

TREK LEADER'S CHECK SHEET

TREK TITLE: _____
 TREK DATE: _____

Item	Scheduled	Completed
1. EVENT ON TROOP CALENDAR		
2. TREK LEADERS ASSIGNED		
3. SPECIAL TRAINING REQUIREMENTS		
• HAT LEADER (Outdoor Awareness, Basic Backpack, Winter Backpack, Desert Awareness, etc.)		
• WATER TREK LEADER		
• SAFE SWIM DEFENSE		
• SAFETY AFLOAT		
• LEAVE NO TRACE		
4. INITIAL TREK PLANNING & SCHEDULE		
5. FIRST TREK SHEET		
6. TREK SIGN UP SHEET		
7. RESERVATIONS, PERMITS AND FORMS		
• CAMP RESERVATIONS		
• USFS CAMP FIRE PERMIT		
• WILDERNESS PERMIT		
• HIGH ADVENTURE FORM		
• CONSENT FORMS		
• MEDICAL FORMS		
• OTHERS		
8. BUDGET SHEET		
9. EMERGENCY CONTACTS		
10. REVISED TREK SHEET		
11. TOUR PERMIT		
• DRIVER INFORMATION		
• YOUTH PROTECTION		
12. MAPS/DRIVING DIRECTIONS		
13. PRE-TREK MEETING PLANS		
14. MENU PLAN AND DUTY ROSTER		
15. PACK CHECK		
16. FIRST AID KIT		
17. EQUIPMENT CHECK-OUT		
18. MERIT BADGE/RANK SIGN OFF		
19. FIRST AID KIT RESTOCKED		
20. EQUIPMENT CHECK IN		
21. FINAL BUDGET RECONCILIATION		