

Campout **Adult Leader In Charge**

Thank you for volunteering to be the campout ALIC. Your leadership is important to the smooth operation of a campout for the Scouts and Adult Scouters. Your role primarily provides the logistics coordination and information for the campout to the Troop. The SPL and Scoutmaster or his designee usually will be in charge of the Program.

Depending on the type of campout, your responsibilities would generally include the following:

Location

Contact the campout venue, obtain a contact name, and reserve for the scheduled dates. Obtain cost for camping, location and set up information, check in and check out procedures, facilities available to the Troop, and any other information needed.

If the program involves an activity other than Scouting skills being troop run, contact the venue to reserve the facility, obtain costs, schedule and times, necessary waivers or paperwork, procedure to participate, possible equipment needs, dress, and any other information.

Communication

Attend Committee meetings for the 2 months prior to the campout to provide status updates.

Attend the PLC meeting the 2 months prior to the campout to provide information and updates. PLC will discuss, ask questions, and assign a Program Patrol for a presentation to the Troop.

Attend Monday Troop meetings all 3 weeks prior to the date, present and provide to the troop; campout information, dates, departure and return times, cost, waivers to be signed, equipment or dress needs and any other information along with updates.

Provide one sign up sheet for the Scouts to use including specifics to the trip, and one sign up sheet for the adults to use including cell number, number of vehicle seat belts including the driver for Transportation, and Youth Protection Status. A youth protection list is available from the Committee Chair.

Occasionally, some long distance or special activity campouts will have an early Friday departure group to set up camp for the troop, with the remainder of the troop departing Friday evening. This should be included on both signup forms to coordinate logistics.

Collect signup sheets after each meeting to determine the attendance number to finalize with venues, coordinate transportation, and plan menus. Provide a copy of the signup sheet to the

Scoutmaster. Collect any activity money due. Deposit money with the Treasurer and obtain a troop check(s) for camping and/or activity.

Logistics

Meals – You are responsible for the meals for the adults, SPL and ASPL. You may plan the menu, purchase food and cook meals, or you may ask for assistance from “grubbys” to be in charge of any or all of this. Food cost generally should be communicated to the adults a few days prior to the campout and money collected from adults prior to departure.

Occasionally meals for all of the scouts are cooked by the adults, and would be your responsibility to coordinate this menu, food preparation, cost, and collect money due.

Transportation – You will need to speak with other adult leaders to determine who will pull the troop trailer to and from the campout. Campouts requiring additional equipment such as bicycles, sleds, pioneering poles, etc., will require additional trailers or trucks to be secured.

Verify the number of vehicle seats available is sufficient for attendees traveling to and returning from the campout.

Campouts with early and late departure groups require the same coordination for each group. Communicate needs or changes and determine assignment.

Prior to departure, verify health forms are included for each attendee and provide the following to the adults attending:

Provide trip information to each driver with driving directions and/or map, along with any planned stops.

Provide Cell numbers of all drivers.

Communicate Travel Guidelines to Drivers - While the group does not need to follow a strict caravan line, All vehicles should:

Be fueled prior to departure.

Travel (with lights on for safety and identification) in a group led by the ALIC, followed by the Troop trailer and any other trailers, then remaining adult vehicles and generally the Scoutmaster, assistant or assigned member to bring up the back of the group. Everyone returns to the church.

Try to stay in view of other vehicles for safety.

Communicate emergency stops, detours or vehicle problems.

Not make unplanned stops for food or gas. (all attendees should eat prior to departure).

When one vehicle stops, all vehicles should stop for safety, or to assist.

Stay with the group and in front of last vehicle.