

TRIP COORDINATOR

“Trip Permit” should be completed and faxed to BSA Cascade Pacific Council two weeks in advance. Please plan to attend a Sr. Patrol Leaders’ meeting at 7 PM, two weeks in advance to be prepared on decisions made by the Scouts for the camping, hiking or other event.

- 1. Fill out trip permit and fax to Cascade Pacific Council. Requirements:**
 - a. Number of Scouts attending and number of adults.**
 - b. Signed by two people, a committee adult and the tour leader. Tour leader and assistant tour leader’s, addresses, ages, and telephone numbers required. One adult must have 1st Aid/CPR training and Youth Protection training.**
 - c. Get drivers’ vehicles make, model and driver’s license, and number of seatbelts. Make sure you have enough drivers taking and bringing back Scouts. Make sure seatbelts equal total of people attending, including you. (Liability issues).**
- 2. Contact via email or telephone where attendees are to meet - location, time and place, and if they need to bring a sack lunch or money for lunch. Returning – provide an estimated time and where adults are to pick-up the Scouts.**
- 3. Have copies of maps for drivers, and list the cell telephone numbers of the drivers.**
- 4. Have the Scouts emergency cards, First Aid kit, and Troop 1 Scout book. If people are stopping for gas, food, etc. Let people know where everybody is to meet.**
- 5. Food – who will prepare dinner or breakfast, and what should adults attending bring. Do people need to bring a sack lunch? Discuss who will bring the stove, pots pans, cooking utensils, coffee pot, plates, cups, wood, etc. Cost of food reimbursements, and cost for camp permits, if applicable.**
- 6. Have Plan B should the need to cut the outing short. Parents plan to go out or away when Scouts go camping and Scouts need to wait or stay with someone until the parents get home.**

Provide Rosa with a list of names of the Scouts that attended in order to give them credit on the TroopMaster computer system.