

Camping PIC checklist

BSA Offi	Months before	Annual	4 or more weeks out	3 weeks out	2 weeks out	MONDAY meeting	TUESDAY 3 days out	WEDNESDAY 2 days out	THURSDAY day before	FRIDAY departure	during trip	At return	week after trip
	BSA medical forms (dates verified and paper copies in possession)	index				verify							
	Tour permit filed												
	Trip plan, if required												
	Float plan, if required												
	Adult training verification	index				verify							
	Scout membership verification					verify							
Invitation and Registration													
	Eventbrite invitation built		develop	live									
	Invite distributed via e-mails, website, and at troop meetings												
	Copies of final roster printed for all adults												
	Fee payments delivered to Troop Treasurer												
Programming													
	Scouts make calendar of where they want to go												
	Plan for trip activities that aligns with what Scouts need to get done												
	Materials needed for programming (merit badges or ranks)												
	Supplies				plan	verify				bring			
	Tools				plan	verify				bring			
	Books				plan	verify				bring			
	Writing materials					verify				bring			
	Activity leaders who are prepared to lead		identify	confirm		verify							
	Activity-Specific Preparations (anything around water, shooting, or climbing)				plan	verify							
	Awareness of BSA policies												
	Trained and BSA-certified leaders for all planned activities		identify	confirm		verify							
	Swim test results if in water					verify							
	Advancement activity results and nights camped to Advancement Chair												
Campsite													
	Campsite reservation confirmation	book	book										
	State Park Youth Pass	buy								bring			
	Additional camp fee payment method									pay		reimburse	
	Water and toilet facilities available				verify								
Health & Safety													
	Medications and dispensing details provided to trip medicine man												
	Emergency communication capability, numbers to call						verify			bring			
	Emergency evacuation plan						plan			bring			
People													
	Sufficient number of trained adults to meet BSA policy					verify							
	Scoutmaster					verify							
	Person-in-Charge		verify										
	Tour Permit filer		verify										
	Medicine man									designate			
	Senior Patrol Leader					verify							
	Patrol leaders					verify							
	Grubmasters (for each patrol)					verify							
	Drivers (for private cars and rental vehicles)					verify							
Food													
	Patrol meal plans							bring					
	Purchased patrol food (grubmasters)							buy		bring			
	PC food					plan				bring			
Transportation													
	Printed maps to campsite for drivers (including planned stops)									bring			
	Map to nearest emergency room from campsite									bring			
	Drivers's text messaging numbers (do a test message prior to departure that everyone can reply to)												
	Vehicles to tow all trailers					verify				bring			
	Vehicles to carry all people					verify				bring			
	Van rental					decide				pick up		return	reimburse
	Van liability insurance									bring			
	Van rental procedure									bring			
	Verify that all trailer lights are working				check								
	Verify that all trailer tires are correctly inflated, condition is good				check					verify			
Other													
	Key and combination to shed					verify				bring			