting somehow.

- Have each patrol leader decide on a cook. The cook must buy the food and bring all nonperishable food to the pack check (**the patrol leader needs to make sure of this**). Perishable food must be distributed on the day of the trip. The cooks give the receipts to the AIC to be reimbursed for the food. The SIC will communicate with the patrol leaders to make sure they have a cook and the food is bought. Scouts needing a cooking requirement should help out with cooking.

Section 3: Pack Check

- At this point, the SIC will have made sure that all scout are bringing a pack and that all gear necessary for the trip will be at the meeting for the pack check.
- For the pack check, those scouts going on the trip will be separated. One group will do the pack check; the other **group of scouts not going on the trip** will do another activity or game in another part of the room.
- Greenbar members may be asked by SIC and SPL to help out with the pack check.
- The SIC will have the several copies of the gear list so greenbar members can check for all items, and so scouts can have another list of gear.
- During the pack check, not only will scouts have their packs checked for gear, but greenbar will make sure that the packs fit scouts correctly, that boots fit properly, that gear is placed in an organized manner, and that the scouts' packs have weight distributed correctly.
- Also during the pack check, troop gear will be distributed.
- When distributing troop gear, the PL will have a list of all gear going on the trip for their patrol (the SIC will make sure of this). On the list, the PL will write down the scouts name next to the gear that is going into their packs (Ex. Tent 32 – Adam Morse OR Stove 12 – Brendon Coop).
- The scouts carrying that gear are responsible for it. There is now a list – if they do not return the gear, we know who has it, and who to track down to get it back.
- The gear will stay in scouts' packs from the pack check until Saturday.
- Gear must be distributed completely at the pack check, not on Saturday morning (ex. Fuel bottles need to be filled before then) because it already takes too long to get going on Saturday morning.
- This system of keeping track of gear allows us not to keep on losing gear and how to get it back easily.
- At the pack check, and with an announcement at the end of the meeting, the SIC will remind people what time they are meeting at the church Saturday morning (ex. 6:30am).

Section 4: Newsletter article

- It is the official responsibility of the Scribe to write a trip article for the newsletter. If the Scribe is not present on the trip, the Scribe will ask someone else to write it that did go. The SIC will make sure this happens no later than the time of the pack check.
- Make sure it gets to the adult in charge of the newsletter **soon after the trip**.

Section 5: Two days before the trip:

- Send an email to the troop reminding what time to meet Saturday morning at the church
- Call the patrol leaders and ask them to call their patrol members as another reminder of the meeting time.

GO HAVE FUN ON THE TRIP!!!!!!!!!!!!!!!!!!!!

Article 4: After the trip

Section 1: Getting back gear

- Tell scouts to bring gear back to meeting Wednesday (tents dried before hand, cooksets cleaned before returning them).
- Send an email as a reminder.
- Use the list of who has what gear to make sure all gear is returned (coordinate with patrol leaders)

Section 2: Reflection

- Think about the trip: 1) How did it go? 2) What was good? 3) What can you improve on in the future?
- Submit to the Senior Patrol Leader no later than the Wednesday meeting after the trip a written reflection briefly covering the above 3 points. This should be directly handed to the SPL (when gear is returned).

Article 5: Exceptions to this plan

Not all trips need a pack check, like the Isaac Davis. Planning may be different for some trips depending on what it is (hut trip) in which this plan may be modified with the discretion of the SIC, SPL and the AIC. However this plan, if passed, will be used in almost all situations in planning any trip. It may be amended in places desired by greenbar members. The plan needs a simple majority to pass. This will stay the method, **i.e. a set of guidelines** of how SICs will plan trips for future generations unless voted down/amended in the future. The purpose of this is to provide direction, guidance and structure for trip planning and so trips can work better, so we can be better prepared than before.

Also, the permission form may be due for some trip weeks before the pack check. The plan must be modified, in that case, to ensure people know when far beforehand when to turn in the forms, and also a reminder about when the pack check will be, as there is a longer time between the two events in which people will have a higher tendency to forget.

In conclusion, there should be a decision as to whether this plan may be put on the troop website for all members of the troop to access.