

Senior Patrol Leader's Campout/Big Event Planning Guide

Date this Form was filled out: _____

Name and Date of Campout: _____

Status of Non-Patrol Scouts - List **all** the non-patrol Scouts in the Troop below (including yourself), in alphabetical order, then check off their status for this campout.

	<u>Name</u>	<u>Definitely Attending</u>	<u>Definitely NOT Attending</u>	<u>Undecided</u>
1)	_____	_____	_____	_____
2)	_____	_____	_____	_____
3)	_____	_____	_____	_____
4)	_____	_____	_____	_____
5)	_____	_____	_____	_____
6)	_____	_____	_____	_____

SPL/ASPL(s) for this Activity - Must be listed above as Definitely Attending!

SPL/Acting SPL: _____

ASPL/Acting ASPL: _____

Status of Adult Leaders - List **all** the Adult Leaders in the troop below, in alphabetical order, then check off their status for this activity.

	<u>Name</u>	<u>Definitely Attending</u>	<u>Definitely NOT Attending</u>	<u>Undecided</u>
1)	_____	_____	_____	_____
2)	_____	_____	_____	_____
3)	_____	_____	_____	_____
4)	_____	_____	_____	_____
5)	_____	_____	_____	_____
6)	_____	_____	_____	_____
7)	_____	_____	_____	_____
8)	_____	_____	_____	_____
9)	_____	_____	_____	_____
10)	_____	_____	_____	_____

Other Adults - List all other Adults (i.e., parents) attending the activity below.

- 1) _____ 5) _____
 2) _____ 6) _____
 3) _____ 7) _____
 4) _____ 8) _____

Do a preliminary survey of the patrols to determine how many of their scouts are definitely attending the activity. If a patrol has less than 4 attending, then you must merge patrols or add non-patrol scouts to the patrol. You should make every effort to assign an even number of scouts to each patrol when cross-leveling patrols.

Scout Participation:

	# Definitely Attending	4 or More?	If No, merge with another patrol – state which patrol	Assign adults & non-patrol scouts?	How many? Provide names to PL	Total number assigned to patrol
Bobcat	_____	Yes / No	_____	Yes / No	_____	_____
Cobra	_____	Yes / No	_____	Yes / No	_____	_____
Eagle	_____	Yes / No	_____	Yes / No	_____	_____
Killer Whale	_____	Yes / No	_____	Yes / No	_____	_____
Norseman	_____	Yes / No	_____	Yes / No	_____	_____
Wolverine	_____	Yes / No	_____	Yes / No	_____	_____

Re-list all attending merged patrol members, non-patrol scouts, adult leaders, and parents on the Assignments List. Assign all merged patrol members to other patrols. Next assign non-patrol scouts (including you) to the patrols, with those patrols short of experienced scouts receiving preference. If any parents are attending, assign them to the patrol that their son is in (their younger son if they have two). Next, assign the adult leaders. Try to ensure that each patrol has an even number of scouts and adults. Finally, for all adults, indicate those who are driving and the number of seats in their vehicles.

Assignment List of Merged Patrol Members, Non-Patrol Scouts, Adults Leaders, and Parents:

	Name	Patrol	Driving?	# of seats
1)	_____	_____	Yes / No	_____
2)	_____	_____	Yes / No	_____
3)	_____	_____	Yes / No	_____
4)	_____	_____	Yes / No	_____
5)	_____	_____	Yes / No	_____
6)	_____	_____	Yes / No	_____

- 7) _____ Yes / No _____
- 8) _____ Yes / No _____
- 9) _____ Yes / No _____
- 10) _____ Yes / No _____
- 11) _____ Yes / No _____
- 12) _____ Yes / No _____

When you're finished, inform the Patrol Leaders of your decisions, giving them the names of everyone you've assigned to their patrol.

Transportation Analysis:

What is the current TOTAL number of people attending this activity?: _____

How many adults are driving?: _____

How many total seats do we have?: _____ (Circle One): Excessive Adequate Deficient

Patrol Menu/Duty Roster Approvals Check-Off List:

	Senior Patrol <u>Leader</u>	<u>Scoutmaster</u>
Bobcat Patrol	_____	_____
Cobra Patrol	_____	_____
Eagle Patrol	_____	_____
Killer Whale Patrol	_____	_____
Norseman Patrol	_____	_____
Wolverine Patrol	_____	_____

The SPL must provide the completed planning guide to the Scoutmaster or Adult Leader in charge of the event not later than the last troop meeting prior to the activity.