

OUTDOOR PROGRAM CHECKLIST

Date of Program _____ **Location** _____

I. Administration

- | | |
|--|--|
| ☐ Tour permits | ☐ Licenses (fishing, boats, etc.) |
| ☐ Parents' permission/information | ☐ Camp cost |
| ☐ Insurance | ☐ Local requirements |
| ☐ Budget done | ☐ Permits/reservations |
| ☐ Personal health histories | ☐ _____ |

II. Leadership

- | | |
|--|---|
| ☐ Second leader _____ | ☐ Third leader _____ |
|--|---|

III. Transportation

- | | |
|--|---------------------------------------|
| ☐ Driver _____ | ☐ Driver _____ |
| ☐ Driver _____ | ☐ Driver _____ |
| ☐ Equipment hauled by _____ | |

IV. Location

- | | |
|--|---|
| ☐ Maps to and from _____ | ☐ Arrival time _____ |
| ☐ Driver time _____ | ☐ Departure time _____ |
| ☐ Special gear needed _____ | |

V. Equipment

- () Personal _____
- () Troop _____
- () First-aid supplies _____
- () Program _____
- () Emergency _____

VI. Feeding

- () Menu planned _____
- () Who buys food _____
- () Fuel supply _____
- () Patrol duties roster _____
- () Food storage _____

VII. Sanitation

- () Drinking water _____
- () Dishwashing _____
- () Human waste _____
- () Garbage disposal _____

VIII. Safety

- () Nearest medical facility _____
- () Nearest town _____
- () Ranger contact _____
- () Emergency no. _____
- () First-aid provider in group _____
- () Police no. _____

IX. Program

- () Program planned _____
- () Short-term _____
- () Special program equipment _____
- () Patrol assignments _____
- () Long-term _____
- () Rainy-day activities _____