

Activity Plan

Required Paperwork Worksheet

- () Local Tour Permit (BSA Form 3446C – Completed by Alan)
- () Driver’s Information Sheet (Is included in Red Books – needs to be checked)
- () Permission Slip for each participating non -scout.
_____ forms for _____ Non -Scouts

RED BOOK – MEDICAL FORMS

- () Medical Form for each participant (Scouts and Adults – check red book).
_____ forms for _____ participants
- () OTC medicine form for each attending scout (if necessary)
_____ forms for _____ scouts
- () Prescription Medicine form for each scout needing one.
(Form filled out completely and signed by parents/guardians)
(Prescription medicines will be in their original containers with proper labeling)
_____ forms for _____ Scouts

Activity Emergency Contacts List

- () Ensure there is at least one cell phone available for emergency use.

1. Name: _____

Telephone Number: Cell (____) _____ - _____

2. Name: _____

Telephone Number: Cell (____) _____ - _____

- () Emergency Contact Person in Hometown Area

Name: _____

Telephone Number: Home (____) _____ - _____

Telephone Number: Cell (____) ____ - _____

Telephone Number: Other (____) ____ - _____

() Nearest Medical Facility to activity / Directions

Name: _____

Address: _____

City / State: _____

Telephone Number: (____) ____ - _____

Telephone Number: (____) ____ - _____

() Ranger / Police / Sheriff Contact near the activity

Name: _____

Address: _____

City / State: _____

Telephone Number: (____) ____ - _____

Telephone Number: (____) ____ - _____

() Qualified First-Aid Provider at activity

Name: _____

Safety Worksheet

() What are the Safety Requirements for this activity? Ref: "Guide To Safe Scouting"

() Find out and document the name and address of the nearest medical facility to the activity on the Safety Telephone List.

Activity Emergency Contacts List

() Appoint and document the name, address and phone numbers of an adult that will act as an Emergency Contact Person that will be available and accessible in town during the duration of the activity.

(Activity Emergency Contacts List)

() Document the name, address and phone numbers of a Park Ranger, Policeman or Sheriff that will be available and accessible in the activity area.

Equipment Worksheet

() Number of Patrol Boxes Needed

Check with Troop Quartermaster to ensure all patrol boxes are clean and complete.

Meals/Snacks

Rain Needs

Transportation Worksheet

() Validate how many scouts and adults will be going on the activity

How many people will be attending the activity?

Scouts Adults

_____ _____

Late Arrivals _____

Early Depart _____

() Ensure all drivers transporting scouts and equipment to and from the activity are annotated on the DRIVER'S INFORMATION SHEET

() Assignment to transport vehicles - Going To Activity

Driver: _____ Scout 1 _____

Scout 2 _____

Scout 3 _____

Driver: _____ Scout 1 _____

Scout 2 _____

Scout 3 _____

Driver: _____ Scout 1 _____

Scout 2 _____

Scout 3 _____

Driver: _____ Scout 1 _____

Scout 2 _____

Scout 3 _____

Driver: _____ Scout 1 _____

Scout 2 _____

Scout 3 _____

() Assignment to transport vehicles - Coming Home From Activity

Driver: _____ Scout 1 _____

Scout 2 _____

Scout 3 _____

Driver: _____ Scout 1 _____

Scout 2 _____

Scout 3 _____

Driver: _____ Scout 1 _____

Scout 2 _____

Scout 3 _____

Driver: _____ Scout 1 _____

Scout 2 _____

Scout 3 _____

Driver: _____ Scout 1 _____

Scout 2 _____

Scout 3 _____

Budget Worksheet

() Fishing/Camping/Activity Fee

How many people will be attending the activity?

Scouts + Adults Fee

(_____ + _____) X _____ = _____

Total _____ (A)

() Food Costs

Total Number of Breakfasts _____ X \$ 5.00 = _____

Total Number of Dinners _____ X \$ 8.00 = _____

Total Number of Lunches _____ X \$ 3.00 = _____

Total Number of Snacks _____ X \$ 1.00 = _____

Total _____ (B)

() Equipment Rentals

Equipment _____ X \$ _____ X Participants = _____

Equipment _____ X \$ _____ X Participants = _____

Total _____ (C)

() Transportation Costs

Miles (to) _____

plus Miles (from) + _____

times drivers X _____

times mileage rate X .25

Total _____ (D)

Total Activity Cost – A +B+C+D = Total _____

Cost Per Person = Total _____ ÷ # of attendees _____ = _____