

# Outdoor Program Checklist

## Date of Program Location

### I. Administration

- Tour permits
- Parents' permission/information
- Insurance
- Budget done
- Personal health histories

- Licenses (fishing, boats, etc.)
- Camp cost
- Local requirements
- Permits/reservations
- \_\_\_\_\_

### II. Leadership

Second leader \_\_\_\_\_

Third leader \_\_\_\_\_

### III. Transportation

- Driver \_\_\_\_\_
- Driver \_\_\_\_\_
- Equipment hauled by \_\_\_\_\_

- Driver \_\_\_\_\_
- Driver \_\_\_\_\_

### IV. Location

- Maps to and from \_\_\_\_\_
- Driver time \_\_\_\_\_
- Special gear needed

- Arrival time \_\_\_\_\_
- Departure time \_\_\_\_\_

### 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

- Long-term
- Rainy-day activities
- Patrol assignments