

## COORDINATING A TROOP ACTIVITY (updated 2009)

**PICK A DATE, IF NEEDED-** If you need to pick a date have it approved by the PLC and the Committee Members before making the appropriate reservations. If an up front fee is required, ask the Troop Treasurer (currently Karine Hansel) for a check to cover the deposit; or, you can pay it yourself then get reimbursed by the troop. It is best to have the date confirmed at least two months in advance. This doesn't apply to summer camp dates which are selected for the troop by the Committee approximately ten months beforehand.

**For Wolfeboro:** Reserve approximately 1 year ahead or as soon as possible.

**PROMOTE THE ACTIVITY-** Starting at least one month in advance, preferably two, have your Scout announce the event at the weekly troop meetings. Handing out flyers to the parents at the end of the meetings is also helpful. Write an email containing all of the details for the activity and send it to the troop's Webmaster to distribute. (currently this is Anne Siri, [rubble4@gmail.com](mailto:rubble4@gmail.com)). The more promotion, the better the turnout.

**Wolfeboro:** Advertise two months before the deposit deadline, then get a Yes or No answer from each scout and adult leader potentials.

**RECRUIT LEADERS & CHAPERONES-** The troop is required to have at least "Two Deep Leadership" for all events. "Two Deep Leadership" is defined as two trained leaders or one trained leader and another adult over 21 years old. For the summer camps a minimum of two leaders are needed along with another adult. Have the leaders confirmed as soon as possible to insure the event can take place. For summer camps, the leaders/adults need to commit early on before the troop risks losing their deposit. This is why the dates are selected and advertised well in advance.

**COLLECT FUNDS-** If there is a fee for the activity, please collect this in advance. Almost all require just one check from the troop rather than individual checks from the Scouts. It will be your responsibility to make sure that everyone that attends pays their costs. **For the summer camps the troop charges an additional fee to cover gas, snacks and tee-shirts. Please check with the Committee as to what this fee should be.**

**Wolfeboro:** Your deadline for scout deposits need to be set 1 week before the Council's deadline. There are always people adding in late. Families need to make checks out to Troop 216. The treasurer will write one check that goes to council. Any late checks should be made out to the council with the late fees. It is recommended to deliver all paperwork and money to the council vs. mailing.

**Costs included for summer camps:**

(one amount is easier than asking for money multiple times)

Camp cost

\$10.00 for t-shirt

\$ gas money (figure distance, current cost of gas, and miles/gal)

Troop may be able to pay for additional adult leaders at camp, but you will need to ask the leaders.

**SPECIAL RESPONSIBILITY FOR CAMP COORDINATORS-** In addition to everything on this list, the camp coordinators are responsible for ordering tee shirts for all the camp attendees including the adult leaders. This should be done around two months before camp. The troop has been using "Instant Imprints". Jeff Willis is the owner and is very easy to work with. Jeff's email address is: [profit.jeff@gmail.com](mailto:profit.jeff@gmail.com)

**SOLICIT DRIVERS-** Based on the number of Scouts who have signed up for the event, you will need to see if anyone will volunteer to drive to and/or from the activity. For long trips, such as the summer camps, the drivers will be partially reimbursed for the cost of gas. Check with the Committee for the exact amount per mile. For shorter trips, drivers are not reimbursed. They should think of it as just doing their part like on a school field trip. The drivers will need to pick-up a binder before the trip from Cathy Merhoff/Andrea Bertke which contains all of the troop members' permission slips and emergency contact information.

**OBTAIN A TOUR PERMIT-** Contact the troop's Permit Coordinator (Currently Maureen Wilson) for a tour permit. This should be done two weeks prior to the event. The coordinator will need to know who the leaders are for the activity and who the drivers are and which vehicle they all will be driving. The coordinator should already know the dates and location of the activity based on all of the promotion you have done for it.

*\*this can take time because of collecting signatures.*

You can attach a copy of all drivers licenses, but it is not preferred. They really like the form to be filled out without attachments.

**Scouting For Food Coordinator and the Friends of Scouting Coordinator** -should check with the Roundtable Representative to see when their topic is going to be covered at the Roundtable Meetings and attend that meeting for training.

**Before going to a summer camp:**

Make an Excel sheet showing when people are coming and leaving.

Make a list of drivers, their cell numbers, and who is in their car. Email everyone this list so they can print a copy for themselves.

When t-shirts arrive then put each person's name on the labels. This is extremely helpful with distribution the day of departure.

Have the person who is selling the red "class B" bring shirts to couple of scout meetings.

Collect the 6 binders from Cathy Merhoff/Andrea Bertke to be given to each adult driver/leader on the trip.

**Please keep the leadership apprised of the progress of your planning. If you need help, don't hesitate to ask them or a fellow parent. The more the parents get involved, the more their Scouts enjoy the program. Thanks for volunteering and doing your part.**