



Troop 661 Trip Master Guide

**And other...
pearls of wisdom from your courageous leaders**

**a.k.a. - Your Guide to planning and surviving any
campout with up to 50 scouts**

Troop 661 Trip Master Guide

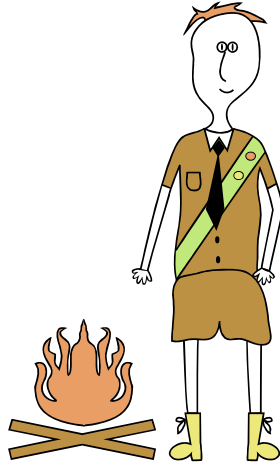
Troop 661 Trip Master Guide

Table of Contents

Pearls of Wisdom and General Information.....	3
Quartermaster's Comments	6
Planning for a Trip	7
Making Reservations for Camp Sites	8
Making a Flyer and Estimating Costs	9
Final Countdown	10
Food Preparation & Grub Master Duties	11
DAY OF TRIP	13
Roster.....	14
Permission Slip and Flyer Examples	15
Troop Vehicle List (as of 7/1/06).....	17
Tour Permits.....	18

*** Included with this notebook –
“Guide to Safe Scouting”
Diskette with Permission Slip format if needed**

Troop 661 Trip Master Guide



Pearls of Wisdom and General Information

1) You must have one trained leader at all campouts.

A trained leader is someone who has completed: Youth Protection Training, New Leader Essentials, Scoutmaster and Assistant Scoutmaster, and Introduction to Outdoor Leader Skills.

2) You must have two adults with group at all times.

3) Don't leave the scouts alone with fire! They will burn down the forest!

Troop 661 Trip Master Guide

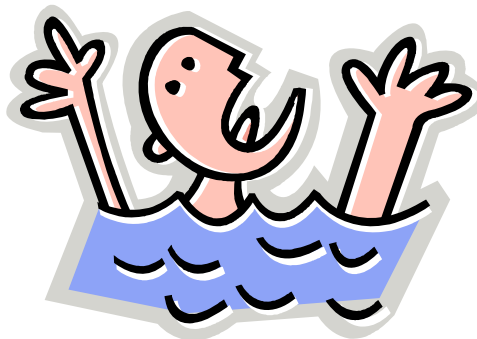


4) Check in with all scouts with reminders the day before outing with where to meet and what time to be there. It doesn't matter if you put it on the permission slip they will forget.

5) Collect all money up front along with permission slips on each scout and adult attending.

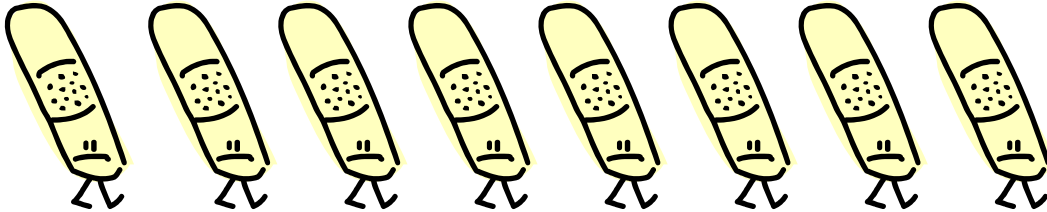
6) Remember to help the boys with lighting camp stoves, sometimes they burn their eyebrows.

7) Don't forget around the water, scouts need to pass a swim test and you need two adults trained in Safety Afloat and Safe Swim Defense. This training can be done over the internet.

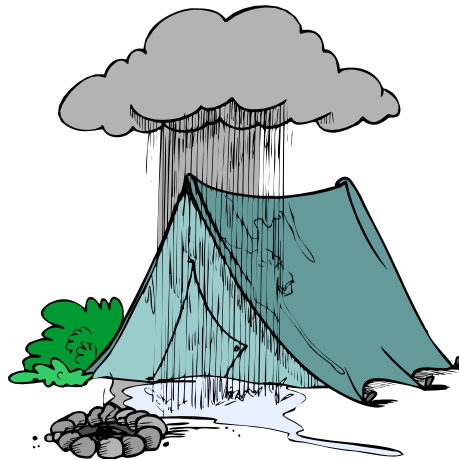


Troop 661 Trip Master Guide

8) Always make sure you have the Troop First Aid Kit with you, many times it goes home with a leader and doesn't always get back to the trailer.



9) Check Weather Report before leaving.



10) Have driving maps available for all drivers and exchange cell phone numbers in case of emergency.

11) Do not allow the boys to drink Big Gulps before they leave or you will have multiple pee stops along the way.

Troop 661 Trip Master Guide



Quartermaster's Comments

**Only the Quartermaster is allowed in the Troop Trailer!!!
If any of the officials Troop Quartermasters are not going on the campout, one will be assigned the duty. If any items from the campout become no longer of use or break while on campout, this information must be reported to a Quartermaster so the items can be replaced before the next campout.**

Adult Leader Quartermasters:

Troop Quartermasters:

Troop Shopping List:

Big Ticket Items the boys would like to get for campouts:

Troop 661 Trip Master Guide

Planning for a Trip

Read the copy of “Guide to Safe Scouting” provided in this book.

**After you have read the guide please sign and date inside cover.
You are required to have a copy with you on the trip.**

**After you have decided on the location and had it approved by the
Camping Coordinator make announcements at Troop Meetings to
promote your trip.**

Troop 661 Trip Master Guide

Making Reservations for Camp Sites

1) You are not always locked into going to the camp on the calendar. Talk to the Scout Master if you want to change our destination. The boys vote on where they would like to go in the beginning of the year. But until they are able to drive, we adult leaders have a lot of “say” in where we end up. Just check with Scout Master before you place reservation money in Troops name. If you are looking for campsite areas available you can look on the web or books for new and exciting places to go! AAA has camping maps free to members. Several adult leaders have camping books available for your use as well. Just call a committee member for help.

2) Many popular camps are booked solid 6 months or more in advance. Plan ahead as much as possible!

3) You can make reservations through www.reserveamerica.com or the CA State Park system. Phone reservations are easiest. If you can call the camp direct, you can get the best information about the sites and activities available.

4) Use your own judgment as to how many sites to reserve or if you need a group site. Ask the Scout Master if you're not sure.

Troop 661 Trip Master Guide

Making a Flyer and Estimating Costs

Make a flyer and permission slip. These are two separate items. Begin distributing them 4 to 6 weeks in advance. Bring them to the regular troop meetings. Forward a copy of flyer and permission slip to Scout Master or Trip Master it will then be sent to the entire Troop via E-mail. Examples have been provided for your use.

Flyer should have: camp location, trip dates, meeting location (usually Mt. of Olives Church), departure time (usually 5:00 p.m. Friday), eta. for return, and with breakdown of camp fee, gas, and food.

Figuring the cost can be a little tricky. You don't want to end up short at the end of the trip. Here is a rough guide to follow.

Camp fee - Total cost of camp fee + extra vehicle fee + reservation fee divided by estimated number of scouts and adults (a good guess) = camp fee per person.

Gas - \$0.06 per mile for each person should get you close to actual cost. (A Suburban with 6 passengers and towing a trailer will get less than 10 mpg.) Example: for a 300 mile round trip-- $\$0.06 \times 300 = \18.00 per person.

Food-- \$4.00 for each breakfast, \$4.00 for each lunch, \$5.00 for each dinner. Typical weekend trip: Friday- everyone brings their own \$ and eats at Taco Bell, Saturday- breakfast, lunch, dinner ($\$4.00 + \$4.00 + \$5.00 = \13.00) Sunday- breakfast (\$4.00), lunch on the road home (everyone brings their own \$) Charge \$17.00 for a trip leaving Friday night and returning Sunday afternoon. In addition, tell people on the flyer and permission slip to bring \$20.00 to eat out 2 meals.

Total cost of a typical weekend trip should be something like this:

GROUP CAMP 65 PER/NITE X 2 NITES DIVIDED BY 20 CAMPERS	\$6.50
FOOD \$17.00	\$17.00
GAS \$0.06 X 300 MILES	\$18.00
SUBTOTAL	\$41.50
OTHER: EXTRA VEHICLES FEES, FIREWOOD, PROPANE, ETC.	\$3.50
TOTAL FEE DUE WITH PERMISSION SLIPS	\$45.00

*PERMISSION SLIPS can be copied from sample included in this notebook and filled out by hand, or you can get it off the CD included with this notebook. The permission slip is a word document.

Troop 661 Trip Master Guide

Final Countdown

3 weeks ahead

Start sending updates about the trip via e-mail. Promote your trip for a good turnout. Especially encourage adults to go (phone calls and parent meetings are great ways to communicate). Check your e-mail often. People will have questions and information for you.

*** Remind adults: BSA is not a baby sitting service they need to go on the trips!**

1 to 2 weeks ahead

Collect all permission slips and money from scouts and adults.

MAKE SURE YOU HAVE A DRIVER TO PULL THE TRAILER!

SUBMIT A TOUR PERMIT

Tour permit forms are included with this notebook and need to be filled out and signed by youth protection trained adults.

Driver information is to be included with the tour permit. This is very important so that all drivers are covered by BSA insurance. There is a database of drivers' info on the TROOPMASTER 2005 program. It is constantly changing, so verify info with each driver.

Turn in your Tour Permit to the Scout Shop for approval. Fill out permit at Monday night meeting, turn in to Scout Shop on Tuesday, leave for trip on Friday.

A copy of Youth Protection Training card is required to turn in Permit. Collect one from a trained adult or take yours with you. (Everyone should be trained!)

Do you have trained leaders?

Our Trained Leaders are:

David Berschauer, Adam and Rena Bates-Smith, John Caley,

Susan and Larry Geers, Dale Stanley, Dan Bryant

All scouts are required to travel in Class- A uniform to and from camp out.

Troop 661 Trip Master Guide



Food Preparation & Grub Master Duties

FOOD---1 week ahead at regular troop meeting

- 1) Make sure you have the boys arranged in Patrols, if needed combine patrols for Grub Master Duty.
- 2) Make sure there is a Grub Master for each group of boys and approve the menu they will be providing for all within their patrol. Look for missing items on there menu and approve their menu before you conclude meeting.
The Grub Master must shop for the food and stay within your set budget. The Grub Master also must make up a duty roster for who will be cooking, cleaning up, and serving food within the patrol.
- 3) Be aware if any scouts have food allergies and advise your Grub Masters parents for shopping needs. We do have special needs with in some patrols.
- 4) Set up clean up stations, so that all cooks can wash their hands before they cook.
- 5) Insure that Grub Master knows how many scouts they will be shopping for. Make sure they load all coolers and dry good with them when they get into carpool. There is nothing worse than hungry scouts when food is left behind!

Troop 661 Trip Master Guide

6) Assign an Adult Grub Master for all Adults and Leaders attending. (Warning: the adults always eat exceptionally well, dessert is expected and it must have chocolate in it!)

7) Keep a written list of the patrols and grub masters. You will need this as there are always last minute changes. You may need to call grub masters to add or delete scouts from their patrols (Once the food is purchased, there cannot be any refunds or add-ons.)

8) TELL ALL GRUBMASTERS TO SAVE GROCERY RECEIPTS AND SUBMIT THEM TO YOU FOR REIMBURSEMENT.

*Sample Menu from a Family Campout

Saturday Morning – Coffee, Juice, Milk
Muffins, Eggs and Canadian Bacon

Saturday Lunch - Turkey and Ham Sandwiches with Lettuce and Tomato
Chips & Watermelon
Condiments
Lemonade

Saturday Dinner - Burgers and Hot Dogs
Green Salad
Macaroni Salad & Mac and Cheese (brought pre-made)
Brownies & S'mores

Sunday Breakfast - Coffee, Juice, Milk
Eggs & Pancakes

Troop 661 Trip Master Guide

DAY OF TRIP

Items to bring with you on campout.

- ✓ Bring this book!
- ✓ Medical Form Notebook for scouts (should be in trailer)
- ✓ Permission Slips
- ✓ Grub Patrols Roster
- ✓ Campsite Reservation # or Receipt
- ✓ Directions and Maps for all drivers
- ✓ 2 Keys to the trailer (Berschauer, Thorsell, and Geers have keys)

DAY OF TRIP--- AT THE MEETING PLACE:

- ✓ Have each scout "buddy up" with another. They should stay together at all times, especially at road stops.
- ✓ Tell the adults to keep an eye on scouts at road stops.
- ✓ Have all drivers exchange cell phone numbers.
- ✓ Have everyone agree on the route and stops for food, gas, etc
- ✓ Encourage people to travel in a caravan this is for safety in case someone breaks down or gets a flat tire.
- ✓ Tell everyone (scouts and adults have a flashlight handy. You will all need them when you arrive.)

DURING THE TRIP---PLEASE:

Keep a record of the number of nights camped and miles hiked for each scout. Give this information to Jeff Thorsell when you get home. Scouts need to get credit for this for rank advancement.

Pass out gas money and extra vehicle fee money.

ON THE TRIP HOME

Contact all parents when you get ½ hr or so from the church so you are not waiting for them. They should be waiting for you when you arrive.

HAVE A GOOD TIME! THANK YOU FOR BEING A TRIPMASTER. IT IS A LOT OF HARD WORK AND ALL OF US IN OUR TROOP TRULY APPRECIATE YOUR EFFORTS!

QUESTIONS: Contact Jeff Thorsell (949) 587-1351
Larry Geers (949) 855-1367 David Berschauer (949) 581-9979

Troop 661 Trip Master Guide

Roster

Atomic Chickens	Cooper	Smith	Patrol Leader
	Keelin	Black	
	Jacob	Gonterman	
	Brenden	Ivy	
	Gunnar	McGriff	
	James	Ortega	
	Chris	Savely	
	Jesse	Stephens	
	Kristjan	Thordarson	
Cobras	Curtis	Dougherty	Asst Senior Patrol Leader
	Adam	Radpour	Asst Senior Patrol Leader
	Marshall	Stanley	Patrol Leader
	Alex	Boyd	
	Nicholas	Bryant	
	Matthew	Frantz	
	Max	Thorsell	
Lost Commandos	Brian	Deskin	Patrol Leader
	Jonathon	Berschauer	Troop Guide
	Aaron	Buck	
	Shiv	Dattani	
	Tully	Keane	
	Parker	McPherson	
	Johnston	Niemela	
	Matthew	Romero	
Pedros	Zach	Buckner	Patrol Leader
	Daniel	Brick	
	Alex	Campbell	
	Eric	Dougherty	
	Tyler	Fenn	
	Caleb	Lopez	
	Jacob	Niemela	
	Ryan	O'Donnell	
WalMart	Tristan	Caley	Senior Patrol Leader
	Patrick	Geers	Patrol Leader
	Nathaniel	Bryant	
	Blake	Keane	
	Peter	Le	
	Ian	Magnone	
	Jantzen	Oshier	
	Matthew	Pyles	
	Frank	Ramsey	

Troop 661 Trip Master Guide

Permission Slip and Flyer Examples

Local

PERMISSION SLIP FOR TROOP 661
(Event Name)

DEPARTURE: Mt of Olives at 5:00 P.M.

RETURN:.

OUTING DATE

DESTINATION: _____

PARENT PERMISSION/WAIVER OF RESPONSIBILITY

Considering the benefits to be experienced, and that membership in the Boy Scouts of America is voluntary, and having full confidence that every reasonable precaution will be taken to ensure the safety of my son on the activity identified below, I give my permission for his participation and waive all claims against the leaders of this trip, officers and representatives of the Boy Scouts of America. Further, I will ensure that my son has in his possession a signed medical authorization form when he arrives for participation in the activity.

SCOUT and/or ADULT: _____

Home Phone #: _____ Emergency Phone #: _____

- Will Parent Participate? Yes No
- Will Parent Drive? Yes No
- If driving, can you Take to event Pick up at event

____ # of
Passengers

Vehicle Information: Make _____ Model _____ License Plate _____

PARENT SIGNATURE: _____

Troop 661 Trip Master Guide

Campout example:

PERMISSION SLIP TROOP 661 August Campout at Mount Pinos

We will be leaving at 5:00 pm on Friday, August 4th, and returning Sunday, August 7th at approximately 2:00 pm. We will meet at Mount of Olives Church, 24772 Chrisanta Dr, Mission Viejo, 92691. **You must be there ½ hour before departure for camping inspection.**

Cost for Each Scout and Each Adult Leader: Make checks to David Berschauer

Patrol Food	\$ 17.00 (4 meals)
Gas	<u>\$ 15.00</u>
Total	\$ 32.00 Per Person.

Money must be paid by 7/31/06 at Troop Meeting, permission slip due same night.

Uniform/Equipment: Class A (During Drive) & Class B

Boys to bring: \$10.00 for burgers on the road, jacket, 10 essentials, hiking boots, sleeping bag, overnight gear, hat, sunscreen.

Notes: **This trip will not be a first class emphasis campout.**(add any additional comments..).

PARENT PERMISSION/WAIVER OF RESPONSIBILITY

Considering the benefits to be experienced, and that membership in the Boy Scouts of America is voluntary, and having full confidence that every reasonable precaution will be taken to ensure the safety of my son on the activity identified below, I give my permission for his participation and waive all claims against the leaders of this trip, officers and representatives of the Boy Scouts of America. Further, I will ensure that my son has in his possession a signed medical authorization form when he arrives for participation in the activity.

SCOUT: _____

ASM USE ONLY

PD: _____ DR: _____

DESTINATION: Mt Pinos – Los Padres National Forest

OUTING DATES: Friday, August 4, 2006 to Sunday, August 6, 2006

Home #: _____

Emergency Phone #: _____

Will Parent Participate? Yes/No

Will Parent Drive? Yes/No

If driving, can you take to event? Yes/No

How many? _____

PARENT SIGNATURE: _____

Troop 661 Trip Master Guide

Troop Vehicle List (as of 7/1/06)

Troop 661 Trip Master Guide

Tour Permits