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EVENT: _____ Date: _____

- ❑ Ensure that reservations have been made.

- ❑ Prepare an "Activity Information Sheet". (Sample copy attached).
  A. Check with the Scoutmaster to see if there is any additional "special information" necessary.
  B. Get copies to all scouts 3 weeks before the event. This should be both hard copy and e-mail.
  C. Give a copy of the Activity Information Sheet to the Webmaster.

- ❑ Get preliminary estimates of who is going. Begin to develop driver list.

- ❑ Arrange for collection of money and parent consent slips. Money due 2 weeks before the event.

- ❑ Work with patrol advisors (Assistant Scoutmasters) for each patrol. Each patrol MUST have:
  A. Menu: developed by the scouts **& approved by a patrol advisor**.
  B. Grubmaster: Which scouts will purchase the food?
  C. Money: give funds to appropriate scout. Request receipts.

- ❑ Arrange count of adults going on the campout. All events require a minimum of FOUR adults attending.

- ❑ Arrange for someone to purchase and cook the adult food for the campout.

- ❑ Complete "Tour Permit" and deliver to the scout office in Van Nuys.

- ❑ Develop a map for all drivers