

SAMPLE ACTIVITY PLANNER

EVENT _____

CHAIRPERSON / PHONE _____ ADVISOR / PHONE _____

DATE _____ LOCATION _____

TOUR PLAN REQUIRED? YES / NO
SHORE PWR REQUIRED? YES / NO

RESERVATIONS REQUIRED? YES / NO
FLOAT PLAN REQUIRED? YES / NO

DEPARTURE
TIME: _____

RETURN
TIME: _____

PLACE: _____

PLACE: _____

HOMEBOUND CONTACT / PHONE: _____

SCOUT ATTENDEES / PHONE:

1. _____ 7. _____

2. _____ 8. _____

3. _____ 9. _____

4. _____ 10. _____

5. _____ 11. _____

6. _____ 12. _____

ADULT ATTENDEES / PHONE:

1. _____ 4. _____

2. _____ 5. _____

3. _____ 6. _____

* DENOTES DESIGNATED DRIVERS

MEAL MENUS / FOOD STUFFS:

1. The first meal is always individual sack lunches.

2. _____

3. _____

4. _____

EQUIPMENT: WHAT? HOW MANY? WHO HAS THE RESPONSIBILITY?

1. Permission Slips

2. Permits / Reservations

3. Tents

4. Water jugs

5. Ice Chests

6. Lanterns

7. Stoves

8. Propane

9. Cookware

Pots / skillets / bowls

Utensils

10. Paper Products

11. Boats / Boat Papers / Sails / etc.

12. Other Equipment