

Troop 8880 Trip Policy

Updated 3/17/2008



Preface

Outdoor adventure is the promise made to boys when they join Scouting. Boys yearn for outdoor programs that stir their imagination and interest.

In the outdoors, boys have opportunities to acquire skills that make them more self-reliant. They can explore canoe and hiking trails and complete challenges they first thought were beyond their ability. Attributes of good character become part of a boy as he learns to cooperate to meet outdoor challenges that may include extreme weather, difficult trails and portages, and dealing with nature's unexpected circumstances.

Scouts plan and carry out activities with thoughtful guidance from their Scoutmaster and other adult leaders. Good youth leadership, communication, and teamwork enable them to achieve goals they have set for themselves, their patrol and their troop or team.

This policy represents guidance for all Troop outings, it is required that all Troop 8880 leadership, Scouts and parents become familiar with its content and adhere to it.

Definitions

Trip Coordinator (TC): Responsible for obtaining the approval & coordination of all troop trips, working with the Scoutmaster / Committee (If appropriate) / SPL / Adult Trip Liaison / Junior Assistant Scout Master / Trip Planner (Scout)

Adult Trip Liaison (ATL): The designated go-to adult accompanying the Scouts on a trip, the Point of Contact (POC) before the trip / during the trip / after the trip

Trip Planner (TP): The Scout responsible for planning the trip, logistics & track

Designated Point of Contact for Communications (DPOCC): Responsible for relaying all non emergency communications between parents and the ATL. The DPOCC can also provide additional information to the parents / ATL that is pertinent for each trip

General

Two-Deep Leadership Required

It is the policy of the Boy Scouts of America that trips and outings may never be led by only one adult. At a minimum, two registered adult leaders or one registered adult leader and a parent of a participant, one of whom must be at least 18 years of age, are required for all trips and outings. Sufficient adult leadership must be provided on all trips and outings based on the total number of youth attending.

Standards for Privacy on Trips or Outings

All volunteers and adults attending Scout outings are expected to conform to behavior that reflects Scouting's high standards and traditional values. Male and female require separate sleeping facilities unless they are married and appropriate facilities are available.

Male and female youth participants must not share the same sleeping facilities. When tents are used, no youth will stay in the tent of an adult other than his or her parent or guardian. When housing other than tents is used, separate housing must be provided for male and female participants. Adult male leaders must be responsible for the male participants, and the female leaders are responsible for the female participants.

Adult leaders need to respect the privacy of the youth members in situations where the youth are changing clothes or taking showers, and intrude only to the extent that health and safety require. Adults need to protect their own privacy in similar situations.

Although it is not mandatory, it is strongly encouraged to have separate shower and latrine facilities for females. In camps where separate facilities are not available, separate shower schedules for males and females should be posted. Use the buddy system for latrine use by having one person wait outside the entrance, or use signs on doors to signify "occupied" or "unoccupied."

Leave No Trace

Every Scouting activity should be planned with Leave No Trace principles in mind. Leave No Trace is a method that prepares Scouts to make ethical choices in the outdoor environment and to respect the rights of other outdoor users, as well as future generations. It's an awareness and an attitude rather than a set of rules. It applies in your backyard or Local Park as much as in wilderness or backcountry areas. The principles of Leave No Trace are:

- Plan ahead and prepare.
- Travel and camp on durable surfaces.
- Dispose of waste properly (pack it in, pack it out).
- Leave what you find.
- Minimize campfire impacts.
- Respect wildlife.
- Be considerate of other visitors.

Logistics / Legal / Discipline

A permission slip signed by a parent or guardian is required for every scout to attend any Patrol or Troop outings or special event trips. In the case of disciplinary problems of a severe nature, the adult leadership in charge (ATL) of the scouts taking part in the outing has the authority to call the parents or guardian of the offending Scout and request his immediate removal. Further disciplinary actions as may occur upon the discretion of the Scoutmaster as long as consistent

with BSA guidelines. The Trip Coordinator and / or Scoutmaster may impose, with the approval of the Troop Committee, additional requirements and restrictions for the specific outing. Scouts are not allowed to pull the Scout trailer (if available). Scouts may drive to local scout functions with written parental permission. Scouts can never transport scouts other than siblings or people not affiliated with Troop 8880. The Scoutmaster and Assistant Scout Masters under the age of 21 may not transport Scouts on trips.

Communications

In order to avoid unnecessary confusion, alarm, disruption to other Scouts and potential liability if device(s) is lost or damaged, all communication devices will be turned in to the ATL at the beginning of the trip.

Scouts wishing to contact their parents may do so by approaching the ATL and request to use the ATL's cell phone or request assistance in making contact. Parents wishing to communicate with their Scout must follow the procedure as outlined:

Emergency

- To minimize delay's in the case of an immediate emergency, parents may call the ATL directly (providing there is a signal at the trip location), the telephone number will be provided to each parent prior to the trip

Non Emergency

- To minimize non emergency communication traffic to the ATL, parents must call the Designated Point of Contact for communications (DPOCC) for the trip, the name & contact information will be provided by the ATL to each parent.

Safety

At a minimum two adults and / or Scouts need to have current CPR certification for any given trip. It is also recommended that each Scout have a basic knowledge of First Aid and that at least one adult have a more fundamental knowledge of First Aid and Wilderness survival training. An approved and fully stocked First Aid kit **MUST** accompany every trip.

Trip Cancellation

At the discretion of the Scoutmaster / TC / SPL / ATL a trip may be cancelled for the following reasons:

- Inclement weather
- No First Aid kit **NO TRIP**
- Minimum CPR requirements have not been met (Mandatory)
- No one on the trip has knowledge of First Aid and wilderness survival skills
- No one on the trip has a compass and detailed map of the route for the hike / campsite
- Any other mitigating circumstances that puts the Scouts at risk
- Last minute conflicts

In the event of a trip cancellation, the decision will be communicated by the Scoutmaster / SPL / ATL at the earliest using all available communication methods to the parents and / or Scouts. Parents and Scouts are advised to check the Troop 8880 website the night before and the morning of the trip for the latest trip information:

- WWW.Cherokee-pca.org/BSA

Providing a cancellation decision has been made prior to 9:00pm on the eve of the trip, a Calling Post message will also be sent to Scouts going on the trip

Guests

Any guests (parent (non registered), friend, family member, sibling etc.) invited by a Scout or a parent of a Scout must adhere to the same procedures outlined in this policy. Additionally the invitation of a guest must be communicated and approved by the ATL at least two weeks in advance of the trip. This will ensure that the ATL / TP have ample time to make adjustments to logistics, transportation and food supplies (When Patrol cooking).

The ATL in consultation with the Scoutmaster / SPL / TP will have discretionary decision making authority to refuse the inclusion of a guest on any trip if there is reasonable doubt as the guest's ability to physically endure the trip without putting themselves or the Troop at risk in any way. **All guests are required to sign a waiver form (See page two of the parent permission slip on the troop 8880 website) that holds the BSA and Troop 8880 harmless in the event of an accident.**

Responsibilities

Trip Coordinator (TC):

1. Understand the AAC policies regarding filing tour permits for troop outings
2. Will ensure that there are enough adult leaders for the activity. Two adults must be present at all times, one of which must be a registered leader in Troop 8880
3. Identify the ATL and communicate the name to the TP
4. If feasible, check out the site before the activity
5. Check on reservation procedures, restrooms, availability of adequate drinking water, and any potential hazards
6. File a BSA Local Tour Permit Application at the Scout Office (No. 34426E)
7. File a BSA National Tour Permit for trips outside of the AAC
8. Obtain prior approval by a committee member and the Scoutmaster
9. Setup a voice conference bridge the night before the trip with all parents that are going on the trip & Scout leadership that are going on the trip. Notification of the conference call will be via CallingPost and email of record

Adult Trip Liaison (ATL):

1. Carry a first-aid kit and make sure someone is qualified to use it. Be prepared with emergency procedures and log all First Aid treatment that is administered and supplies used
2. The ATL will ask each parent / Scout to declare (In confidence) any drugs the Scout is taking to the trip (In the original bottle). The only drugs that the Scout is allowed to carry on their person is an Inhaler and / or Epi Pen
3. Arrange adequate and safe transportation (Work with the TP)
4. Print out and verify all parent permission slips have been filled out prior to the trip, www.cherookee-pca.org/bsa
5. For each participating Scout, the following items should be obtained or should be on record and filed with the ATL / TC / DPOCC:
 1. A copy of applicable medical insurance cards, or a parent/s statement indicating no insurance (If not already on record)
 2. A medical release signed by a parent releasing Troop 8880 adult leader representative (ATL) to seek medical care if necessary
 3. A list of allergies (if applicable)
6. Identify and ensure that there are at a minimum two CPR qualified adults and / or Scouts going on the trip
7. The ATL must file provide his contact information (Cell phone / Radio / any other communication device) in advance of the trip to the Trip Coordinator, Scoutmaster and to each parent of a Scout participating on the trip (See communication procedures for contacting the ATL whilst on the trip)
8. Collect all communication devices from all Scouts prior to the trip. The ATL at his discretion may allow some devices to remain with Scout youth leaders as appropriate
9. There will be a fee of \$5.00 (possibly refundable) levied for each Scout going on the trip (To cover gas and misc incidental expenses). The money will be collected prior to the trip by the ATL (See trip planning timeline)

Trip Planner (TP) Scout:

1. Plan the pre approved trip at a minimum five weeks in advance of the trip (Work with TC and ATL) Present trip plan to troop three week prior to the trip and cover:
 1. Venue / site plan
 2. Track
 3. Logistics including backpack requirements, food (identify cook(s))
 4. If the TP in consultation with the ATL / SPL has elected for Patrol cooking, it will be the TP's responsibility to levy and collect all monies to cover the cost of food for all Scouts and adults for the duration of the trip. The monies will be collected no later than one week prior to the trip
 5. Request ATL and Trip Coordinator to cover any other aspect of the trip as appropriate
 6. Mandatory two pack inspections prior to the trip (Request pack inspections to be conducted by SPL). First pack Inspection to determine if the Scout is missing

any items for the trip. The second pack Inspection (one week before the trip) is to determine what needs to be taken out and / or added for the trip

7. Flyer listing all contact information, this will be handed out to all parents that have Scouts going on the trip
8. Obtain / download a map and detail the trail that the hike will follow including campsite(s). Make available copies of the detailed map to each Scout going on the trip (In advance if possible)

Designated Point of Contact for Communications (DPOCC):

1. Unless otherwise stated the DPOCC will remain the same for all trips, the name of the DPOCC will be made known to leaders / parents / Scouts
2. Responsible for ensuring that all information pertaining to any given trip has been received from the ATL / TP. This will include but is not limited to:
 - o Medical records
 - o Insurance records of all declared vehicles that may transport Scouts on official Troop 8880 trips
 - o All parent and Scout contact information
 - o Trip Plan
3. Responsible for communicating with parents who have Scouts on a trip, disseminating trip information upon request and in general answering questions from parents and being the rely for parents wishing to contact the ATL for non emergency issues
4. The resource for the ATL needing assistance for the duration of the trip

Scouts:

1. Responsible for submitting the parental permission slip any time prior to the trip or in the absence of a computer / Internet access making sure he has a signed trip permission slip on the day of the trip
2. Responsible for making sure that they are dressed appropriately for the trip taking into account local weather conditions
3. Responsible for making sure that he has appropriate food supplies as outlined by the TP and / or ATL / SPL (When there is No Patrol cooking)
4. Responsible for turning in all communication devices to the ATL
5. Responsible for making sure that either their parent or they have turned in all medications to the ATL. Only Epi-pens and an inhaler are allowed to be kept by the Scout
6. Responsible for bringing a compass and knowing how to use it

Parents:

1. Responsible for ensuring that the parent permission slip has been filled out and signed
2. Responsible for ensuring that all necessary medications (In the original bottle) have been sealed in a clear zip lock bag and given to the ATL and that instructions for administering the medication have either been included in the bag or have been communicated to the ATL. Scouts will be allowed to carry only an Inhaler and / or Epi Pen

3. Responsible for ensuring that appropriate food supplies (In sufficient quantities) have been packed for their Scout in accordance with instructions from the TP
4. Responsible for ensuring that the Scout and themselves attend the trip briefing as communicated by the TP and / or ATL
5. Responsible for ensuring that their contact information (Telephone) for the duration of the trip has been communicated to the ATL. The contact information is required in the event of an emergency and the ATL need to contact the parent
6. Responsible for ensuring that all medical forms have been filled out and signed by their Doctor and have been filed with the troop.

Trip Planning Timeline

Trip planning is envisioned as a five-week process; this allows sufficient lead time for coordination among all interested parties, proper communication between the Scout and adult leadership, and timely submission of permits and reservations as applicable.

The five-week timeline is predicated on the following milestones:

- The ATL and SM have reviewed and approved the plan submitted by the TP prior to the event is announced to the Troop at large;
- One full week is allocated for finalizing the head count from the time the event is announced; and
- A BSA Tour Permit is submitted two (2) weeks prior to the event (Note: For trips outside of the AAC, the deadline to submit a Tour Permit is four weeks)

Table 1 illustrates the chronological sequence of events during the five week timeline. The trip is assumed to take place on the weekend of week 5 (highlighted in green). Monday troop meetings are highlighted in gray. A detailed description of events in the timeline follows.

Table 1 – Five-Week Trip Planning Timeline

Week	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
1	/-----[1]-----/						
2	[2]						
3	[3]		[4]				
4	[5]						
5	[6]				[7]		
6	[8]						

[1] Week one is planning/approval week. The TP—which should be designated by the TC at the previous PLC—conducts all necessary planning and coordination for this trip, in accordance with the Troop 8880 Trip Policy guidelines and the “Trip Planning Sheet”. The TP will then submit the plan to the ATL and the Scoutmaster for their approval. The plan must be approved by both before the next step is taken.

[2] After approval by ATL and SM is granted, the TP presents the trip plan at the Troop meeting on the Monday of week 2. The presentation format is at the discretion of the TP, but at the very least it should follow and cover the basic information included in the “Trip Planning Sheet”. The deadline to obtain a final headcount of Scouts and adults is one full week after this meeting; i.e.; at the following Troop meeting. The headcount will be based on the online permission slip report.

[3] Monday of week 3 is the day to finalize headcount. All attending should have signed up online at this point, such that the ATL knows how many Scouts and adults will be attending, and transportation arrangements can be finalized. This will also be the day to collect the \$5 commitment fee from the Scouts.

[4] Wed of week 3 is the deadline to submit a Tour permit at the BSA center. This allows the permit to be processed a full two weeks prior to the trip (For trips within AAC, allow four weeks for trips outside of the AAC).

[5] On Monday of week 4 a trip reminder should be given during the Announcements portion of the meeting. Also, any block of instruction relevant to the trip may be offered during this meeting.

[6] Monday of week 5 is the last meeting before the trip. One final reminder shall be given, as well as any relevant information updates such as weather forecast, etc. A pack inspection may be performed here if applicable. Additional relevant training/instruction may also be offered at this time. ATL should check out the troop First Aid kit and Log book.

[8] An After Action Review should be conducted by the SPL and SM during the meeting immediately following the trip to obtain feedback from the TP and ATL. This review should also include a “Lessons Learned” discussion with the troop (“Thorns & Roses” or similar format, as appropriate).