

## Troop 160 Activity Checklist

Activity Leader	
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Documents

Annual Tour Permit (up to 100 miles)	Required	
Local Tour Permit (100 to 500 miles)	Yes / No	
National Tour Permit (500 or more miles)	Yes / No	
Guide to Safe Scouting	Required	
Age Appropriate Guidelines for Scouting Activities	Required	
Troop Insurance Information	Required	
Troop Trailer Registration	Required	
Permission Slips		
Routine Drug Administration & Medical Care Record	Yes / No	
Emergency Contact List	Yes / No	
Personal Health & Medical Forms		
Class I	Required	
Class II	Yes / No	
Class III	Yes / No	
Reservation for Campground / Cabin / Event	Yes / No	
Motor Vehicle Checklist	Yes / No	
Blackhawk Council Float Plan	Yes / No	
BSA Flying Permit	Yes / No	

Permission Slip (distributed / on web)

Suggested Gear	
Contact Information	
Cost of Event (fees, food, gas, etc.)	

Event Organization

By Patrol / By Troop	
Sr. Patrol Leader identified	
Patrol Leaders identified	
Drivers	
Are all drivers on Annual Tour Permit	
If not, contact Jim Zimay	
Adequate seatbelts to event	
Adequate seatbelts from event	
Driver to pull trailer	

Equipment Inventory (Trailer / Storage)

Keys for trailer	
Trailer ready for event?	
Propane, Lanterns, Pots/Pans, Utensils, Tents, etc.	
Quartermaster Check Off List	

Purchase Food

Menu (appropriate for time allotted)	
Shopping (consider scouts needing 1st/2nd Class Rank requirements)	
Cooking by Patrol / Troop	

Trailer

Courtesy prepped for next event	
Equipment needing replaced/repared	
Excess food identified	