

INSTRUCTIONS FOR TREK CHECKLIST

General Comments

This was designed as a basic checklist. There are type-specific requirements that are not included in this checklist i.e. for a long-term backpack you will need to do a pack check meeting. There are some items that may not be applicable. You could include costs in the first trek sheet and not do a second one.

While this is a checklist, it can be used to document information. Place a date and/or name where appropriate to document an action. Since scouting is boy-run, get the scouts involved early in trip planning. This provides a greater chance of getting good attendance and provides an excellent training opportunity. Remember no one gets trained if you do all the work yourself.

Specific Items

1. Check that the trek or event is on the troop schedule. This should have been done before a trek leader was found. If the activity is not on the troop schedule, it should be approved by the Troop Committee.
2. BSA policy requires two-deep leadership. This means that ALL treks or activities must have two ADULT leaders as a minimum. You must have an assistant. At least one leader must be 21 years or older. Leaders must be registered as adults in BSA and must have a current Youth Protection card issued by VHC. For aquatic activities, additional leaders are required per BSA policy. In addition to adult leadership, the Troop 303 Patrol Leaders Council will designate a Jr. Assistant Trek Leader (JATL) for each outing. This position will be a First Class Scout or higher rank and will work with the adult leaders in planning the outing.
3. Certain treks may require specialized adult leader training. We strongly recommend as a minimum that all adult trek leaders take the High Adventure Team (HAT) Outdoor Awareness course. This a pre-requisite for other HAT certifications (Water Trek Leader, Basic Backpacking, Winter Camping, Desert Camping, etc.) Certain water-related activities may require

aquatic certification. A number of high adventure outings require advanced first aid certification (HAT First Aid/First Responder)

4. Initial outing planning should involve the boys. The trek leader is strongly encouraged to work with the JATL in planning the location of the trip, the activities to take place, etc. This is an excellent opportunity for the adult leaders to guide the scouts in how to properly plan all aspects of the outing.
5. A trek sheet is how you communicate the trip with the boys. After initial planning has taken place, a first trek sheet should be prepared and circulated to the scouts and adult leadership. This first trek sheet should include as many of the items listed in Trek Sheet Checklist. The first trek sheet should be prepared at least one month before the trip to allow the boys time to properly prepare for it as well as “selling the trip” to the boys. For long-term outings (like summer camp or the long-term trek), have the first trek sheet out much earlier. Have the JALT prepare the trek sheet with your guidance.
6. A trek sign-up sheet should begin circulation at least one month before the trek. This is to gauge the interest of the boys in the trek, allow for adequate planning for transportation, special fees required and any cutoff or reservation dates that need to be met. Collect all trek fees at the meeting before the trek. Strictly enforce the “no fee, no trip” rule. We have had too many boys backing out just before the trip. This is unfair to the other boys or the adults who will be driving.
7. Some treks require advanced reservations, especially those involving the use of scout camps or requiring wilderness permits. Make sure you know the cutoff dates for advanced reservations and get any applications submitted on time. Many Sierra Nevada trips have permit quotas limiting the number of people entering each day; only 60 percent of the quota can be reserved in advance. The first day applications can be submitted is usually March 1. Make sure any deposits are paid by the deadline. Also make sure you have all required permits obtained and forms filled out well in advance. The list includes

some of the more typical. Make sure the medical and consent forms are up to date. As the adult leader, you are responsible for all permits, but you can the JALT to help with applications.

For any trek with a High Adventure award involved, a High Adventure form must be filled out and approved by your High Adventure Team Representative. This permit requires more time for approval so start at least 3 weeks prior to getting the tour permit. At least one High Adventure Trained Scouter must to on the trek. If you don't have one contact the High Adventure Team through Council and they will help you out.

8. Prepare a budget for the trek with assistance from the JALT. Don't forget to include reservation fees, meals, transportation, parking, and the Troop's supply fee (\$2.00 per person).
9. Obtain names and phone numbers for any emergency contacts during the trip (ranger, camp director, etc.). It is strongly recommended that you designate a parent who is staying home to act as a point of communications with the parents regarding arrival times, etc. Also include phone numbers for all trek leadership.
10. Prepare a revised trek sheet no later than two weeks before the trip. This should include names and phone numbers of emergency contacts, final costs and any planning changes that took place since the first sheet was circulated.
11. A tour permit is an absolute requirement! NO PERMIT/ NO GO. Fill it out, get a troop committee signature, (not your own) and get it approved by Council. Don't forget your youth protection certification. It MUST remain with you throughout the trek. You should make a copy for every leader going on the trek. Drivers' information (vehicle description, no. of seats with seatbelts, drivers license number, and insurance) is required for the tour permit. Troop 303 has a standard drivers' list that may be attached to the permit. Highlight the information for those drivers who will be attending the trip. For any drivers are not on the list, the trek leader must collect and submit this information along with the permit for approval

12. Prepare or obtain any maps needed for the trip. Each person attending should have a map and a trail profile (for backpacks) – it's one of the ten essentials. Also prepare driving directions for all drivers. Again, this is a good opportunity for the boys to actively participate in the trip planning and learn about maps and directions.
13. Once the trek is imminent, announcements should be made in the meetings to remind Scouts and Scouters to sign up and of any cutoff dates. Have the PLC include appropriate meeting activities to plan for the trip. This can include training, lectures, and patrol competition. Have the PLC identify opportunities for rank advancement and merit badges that can be earned on the trip. If the trek requires the scout to bring any special equipment an extra reminder should go out.
14. Part of the troop meetings should be dedicated to the preparation of duty rosters and menus. Both of these should be prepared in writing and approved by the trek leader before the boys purchase the food for their patrol. It is essential that we enforce this as we have had several trips where meal planning was not adequate.
15. A pack check should be conducted at least 3 days before leaving for any backpacking trip and is mandatory for any snow or desert outing. Some scouts may not know how to properly pack their pack and may need help. This should help avoid any problems on the trip.
16. Inspect the Troop First Aid kits for adequate supplies and replenish if needed.
17. Many treks will use troop gear. It will need to be checked out by the boys and adults using it at the meeting before the trek or at departure time. Be sure you have all the keys to access the equipment before you go.

18. Following the trip, meet with those boys who attended and make sure they get their rank advancements or merit badge requirements signed off.
19. Review the Troop First Aid kit and replenish any supplies used during the trip.
20. Gear checked out must be returned and put away properly. The condition of the equipment needs to be identified so that repairs can be made, broken, lost or worn items can be replaced and consumables can be ordered. Patrol members are responsible and held accountable for the completeness and cleanliness of the gear they use.
21. Prepare a final budget reconciliation with receipts and money received and turn in to Troop Treasurer. See attached sheet as a sample.