

## Trek Leader's Checklist

### Early On :

- Reservations and/or Permits
- Trek Plan
  - Rank advancement opportunities
  - High Adventure Awards
  - Maps
- Requirements or Limits
  - Age, Rank, or Merit Badge prerequisites
  - Group size
  - Late signups
- Budget: Permits, gas, food, rentals, etc.
- Assistant Trek Leader
  - YPG, HALT, Lifeguard, Safe Swim, Specialist...

### Two Newsletters Prior:

- Create Trek signup sheet:
  - Date and description, Meet/Return time and place
  - Advancements, prerequisites
  - Cost, what to bring, special instructions
  - Trek Leader contact information
  - Signup/Permission slip
- Submit Local Tour Permit

### One Newsletter Prior:

- Update signup sheet if necessary, include again
- Rousing trek article

### Two Troop Meetings Prior:

- Announce signup, have spare sheets
  - Solicit Scouts needing advancement reqs
  - Begin collecting Signup sheets & \$\$\$
- Select SPL if troop SPL is not planning to attend
- Select Cookmaster(s), set them to planning meals
  - CM instructions are on Web site
  - Meal Plans & Shopping List
  - Convey food budget
- SPL to notify QM of approx. equipment need & when
- Notify Transportation Sec. # books needed

### One Troop Meeting Prior:

- Announce signup, have spare sheets
  - Collect last of signups and ALL money
- Meet with SPL, QM & CM's
  - Review menus & equipment with CM's
  - Plan/Announce food buy
  - Review equipment needed from QM
  - Determine final Patrol count
    - Work with SPL to choose PL's
    - Adjust # of CM's as needed
    - Divide Scouts and adults into patrols
- Obtain Transportation Books
- Obtain Troop Camera/assign photographer
- Collect check for food buy (Treasurer)

### During or shortly after Meeting:

- Make final list of trekkers and adults
  - Finalize Trek budget – Everyone paid up?
  - Scout account check (Treasurer)
  - Medical forms current? (Registrar)
- Determine drivers
  - Maps, driving instructions
  - Vehicles insured? (Registrar)

Assign scouts and equipment to vehicles

### Food Buy (usually Thursday before trek):

- Trek Leader, SPL, QM and CMs attend
- Before Food Buy:
  - QM brings equipment and pantry:
    - CM's check pantry for needed items
    - CM's sign out patrol boxes
    - Re-Check fuel needs
    - Dismiss QM
  - With CM's: Review meal plans and quantities
  - Reality Check budget against menus
- CM's purchase food
  - Review shopping lists before checkout
  - Ice needed for coolers?
- Obtain subtotals by patrol & check w/ budget
- Dismiss CM's to finish up at home
  - Check patrol equipment is clean and working
  - Complete Duty Roster
- Backpacks:
  - Re-package foods
  - Divide food and equipment to each trekker
  - Carry list
- Car Camps:
  - Prepare food for storage (ice chests)

### Night Before:

- SPL calls PL's with reminder info for all

### Trek Departure:

- Drivers
  - Hand out transportation books & driving directions
  - Arrange re-group points
  - Review plan for snack or meal stops
- Scouts
  - Roll-call
  - Final equipment review
  - Distribute equipment (backpacks)
  - Travel in Class-A's

### During Trek:

- Take notes on what works, what doesn't
- Supervise advancement opportunities
- Take photos for troop & newsletter
- Have fun! Be safe!

### End of Trek:

- CM's collect patrol equipment
- Review trek with all scouts for lessons learned
- Assign one or more scouts to submit newsletter articles
- Review snack or meal plans for return trip
  - YPG compliance for drivers
- Travel in Class-A's

### After Trek:

- CM's return equipment to QM
  - Clean and complete
  - Excess storable food returned to pantry
- Reconcile trek expenses, submit to Treasurer
- Review newsletter articles & submit w/ photos
- Collect & Return transportation books
- Submit application for HA awards
- Organize trek material for future use