



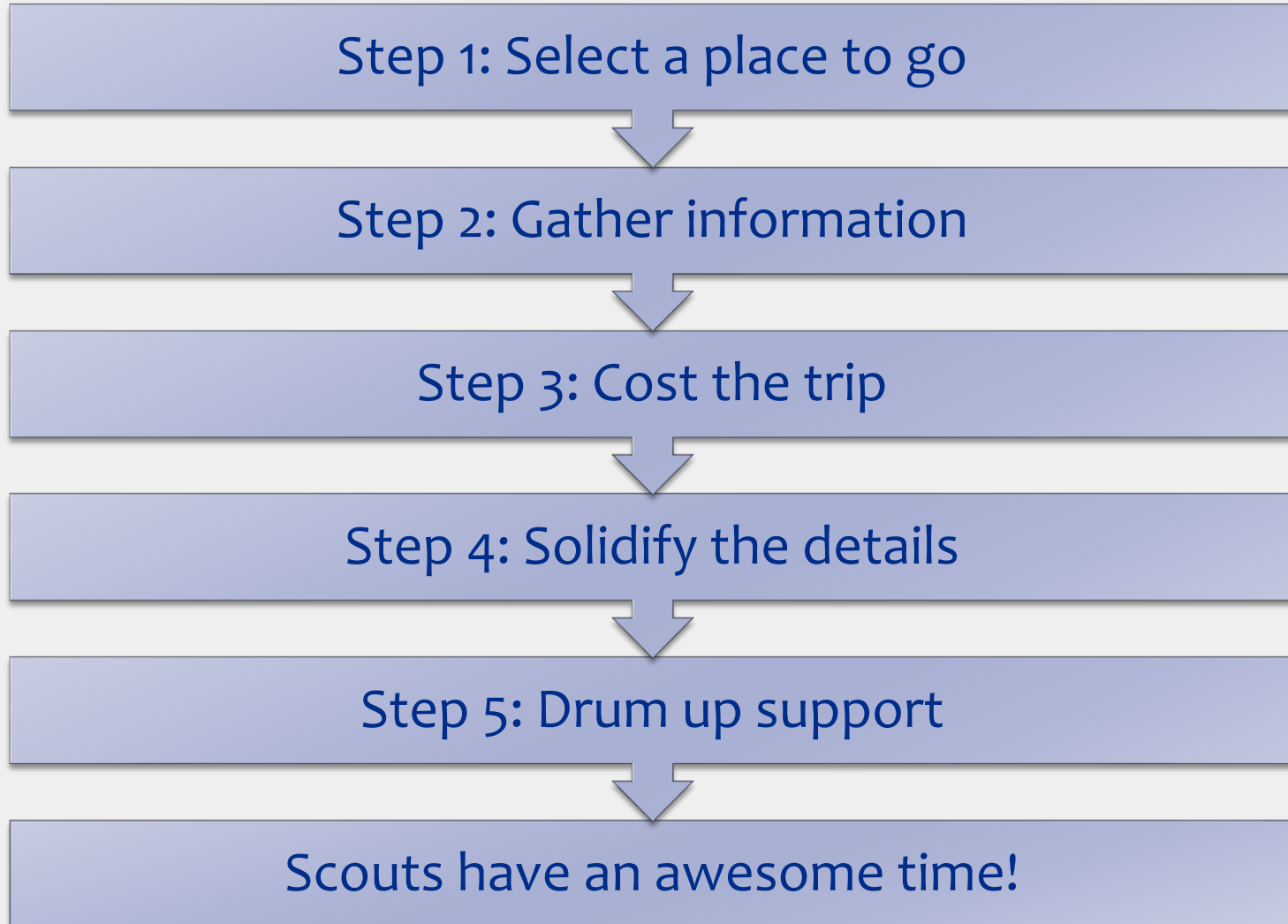
SCOUTS BSA
TROOP 373

Activity Planning & Execution

Getting the scouts out into the world



Tutorial overview





Step 1: Select a place to go

- ▶ Activities are selected by the scouts at the troop planning meeting
- ▶ Any activity on the ballot must adhere to the rules in the Guide to Safe Scouting
- ▶ If a selected activity is not available, select the next most popular activity
- ▶ Be sure to match the activity with the correct time of year
 - ▶ Don't go on a three-day snorkel trip in January
 - ▶ Don't go to the Everglades in August



Step 1: Select a place to go

- ▶ Do some *general* internet research for
 - ▶ Potential places to camp
 - ▶ Potential vendors for the activity selected
 - ▶ Costs associated with camping fees, admission, etc.
 - ▶ Age, height, gender limitations
 - ▶ Driving time and directions
 - ▶ Be sure to read some reviews from people who have recently visited



Step 2: Gather information

- ▶ **Potential camping location**
 - ▶ Name, address, phone number, website
 - ▶ Limits on number of campers per site
 - ▶ Limit on number of vehicles
 - ▶ Cost for camping and payment schedule
 - ▶ Hours of operation and access to site
 - ▶ Cancellation policy

- ▶ **Potential activity vendors**
 - ▶ Name, address, phone number, website
 - ▶ Limits on number of participants
 - ▶ Costs and group discounts
 - ▶ Hours of operation and general length of activity
 - ▶ Equipment rental policy
 - ▶ Cost for activity and note if any tipping will be required
 - ▶ Cancellation policy

PRO TIP

Many campgrounds have a dedicated group site for scouts, but most are not listed on their website. Call and ask!



Step 2: Gather information

- ▶ **Travel info**
 - ▶ How long with the drive time be
 - ▶ Mileage to and from the activity
 - ▶ Tolls

- ▶ **Check with BSA documentation for**
 - ▶ Safety issues with the selected activity (especially water activities)
 - ▶ Potential merit badges or requirements that can be completed



Step 3: Estimate costs

- ▶ **Camping costs**
 - ▶ How much will it cost per person to camp
 - ▶ Will we need to purchase firewood, etc.

- ▶ **Activity costs**
 - ▶ Admission fees
 - ▶ Parking fees
 - ▶ Tips
 - ▶ Equipment rentals

- ▶ **Travel costs**
 - ▶ Estimate fuel cost
 - ▶ Add cost for tolls

PRO TIP

Don't forget to ask if the campsite or vendor will waive the tax for non-profit organizations and what we need to provide them for the discount.

PRO TIP

The vehicle pulling the trailer will get half the gas mileage as other vehicles. Make sure that is considered when estimating fuel costs.



Step 3: Estimate costs

▶ Food costs

- ▶ Typical meal on the road costs \$8
- ▶ Typical breakfast costs \$2-\$3
- ▶ Typical lunch costs \$3-\$4
- ▶ Typical dinner costs \$5

▶ Other costs

- ▶ Any special treats (ice cream, etc.) estimate \$7-\$8
- ▶ Patches or mementos



Step 4: Solidify the details

- ▶ Estimate final cost by summing
 - ▶ Camping costs
 - ▶ Activity costs
 - ▶ Travel costs
 - ▶ Food costs
 - ▶ Other costs
- ▶ Formulate an itinerary
- ▶ Present activity details to the troop committee
- ▶ Call and make camping reservations
- ▶ Call and make activity reservations
- ▶ Send final details to the troop webmaster

PRO TIP

Estimate the number of scouts and leaders when making initial reservations. Most places will allow you to adjust numbers as you get closer to the event date!



Step 5: Drum up support

- ▶ Help the scoutmaster “sell” the event
 - ▶ Scout meeting announcements
 - ▶ Email reminders
 - ▶ Boards of review
- ▶ Talk to other leaders and parents to promote adult participation
- ▶ Tie the activity to one or more requirements

Scouts have an awesome time!



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Support tools

- ▶ Activity planning template (Excel Spreadsheet)
- ▶ Itinerary template
- ▶ Trip report template

Helpful Links

BSA Organization

- National Boy Scouts of America Website
- Central Florida Council Website
- Riverside District Website
- Ascension Catholic Church Website

Leader Resources

- Scoutbook Website
- my.Scouting Website (Training)
- Guide to Safe Scouting
- Guide to Advancement
- Guide to Planning an Activity
- Activity Planning Template
- Activity Itinerary Template
- Activity Trip Report Template