

# PLANNING A TRIP

actual dates

**week 13**- three months before Discuss trip idea with adult trip mentor (mentor will be assigned to you) ie ski trip or bike trip make sure trip is on scout calendar on troop kit \_\_\_\_\_

**week 12**-Discuss with adult mentor cost of trip to include campsite, transportation, food and activity cost. ask adult mentor to request financial assistance from the committee to help pay for the trip ie cost of campsite or cabin. \_\_\_\_\_

**week 11** \_\_\_\_\_

**week 10**-finalize details of trip on troop kit. Ask adult mentor for help if needed. Include price of trip on troop kit \_\_\_\_\_

**week 9** \_\_\_\_\_

**week 8**-two months before contact Mr. Briere (committee chairman) via troopkit to activate trip on troop kit for scouts to sign up \_\_\_\_\_

**week 7**-announce trip to troop with any details about trip \_\_\_\_\_

**week 6**-announce trip to troop with any details about trip \_\_\_\_\_

**week 5**-announce trip to troop with any details about trip \_\_\_\_\_

**week 4**-one month before is the last day to sign up for event. Tour plan will be submitted by outdoors activities coordinator \_\_\_\_\_

**week 3**-personal packing list to be made and sent to participating scouts via troop kit \_\_\_\_\_

**week 2**-plan menu for trip, give list to adult to check \_\_\_\_\_

**week 1**-shop for trip within budget. Send 2 shoppers to obtain items *contact troop adult quartermaster to get coolers for the shopping* \_\_\_\_\_

**go on the event** \_\_\_\_\_

Event date

*remember to save receipts from shopping to get a refund from the troop*