

Responsibilities of the Adult Outing Leader

Before the trip—

- Take the permission/signup forms on the outing. Return these to the Scoutmaster after the activity.
- Take the medical forms box on the outing. Return these to the Scoutmaster after the activity.
- Make sure there is at least one other BSA-registered adult on the trip, and a minimum ratio of 1 adult per 10 Scouts. By troop policy, with rare exceptions (approved by the troop committee), one adult must be a BSA trained uniformed leader.
- Verify if there is a volunteer to handle meals for the adults, or else let the other adults know they are 'on their own' for meals.
- Verify that the SPL(s) has approved patrol menus and tent assignments. Note that for most outings, we try NOT to combine patrols for cooking purposes. Each patrol should cook as a patrol if possible. Make sure younger Scouts have one or more experienced Scouts to look after them (meals, tenting, advancement, etc). Junior Assistant Scoutmasters (16 & 17 year-old Life & Eagle Scouts) have the option of eating by themselves OR with the Stealth patrol OR with the adult "Geezer" patrol.
- Verify with the transportation coordinator that there are enough rides for everyone.
- Verify if there will be water available at the campsite. If not, tell parents/Scouts to bring ample water for drinking, cooking, & cleaning.

During the trip—

- Bring a troop first aid kit if the troop trailer is not going on the campout (the trailer has a first aid kit in it).
- On arrival, verify that all participants make it to the destination. On departure, make sure that no Scout is left behind!
- Make sure the SPL(s) conducts a brief PLC meeting shortly after arrival at the campsite or trailhead to review the outing agenda and to determine where each patrol should set up camp. This may also be a time to assign experienced Scouts to work on advancement with younger Scouts.
- Emphasize the buddy system, and that anyone leaving the immediate campsite area must tell an adult where they are going. You are key person to ensure that the outing remains a safe experience.
- No adult may ever be alone with a Scout (BSA policy). If an adult needs to talk privately with a Scout, they MUST be in plain sight of others. Otherwise, there must be at least three people together. If there are adults on the outing who may be unaware of BSA policies (as will be the case with many parents), remind them if necessary, and keep an eye on all adult actions.
- Per BSA Youth Protection policies, adults and Scouts may NOT share a tent; this even applies to parents and their own children. Scouts may not tent with partners more than two years apart in age.
[From BSA website: "Q. Why do youth tent separately from parents outside of Cub Scouting? A. Scouts BSA, Sea Scouts, and Venturing are youth led programs. The Cub Scout program is family-oriented."]

After the trip—

- Return the permission/signup forms and the medical forms box to the Scoutmaster.
- Send the Scoutmaster a list of who went (Scouts and adults, and how many nights each stayed).

Terminology

- **SPL**—Senior Patrol Leader, the elected top Scout leader of each troop (the boys & girls troops each have an SPL). The SPL should be in charge, with the adult leader providing necessary guidance. An adult typically steps in directly only for issues of safety. On joint activities of both troops, the SPLs either lead jointly or they determine which one will lead that activity.
- **PLC**—Patrol Leader Council, the SPL(s) and patrol leaders, who plan and lead the troop activities.