

Troop 97  
Event Coordinators Guide  
Revised: February 2013

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## Introduction

First, Troop 97 would like to thank you for volunteering to coordinate an event. The lifeblood of the troop are these special events. They can be local, such as cookouts, pot lucks etc, regional such as summer camp or even national like our high adventure trips. Each of these events have one thing in common – an adult coordinator who takes responsibility.

**A note about “boy led troops”.** Troop 97 is a boy led troop. Essentially that means that any job done by a leader that could be performed by a scout is a lost learning opportunity. Therefore, each event will have either the senior scout (Senior Patrol Leader) or his designee (Acting Senior Patrol Leader). Each of these scouts will have different skills and be at a different path in their development, but no matter their skill set we need to delegate as much as possible, and then check to make sure it is done.

## Coordinator’s Responsibilities

1. Prepare and distribute advertising materials (note these are all great areas for your senior scout)
  - a. Flyers to be handed out
  - b. Send emails to the troop
  - c. Talk about the event at troop meetings
  - d. Remember planning a great event does not guarantee participation, advertising is the key.
2. Deal with the finances
  - a. Calculate the cost of the trip
  - b. Collect the funds
3. Coordinate
  - a. Drivers
  - b. Any special equipment
4. Obtain reservations and permits
5. Make sure the scouts have a safe and fun event!

## **Finances**

This is probably the most difficult aspect of your job.

### **Estimating the cost of the trip**

We need to estimate the cost of the trip so the scouts can make an informed decision on whether or not to attend. What's more, you need to have this information available several weeks before departure, since you will need to provide it at least five meetings before your trip. In order to estimate the trip you will need to add the estimated cost of fuel to your fixed cost items. The Troop 97 guide for families includes instructions on how to estimate fuel cost.

### **Collecting the Funds – Troop Bucks**

Each scout/scouter has an account with Troop 97 and may debit this account (as long as it has a balance) to pay for any troop event. When you are collecting funds for any event make sure you have an updated account balance from the troop treasurer. You should also request an updated email from the Troop treasurer letting the scout and his family know of his remaining troop bucks balance and the amount he will need. If a scout tries to use troop bucks he doesn't have meet with him after the meeting to make other arrangements.

### **Operating Funds**

As part of the travel packet, give each driver an envelope with their fuel funds. Request that they keep receipts and retain them in the envelope. At the end of the trip, receipts and any excess funds should be returned to the troop's adult treasurer. Depending on the size of the remaining funds these monies will be reallocated by the troop committee either as refunds to individual scouts, patrol funds or as additions to the general operating budget.

## Timeline

### 3 months before departure – plan the trip

This step really can't begin too early. Some reservations open a year in advance (Grand Canyon for instance). Often times you will not yet know who your senior scout will be so you will need to handle this phase. Your key goals are to estimate the cost of the trip, determine if you will need any special materials (for instance dehydrated food, which with enough advance warning the troop can make) and prepare your advertising information (packets & emails). A great source of information may be other leaders who have coordinated the event – do they have their prior information packet?

Items you should consider

- € Dates & locations of the event.
- € Amount of travel time
- € Departure location (usually County Market in Chatham) and time (is it a longer trip so you need to leave a little earlier?).
- € Onsite contact person and contact information
- € Nearest hospital, EMS and other emergency numbers – know these before you go!

### 5 meetings before departure

- € Get your sign-up sheet out
- € Distribute your advertising – make note of any special equipment the scout may need. Coordinate with the Patrol Leader Council, and make a short presentation. Testimony from scouts who have attended in the past, pictures of prior years, videos etc are all great sources to increase interest.
- € 3 weeks (or more) before departure you will need to request your BSA tour permit. (for more information see: <http://www.scouting.org/scoutsource/HealthandSafety/TourPlanFAQ.aspx> )
- € Make sure the Patrol Leader Council has included trip planning two meetings before your date of departure
- € Confirm the availability of water or create a water plan (location of nearest potable water or in camp treatment plan)
- € Line up any special needs you may have (someone to haul the trailer for instance)

### 2 meetings before departure

- € Pre meeting
  - A couple of days before the meeting make sure you send an email reminding the boys that we will be doing the trip planning ([boyscouts@troop97.com](mailto:boyscouts@troop97.com)) Also remind them to bring any patrol coolers and dry boxes they may need.
  - Obtain a list of current troop buck balances from the Troop Treasurer

- Ask that the Treasurer send out an email with current scout balances. (We have the ability to send an email to each scout with their current account balance so they know if they have enough troop bucks)
- € Each patrol should meet to
  - Prepare their duty roster (this is preliminary since often the scouts attending will change right up to departure).
  - Prepare their meal plans (you or another adult leader needs to review the meal plan before the end of the meeting)
  - Meet with your geezer patrol and make sure that the adult meal plan is complete and then either assign meals or elect a grubmaster.
- € Before the end of the meeting
  - Distribute cash to the grubmasters (usually \$10 per head per day)
  - Make sure the grubmasters have any necessary patrol dry boxes and coolers (each patrol receives one) or that they are coordinating with the last grubmaster.

### 3 Days before departure

- € Create travel packets for each driver
  - Maps
  - Cell phone lists (particularly of other drivers)
  - Any trip write ups
  - Travel cash for gas reimbursement (separate envelope)
- € First aid kit (unless you are taking the trailer)
- € Permission slips
- € Medical forms
- € Medical Lockbox (medicines need to be checked in by the coordinator and locked in a safe place – usually a locking ammo box will suffice).
- € Copy of the guide to safe scouting
- € Copy of the tour permit
- € Confirm any reservations
- € Especially if you are taking any trailers, confirm your drivers (unless you are pulling the trailer yourself)

### Predeparture

- € Check everyone In (including securing any medications).
- € Check the trailers (especially tire pressure)
- € Head count in vehicles – note ask the scouts not to switch cars during the trip, you need your drivers to always have the same scouts after each stop to make sure we never leave anyone.
- € Check with the grubmasters – do they have the food!
- € Depart / have fun

### Return

- € Save your information for the next time we travel to this site

- € Turn-in any receipts and/or remaining funds to the Committee Treasurer
- € Complete any information (nights of camping, service hours etc) and forward to the advancement chair.

## **Special Equipment**

The troop has substantial amounts of camping equipment and rappelling equipment. Most of the troop gear is currently stored in the troop trailer or at leader's homes (as of the date of this document we are working on obtaining a storage locker). To check-out any special equipment and/or trailers please coordinate with the troop committee chair.

Currently both trailers are stored at Sugar Creek Methodist Church in Chatham II.

Please see the separate trailer planogram for the standard equipment available from the troop trailer. Please note that the venture crew trailer currently has no stored equipment.

## Attaching the troop trailer

We have added stabilizer bars to the troop trailer. Listed below are the steps one should follow to attach the trailer to a standard 2" hitch.

1. Place new hitch assembly into 2" truck (vehicle) receiver and lock in with pin
2. Back truck into position to connect trailer.
3. Connect the trailer to the 2" ball.
4. Raise jack to higher position (leaving trailer connected)
5. Insert stabilizer bars into new hitch assembly (should click into place)
6. Remove cotter pin and washer from under cage.
7. Connect chain link. (Tim's truck is the 5<sup>th</sup> link (vehicles may vary))
8. Replace the washer and cotter pin to secure chain.
9. Repeat 5 - 7 for the other side.
10. Lower jack for travel.
11. Connect chains and wiring harness from trailer to vehicle.

***NOTE: If the chain is set too tight, it may lift rear vehicle tires off the ground, adjust the number of chain links to ensure all towing vehicle tires are on the ground.***

## To Dis-connect the Trailer from the Vehicle

1. Raise the trailer jack to a high position to provide slack to the chains on the stabilizer bars
2. Remove the cotter pin and washer
3. Remove the chain
4. Twist the tow bar past 90 degrees toward the truck and the bar will release from the hitch assembly. ***NOTE: Do NOT pull out on the hitch assembly "clip" to release the bars.***
5. Repeat 2 – 4 for the other side.
6. Remove chains and wiring harness connections.
7. Lower jack to release pressure on 2" ball.
8. Release the 2" ball lock
9. Raise the trailer hitch above the receiver unit
10. Pull truck forward.
11. Lower trailer jack so trailer sits approximately level.
12. Return receiver and stabilizer bars to the Troop trailer.

### **Other Notes**

- I have placed the stabilizer bars and hitch assembly in the side door next to the Geezer Patrol box.
- Feel free to contact me with any questions...Tim Tripp 708-476-4089.
- There are spare pieces and a sway bar attachment in a box in Jeff Hutton's garage. Should we remove a portion of the cage, we can mount the more convenient chain connectors, however, with the cage, there was insufficient room.