

APPENDIX

Appendix-2 Blank program planning chart

Appendix-3 Blank meeting plan

Appendix-4 Blank main event plan

If your unit has special interests, create a program feature using the blank meeting plan and main event plan.

Appendix-5 Tour and Activity Plan

The tour plan is a checklist for best practices to be prepared for safe and fun adventure. Completing the tour plan may not address all possible challenges but can help ensure that appropriate planning has been conducted, that qualified and trained leadership is in place, and that the right equipment is available for the activity.

Appendix-7 Budget Worksheet

Use this budget sheet to help plan the cost of a program feature.

Appendix-8 Acknowledgments and Cover Photo and Illustration Credits

ANNUAL HEALTH AND MEDICAL RECORD

All participants must complete parts A and B of the Annual Health and Medical Record, No. 680-001, each year. Doing so will help ensure that the minimum standards for participation in various activities are met. Some activities will call for completion of the longer form. For the latest form and information, go to <http://www.scouting.org/scoutsource/HealthandSafety/ahmr.aspx>.

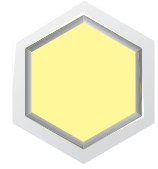
PROGRAM PLANNING CHART

Month	Meeting Plan					Special Events/ Holidays	Local/ Chartered Organization Calendars	Council/ District	PLC/VOA	Unit Committee Meeting	Roundtable
	Program Feature/ Topic	Meeting 1	Meeting 2	Meeting 3	Meeting 4						
September											
October											
November											
December											
January											
February											
March											
April											
May											
June											
July											
August											



Meeting Plan: _____

Week __ Date _____



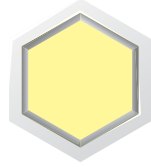
ACTIVITY	DESCRIPTION	RUN BY	TIME*
Preopening __ minutes before meeting			_____
Opening Ceremony __ minutes	Flag presentation Oath and Law Uniform inspection		_____
Group Instruction __ minutes			_____
Skills Instruction __ minutes	●		_____
	■		
	◆		
Breakout Groups __ minutes			_____
Game __ minutes			_____
Closing __ minutes	Announcements Leader's minute Closing		_____
Total 90 minutes of meeting			
After the Meeting __ minutes	Leadership team review plans for the next meeting and for the main event.		

*All times are suggested.



Main Event: _____

Date _____



Logistics

Location: _____

Departure time: _____

Return time: _____

Duration of activity:

Budget: Completed _____ Approved _____

Camping: Duty roster _____ Menu _____

Transportation: Group _____ Self _____

Tour and activity plan: Completed _____ Submitted _____



Essential | Challenging | Advanced

Equipment List

-
-
-
-
-
-
-

Activity

-
-
-
-
-
-
-

Safety

Notes

TOUR AND ACTIVITY PLAN

Date _____

Pack Troop/team Crew/Ship Contingent unit/crew
 Unit No. _____ Chartered organization _____

Council name/No. _____/_____

District _____

Description of tour or activity _____

From (city and state) _____ to _____

Dates _____ to _____ Total days _____

Itinerary: It is required that the following information be provided for *each day* of the tour. (Note: Speed or excessive daily mileage increases the possibility of accidents.) Attach an additional page if more space is required. Include detailed information on campsites, routes, and float plans, and include maps for wilderness travel as required by the local council.

For office use
Tour and activity plan No. _____
Date received _____
Date reviewed _____

Council stamp/signatures

Date	Travel		Mileage	Overnight stopping place (Check if reservations are cleared.)	✓
	From	To			

Type of trip: Day trip Short-term camp (less than 72 hours) Other (OA Weekend, etc.) _____
 Long-term camp (longer than 72 hours) High-adventure activities High-adventure base _____

Party will consist of (number): ____ Youth—male ____ Youth—female ____ Adults—male ____ Adults—female	Party will travel by (check all that apply): <input type="checkbox"/> Car <input type="checkbox"/> Bus <input type="checkbox"/> Train <input type="checkbox"/> Plane <input type="checkbox"/> Van <input type="checkbox"/> Boat <input type="checkbox"/> Other _____
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Leadership and Youth Protection Training: Boy Scouts of America policy requires at least two adult leaders on all BSA activities. Coed Venturing crews must have both male and female leaders older than 21 for overnight activities. All registered adults must have completed **BSA Youth Protection training**. At least one registered adult who has completed BSA Youth Protection training must be present at all events and activities. Youth Protection training is valid for two years from the date completed.

Adult leader responsible for this group (must be at least 21 years old):
 Name _____ Age _____ Scouting position _____
 Address _____ Member No. _____
 City _____ State _____ Zip code _____
 Phone _____ Email _____ Youth Protection training date _____

Assistant adult leader name(s) (minimum age 18, or 21 for Venturing crews):
 Name _____ Age _____ Scouting position _____
 Address _____ Member No. _____
 City _____ State _____ Zip code _____
 Phone _____ Email _____ Youth Protection training date _____

Attach a list with additional names and information as outlined above.

- Our travel equipment will include a first-aid kit and a roadside emergency kit.
- The group will have in possession an **Annual Health and Medical Record** for every participant.

We certify that appropriate planning has been conducted using the **Sweet 16 of BSA Safety**, qualified and trained supervision is in place, **permissions** are secured, health records have been reviewed, and adult leaders have read and are in possession of a current copy of **Guide to Safe Scouting** and other appropriate resources. Any items needing attention will be resolved before the tour or activity date.

 Signature: Committee chair or chartered organization representative Signature: Adult leader

Unit single point of contact (not on tour)

Name _____ Phone _____ Email _____



- Tour involves:** Swimming Boating Climbing Orientation flights (attach **Flying Plan** required)
 Wilderness or backcountry (must carry **Wilderness Use Policy** and follow principles of **Leave No Trace**)
 Shooting Other (specify) _____

Activity Standards: Where swimming or boating is included in the program, **Safe Swim Defense** and/or **Safety Afloat** are to be followed. If climbing/rappelling is included, then **Climb On Safely** must be followed. At least one person must be current in CPR/AED from any recognized agency to meet **Safety Afloat** and **Climb On Safely** guidelines. At least one adult on a pack overnighiter must have completed **Basic Adult Leader Outdoor Orientation (BALOO)**. At least one adult must have completed **Planning and Preparing for Hazardous Weather** training for all tours and activities. **Trek Safely** and Basic First Aid are recommended for all tours, and **Wilderness First Aid** is recommended for all backcountry tours.

Expiration date of commitment card/training (two years from completion date)							
Name	Age	Youth Protection	Planning and Preparing for Hazardous Weather	BALOO (no expiration)	Climb On Safely	Safe Swim Defense	Safety Afloat
Name	Age	CPR Certification/Agency		CPR Expiration Date	First-Aid Certification/Agency		First Aid Expiration Date
Name	Age	NRA Instructor and/or RSO					
		No. _____	<input type="checkbox"/> Rifle <input type="checkbox"/> Shotgun <input type="checkbox"/> Pistol (Venturing only) <input type="checkbox"/> Range Safety Officer <input type="checkbox"/> Muzzle-loading rifle <input type="checkbox"/> Muzzle-loading shotgun				
		No. _____	<input type="checkbox"/> Rifle <input type="checkbox"/> Shotgun <input type="checkbox"/> Pistol (Venturing only) <input type="checkbox"/> Range Safety Officer <input type="checkbox"/> Muzzle-loading rifle <input type="checkbox"/> Muzzle-loading shotgun				

Unauthorized and Restricted Activities: The BSA's general liability insurance policy provides coverage for bodily injury or property damage that arises out of an official Scouting activity as defined by the **Guide to Safe Scouting**. Volunteers, units, chartered organizations, and local councils that engage in unauthorized activities are jeopardizing their insurance coverage. PLEASE DO NOT PUT YOURSELF AT RISK.

INSURANCE

All vehicles MUST be covered by a liability and property damage insurance policy. The amount of this coverage must meet or exceed the insurance requirement of the state in which the vehicle is licensed and comply with or exceed the requirements of the country of destination for travel outside the United States. It is recommended, however, that coverage limits are a \$100,000 combined single limit. Any vehicle designed to carry 10 or more passengers is required to have a \$500,000 combined single limit. In the case of rented vehicles, the requirement of coverage limits can be met by combining the limits of personal coverage carried by the driver with coverage carried by the owner of the rented vehicle.

If the vehicle to be used is designed to carry more than 15 people (including the driver), the driver must have a valid commercial driver's license (CDL). In some states (California, for example), this policy applies to drivers of vehicles designed to carry 10 or more people.

All vehicles used in travel outside the United States must carry a public liability and property damage liability insurance policy that complies with or exceeds the requirements of that country. Attach an additional page if more space is required.

Name _____ CDL expires _____

Name _____ CDL expires _____

MAKE	MODEL	YEAR	NUMBER OF SAFETY BELTS	DRIVER/OWNER	VALID DRIVER'S LICENSE (Y or N)	LIABILITY INSURANCE COVERAGE
						Combined Single Limit

Budget Worksheet

<i>Item</i>	<i>Total Cost</i>	<i>Per-Person Cost</i>
<p>Transportation This may or may not include meals. Check insurance coverage on packs and luggage if traveling by commercial carrier.</p>	_____	_____
<p>Lodging Include cost of overnight stops to and from your activity, including user fees for public campgrounds.</p>	_____	_____
<p>Meals Each individual can pay for his or her own meals en route, or meal expenses can be pooled. Include tips and snacks.</p>	_____	_____
<p>Training Determine cost of meals and other costs for weekend training.</p>	_____	_____
<p>Use or Participation Fees Many public areas may charge a use fee. Include fees such as tickets for ski lifts and sporting events. Find out how much these fees are and include them here.</p>	_____	_____
<p>Insurance Include vehicle insurance and accident and sickness insurance if not already covered.</p>	_____	_____
<p>Equipment Purchase or Rental Include purchase or rental of equipment such as tents, snowboards and boots, paddleboards, and life jackets.</p>	_____	_____
<p>Side Trips and Tours Include costs of any special side trips or activities that are planned.</p>	_____	_____
<p>Promotion Include costs of mailings, postage, special hats, or T-shirts.</p>	_____	_____
<p>Contingency Allow for any unexpected expenditures, such as a vehicle breakdown necessitating another overnight stay. Refund at the end of trip if not used.</p>	_____	_____
<p>Total</p>	_____	_____