

Venture Crew 75 Outing Planning Package

Outing Name: _____ Date: _____

The purpose of this sheet is to plan outings, and to go through the event planning process needed for successful outings. The following items are covered in this package.

Description of Outing Leadership

- Type and purpose of outing
- Route
- Detailed plan Scoutmaster-in-Charge
- Time and distance for each leg
- Campsites
- Availability of water
- Permits
- Map, Guidebook
- Float Plan

Challenges to be expected

- Portages
- Whitewater
- Steep trails
- Stream crossings
- Elevation and elevation gain
- Weather
- Long Distances

Logistics

- Starting place and time
- Event Registrations
- Pickup place and time
- Driving route
- Times
- Roster
- Duty Roster
- Provisional organization
- Eligibility

- Tour Permit
- Camping Permit, Campsite reservations

Equipment

- Standard equipment list
- Special equipment list
- Crew equipment

Supplies

- Food
- Menus
- Procurement
- Water Purification Supplies

Preparation

- Equipment Inspection
- Roster Closing Date
- Technical Training
- Physical Training

Leadership

- Junior Leader
- Owner
- Advisor
- Consultants
- Emergency Contacts
- Guide to Safe Scouting
- Youth Protection (Adult & Youth)

Venture Crew 75 Outing Planning Package

Outing Name: _____ Date: _____

Outing Plan: (Includes modes of travel, estimated times & distances, campsites, activities)

Preparation Plan:

Announcement Date: _____ Roster Closing Date: _____

Participation Requirements: _____

Personal Equipment Needed/Required:

Preparation Activities: (Including training, menu planning, group organization, etc)

Activity	Responsible Person	Meeting Date
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Attach Other Sheets as Required to Describe the Outing Plan Fully

Submitted By: _____ Date: _____

Advisor Approval: _____ Date: _____

Owner: _____ Advisor in Charge: _____

Venture Crew 75 Outing Roster

Outing Name: _____ Date: _____

Roster:

Name:

Email:

Phone:

[illegible]

Venture Crew 75 Outing Transportation Plan

Outing Name: _____ Date: _____

Departure to Event:

Pick Up Point: _____ Departure Time: _____

Destination: _____ Est Arrival Time: _____

	Vehicle:	Driver:	Seat #:	Cargo Remarks:
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____

Notes:

Returning:

Pick Up Point: _____ Departure Time: _____

Destination: _____ Est Arrival Time: _____

	Vehicle:	Driver:	Seat #:	Cargo Remarks:
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____

Notes:

Venture Crew 75 Outing Event Report

Outing Name: _____ Date: _____

Event Summary:

Log of Significant Events:

Lessons Learned and Suggestions for Improvement:

Please Attach all relevant planning documentation. If there are additional pages needed, please attach.