

Troop 55 CAMPMASTER HANDBOOK

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Introduction

The outdoor program is what makes Troop 55 go, and Campmasters are key to making our outdoor program successful. The Campmaster not only organizes a team for an essential part of the Scouting program, he or she serves as a key recruiting role for parents and other adults eager to participate in our Scouting program. Thanks for agreeing to serve as a Troop 55 Campmaster!

The key tasks of a Campmaster's job fall into 5 Categories:

1. **Critical First Tasks** - Confirming reservations necessary for the campout
2. **Staffing & Delegating** - Recruiting others to help in the campout. *Campouts are often the first opportunity a new parent or adult leader has to get involved and participate in Scouting!* Develop a team of volunteers and organize them into a duty roster for the campout by *identifying* Scouts and adults already assigned and *recruiting* others to help.
3. **Gather information** needed before the campout
4. **Prepare** the campsite, attend the campout, and execute the campout plan.
5. **Post-campout** wrap-up

This document is organized in two sections: a set of checklists for new and returning Campmasters to help them organize the campout and a reference providing background, guidance and troop policy. New Campmasters will find it productive to read the entire document, while returning Campmasters may find the reference section helpful when organizing campouts with new activities or looking for detailed guidance.

Remember, the method of Scouting is the **Patrol Method**. As adult volunteers, we demonstrate successful use of the Patrol Method at campouts, modeling for Scouts how effective patrols can form and perform. As Campmaster, you will effectively be the adult "Goat Patrol" Leader. Consider how a Scout serving as Patrol Leader should organize his patrol. In this way, you might experience for yourself the 'game with a purpose' that is Scouting.

Campmaster Planning Checklists

Use these checklists to collect information you will want to plan the campout, and delegate tasks to your team. More detail about this is provided below.

Category 1 – Early Preparation (At Least One Month Pre-Campout) Tasks				
#	Target Date before Campout	Task	Whom to ask	Comments
1.1	ASAP	Obtain info re Troop's previous visit to campsite	Campmaster for previous visit	Look in Dropbox "Troop 55 Campmaster". Consult Troop Committee Chair for password.
1.2	ASAP, but at least 8 weeks prior to campout	Confirm campsite reservation made and fees paid		Occasionally campsites cannot handle groups of our size and/or sufficient campsites are not available
1.3	ASAP	Confirm campsite arrival/departure dates and times	Scoutmaster	As a base assumption, arrival time can be calculated based on departure from SJD at 4:45 p.m. on Friday. A default campsite departure on Sunday is 10 a.m., but that may need to be adjusted depending on program and distance to Houston.
1.4	ASAP	Confirm hired transportation (e.g. bus) reservation made	Troop Transportation Coordinator	Make sure to allow for lunch stop on the return trip if needed.
1.5	At least 5 weeks prior	Confirm Activities planned for campout	Scoutmaster/SPL	This will determine any special equipment (e.g. canoes) or employed personnel (e.g. instructors) required.
1.6	At least 4 weeks prior	Coordinate any specialists/equipment needed (e.g. climbing, canoes, shooting)	Depends on activity	Communicate any special needs to Troop QM

#	Target Date before Campout	Task	Whom to ask	Comments
1.7	At least 4 weeks prior	Confirm any FCT activities scheduled	FCT Coordinator	Communicate any special needs to Troop QM
1.8	At least 4 weeks prior	Start filling key adult roles	CM with Outdoor Program Chair	Key roles: <ul style="list-style-type: none"> - Grubmaster - Medical Officer - Trailer Pullers - Bus Captains (may not be known until signup is finished)
1.9	At least 4 weeks prior	Confirm key scout roles	SM/SPL	Confirm Scout in charge of any activities and Chaplain's Aide
1.10	At least 4 weeks prior	Sanitation: Confirm presence of toilets or arrange rental and delivery of port-a-potties		
1.11	At least 4 weeks prior	Water: Confirm access to potable water and form of access		Do we need to bring 5 gallon jugs to move water? If so, tell Troop QM
1.12	At least 4 weeks prior	Develop budget and set fees	Work with SM and TCC	This will require judgment by the Campmaster to estimate the number of attendees. Obtain input and pricing confirmation from SM and TCC. Confirm if Leadership Patrol is eating with Goats or on their own.

Category 2 – At 1 to 4 Weeks Pre-Campout Tasks				
#	Target Date before Campout	Task	Whom to ask	Comments
2.1	3 weeks, 2 weeks, 1 week	Attend Tuesday night Troop meetings leading to the campout. Work with ASPL for Camping re announcements.	Adult: SM Scout: ASPL for Camping	
2.2	At least 3 weeks prior	Send a brief description of campout, costs, location to Doubleknot	Doubleknot Coordinator	Confirm specific information requirement from Doubleknot coordinator. Run test registrations on Doubleknot before system is opened up.
2.3	At least 3 weeks prior	Send brief description of campout for Troop News/social media for dissemination	Troop News Publisher - Social Media coordinator	This should be 3 or 4 sentences at most.
2.4	At least 2 weeks prior	Open Doubleknot registration	Doubleknot Coordinator	Opening Doubleknot much more than 2 weeks before the campout has not historically increased signups.
2.5	At least 2 weeks prior	Update description of campout in Troop News/social media to note Doubleknot is open and invite adults to campout planning meeting Tuesday before departure	Troop News Publisher - Social Media coordinator	

#	Target Date before Campout	Task	Whom to ask	Comments
2.6	At least 2 weeks prior	Fill out Emergency Contact Sheet; prepare directions to nearest Emergency Room	Campmaster or Asst. Campmaster	EMS/Fire/Police/Sheriff Contact information
2.7	At least 2 weeks prior	Confirm return lunch location	Campmaster or Asst. Campmaster	If return trip is more than 3 hrs and crosses lunch hour, fix a location for lunch and confirm they can handle a group of our size. Confirm the restaurant will take credit cards or prepare to bring enough cash.
2.8	2 weeks	Obtain campsite maps, trail maps, and topographic maps as needed		
2.9	At least 2 weeks prior	Fires: Confirm if fires are/are not allowed; if allowed confirm wood supply		Wood can sometimes be gathered on site or look on Craigslist for wood delivery
2.10	2 weeks	Sunrise/Sunset at Campsite on Campout Date		_____ AM _____ PM
2.11	2 weeks	Obtain driving directions	Landowner or previous Campmaster	
2.12	1 week	Patrol responsible for Load Out at Warehouse	SPL/ASPL for Camping	Confirm SPL or ASPL announces this at meeting and this information is included in the Troop News and Blast

Category 3 – The Week of the Campout Tasks				
#	Target Date before Campout	Task	Whom to ask	Comments
3.1	Monday night before departure	Close Doubleknot	Doubleknot Coordinator	
3.2	Tuesday before departure	Obtain Doubleknot spreadsheet and generate attendee lists	Doubleknot Coordinator provides data, Campmaster generates lists	Minimum Lists needed: <ul style="list-style-type: none"> - Outbound bus riders - Inbound bus riders - Private car riders check in/out - Attendees by Patrol - Medical report Other lists may be needed depending on activities (eg swim test)
3.3	Tuesday before departure	Confirm all key adult roles are filled	Campmaster with Outdoor Program Chair	Key roles: <ul style="list-style-type: none"> - Grubmaster - Medical Officer - Trailer Pullers - Bus Captains - Fill in PASM
3.4	Tuesday evening before departure	Planning meeting		Review plans with other Goats and Leadership representatives. Hand out list of attendees by patrol; confirm all patrols have PASM; lock in any unfilled positions (special focus on Bus Captains)
3.5	Tuesday evening before departure	Patrol responsible for Load Out at Warehouse	SPL/ASPL for Camping	Confirm SPL or ASPL announces reminds responsible Patrol at meeting and this information in included Thursday Blast

#	Target Date before Campout	Task	Whom to ask	Comments
3.6	Wednesday before campout	Prepare adult Duty Roster for campout		
3.7	Wednesday before campout	Confirm Adult Health & Safety has Troop medical forms and first aid kit		
3.8	Wednesday before campout	Obtain Board of Review Box for campout with forms, clipboards, and pens.	Troop Board of Review Coordinator	
3.9	Thursday morning before departure	Confirm Weather, any last minute reminders	Troop News Publisher/Social Media coordinator	For email blast on Thursday evening. Parents of new scouts will be especially looking for this info/reminder

Category 4 - During Campout				
#	Timing	Task	Person	Notes
4.1	Friday morning	Bus Check-in List	Campmaster	Ensure Bus Captain(s) have up to date bus rider lists.
4.2	On arrival	Be first to arrive	Campmaster	
4.3	On arrival	Designate patrol campsite locations in consultation with SPL and Scoutmaster, if possible	Campmaster or Asst. Campmaster	
4.4	On arrival	Designate location for Troop trailer	Campmaster or Asst. Campmaster	
4.5	On arrival	Locate potable water sources	Campmaster or Asst. Campmaster	
4.6	On arrival	Post duty rosters and schedules conspicuously	Campmaster or Asst. Campmaster	
4.7	On arrival	Private Car Check in/out List	Campmaster or Asst. Campmaster	Ensure all people arriving by private car are checked in/out with time of arrival/departure
4.8	Daily	Assign duties to any adults without a job	Campmaster	
4.9	Before departure	Make sure all Scouts have a ride home	Campmaster or Asst. Campmaster	
4.10	Before departure	Call Lunch Location to confirm number arriving	Campmaster or Asst. Campmaster	If needed confirm headcount and arrival time with lunch location
4.11	Before departure	Record the number of nights of outdoor camping for each Scout and adult attending	Campmaster or Asst. Campmaster	
4.12	Before departure	Make sure Scouts have executed complete clean sweep, and all trash removed from campsite	Campmaster or Asst. Campmaster	

Category 5 – Post-Campout Wrap-Up			
#	Task	Person	Comments
5.1	Return health & safety forms		
5.2	Return Board of Review Box to Advancement.		
5.3	Preserve your file for future Campmasters	Campmaster	File in Dropbox “Troop 55 Campmaster”. Consult Troop Committee Chair for password.
5.4	Turn in receipts to Troop Treasurer within 1 week	Troop Treasurer	
5.5	Report nights of outdoor camping for Scouts and adults attending	Troop Nights of Camping Coordinator	
5.6	Report service hours of Scouts and adults for conservation projects		
5.7	Prepare Summary Report on Campout		Look at previous reports in Dropbox “Troop 55 Campmaster” file. Add your completed report there too. Send copy to Troop Committee Chair and Scoutmaster.
5.8	Attend Troop Committee after the campout to report on results		Generally, 2d Thursday of the month, SJD Room 208, 6 PM

Campout Support Contact Info (rev. Oct. 2018)			
Position	Person	Phone	Email
Board of Review Coordinator	Leslie McCullogh	713.851.5828	Troop55BofR@gmail.com
Campmaster	YOU!		
Campout Sign Up/Double Knot	David Pesikoff	713.557.1882	pesikoff@yahoo.com
Canoe Coordinator	Janice Walden	281.923.9600	janice@vandykewalden.com
Chaplain Aide advisor	Eric Wade	832.722.8438	EWade@porterhedges.com
Climbing Coordinator	R.J. Woodward	713.204.7980	rjw.bsa@comcast.net
Medical Coordinator (adult)	Chip Lane & Sara Lane	832.236.8688	chip.lane@lanelaw.com sarah.lane75@hotmail.com
Nights Camped Recorder	James Cauble	713.664.7860	james@cauble.org
Outdoor Program Chair	Mike Cavender	903.520.6755	mike@cavenders.com
Quartermaster (adult)	Jerrit Coward	713.775.5616	jerrit.coward@gmail.com
Scoutmaster	Bob Casey	713.828.9292	scoutmaster@troop55.org
Senior Patrol Leader	Consult Troop 55 website		
SJD Room Scheduler	Michelle Wrubel	917.826.3848	mfwrubel@fibex.us
Social Media	Vernon Jones		vtjj@vernonjones.com
Summer Camp Coordinators	Chad Disch Karl Poirot Tara Varcados	713.894.7216 281.204.7602 713.447.5007	cdisch831@gmail.com varcados@yahoo.com kpoirot@chevron.com
Training Coordinator	Steve Mach	713.775.5616	training@troop55.org
Transportation Coordinator	Lauren Marangell	713.419.4299	lmarangell@gmail.com
Treasurer	Richard Butler	713.775.5616	treasurer@troop55.org
Troop Committee Chair	Larry Lawyer	832.498.5206	tcc@troop55.org
<i>Troop News</i> Editor	Tammy Casey	832.330.7070	troop55newsletter@gmail.com
Troop Secretary	Suanne Bouvier	415.407.4326	troop55volunteers@gmail.com
Volunteer coordinator	Suanne Bouvier	415.407.4326	Troop55volunteers@gmail.com

Roles To Be Filled At Each Campout		
Task	Person	Notes
Adult Campmaster		
Recruit Goat Grubmaster		An army travels on its stomach!
Adult Medical Officer		This person does not need to be a physician.
Adult Quartermaster		May be Troop QM if he/she is attending the campout
Recruit Trailer puller(s)		Trailer pullers needed for: Troop trailer (usually); Lawn Trailer (if using school buses); Canoe trailer (depending on activities)
Acting Scoutmaster at Campout (if needed)		
Troop Senior Patrol Leader at Campout		
ASPL for Camping		Should come from SPL
Recruit Assistant Adult Campmaster		Share the job, and train your replacement!
Recruit adults to serve as bus captains		Often recruited after the signups are known
Scout in charge of campfire		Should come from SPL
Scout Chaplain Aide		Should come from SPL

Goat Patrol Campsite Duty Roster – Post Conspicuously at Campsite		
Duty	Adult	Adult
Scoutmaster for Campout		
Campmaster		
Assistant Campmaster		
Quartermaster		
Medical Officer		
Returning Bus Captains		
Friday Cracker Barrel Setup		
Friday Cracker Barrel Cleanup		
Saturday Breakfast – cooks		
Saturday Breakfast – cleanup		
Saturday Lunch – cooks		
Saturday Lunch – cleanup		
Saturday Dinner – cooks		
Saturday Dinner – cleanup		
Saturday Cracker Barrel – setup		
Saturday Cracker Barrel – cleanup		
Sunday breakfast – cooks		
Sunday breakfast – cleanup		

Campmaster Responsibilities

The key tasks of Campmasters are described below. Your attention to these will help assure that our Scouts execute a successful campout. Your help is most appreciated! Use the Campmaster's Checklists above to assist you.

Category 1: Critical First Steps - ASAP

The Troop and its campouts are generally flexible, but some things are inflexible. Make sure that as soon as possible you confirm each of the items on the **Early Preparation Checklist!** A few minutes spent on these critical first steps early will save hours later.

If Troop 55 has used this campsite before, talk to the previous Campmaster, who should have much of the information you need.

Consider whether you should visit the campsite in advance of the campout. This isn't always necessary, particularly if the Troop has camped there recently. But if you have not been to the campsite in advance, make sure you arrive ahead of the Troop on the weekend of the campout.

Typically, campout locations have been reserved months in advance, but please make sure these reservations are in place and any needed payments have in fact been made.

Similarly, if the Troop plans to provide bus transportation to the campout, please confirm that the bus has been chartered and required payments have been made.

Category 2: Staffing & Delegating

Getting the staffing right for a campout is more than half of the task. Help recruit adults and Scouts to participate in all roles, and to help you recruit others, as described below.

1. Support Scouts assigned to leadership roles for the campout.

The Assistant Senior Patrol Leader for Camping has a lead role in preparing for campouts. Additional Scouts may be appointed by the Senior Patrol Leader or Scoutmaster to be in charge of specific activities at the campout. Get a clear explanation of what these Scouts are expected to do, then delegate as much responsibility as they can handle, including program, making announcements, preparing publicity, selecting patrol campsites, preparing for the campfire, and the like.

2. Prepare a complete roster of adults and Scouts helping with the campout.

Start working through the Category 2 “1 to 4 Weeks Pre-Campout” Checklist and the Goat Patrol Duty Roster as soon as you can. Some of the roles likely will already be assigned, but you need to *identify* those assigned. Ask the Scoutmaster, Troop Committee Chair, and/or Volunteer Coordinator to identify adults already assigned to each of the roles on the Staffing Checklist above, and their suggestions for others who might volunteer. The Troop often has adults who coordinate particular functions for multiple campouts, such as transportation, quartermastering, chaplaincy, and health and safety. These adults may attend your campout or assist you in identifying others to attend your campout to help with these tasks. For other tasks like Goat Grubmaster and Trailer Puller, your help in recruiting folks will be particularly welcome. It is *highly desirable* to have an assistant Campmaster, so you both have backup and are training another adult for campmaster duties. Engage adults new to the Troop to serve as assistant campmasters.

The roles on the Staffing Checklist are described generally below.

1. Goat Grubmaster
2. Transportation Coordinator
3. Program Directors (Scout and Adult)
4. Quartermasters (Scout and Adult)
5. Health & Safety Officers (Scout and Adult)
6. Troop Trailer Driver(s)
7. Campfire Producers (Scout)
8. Chaplain Aides (Scout and Adult)

The duties and responsibilities of each of these positions are described in later sections of this Campmaster Manual. Copy the relevant portions for each member of your team.

Category 3 – Gather information needed for the campout. Communicate.

1. Use the Checklists to make sure you have all the needed information. Delegate specific tasks to your team.
2. Talk to the Scoutmaster about attending a Patrol Leaders Council meeting at least a month before the campout to discuss plans for the campout.

3. Prepare and distribute announcement of date, location and summary of program three Troop meetings prior to the campout. This is the sales effort; make it exciting! Send an announcement to the Webmaster for the Troop's webpage and the publisher of the *Troop News*. Involve the ASPL for Camping in these tasks. The ASPL for Camping should announce the campout details in the Troop meetings preceding the campout.
4. Obtain the list of Scouts and adults who have registered for the campout. This is typically available Tuesday preceding a weekend campout from the adult who manages the Troop's Doubleknot registration process.
5. At the Troop meeting prior to the campout:
 - A. Distribute to the Scout Patrols and to the Goat Patrol detailed information on all matters pertaining to the campout, including:
 1. adult duty assignments
 2. directions to the campsite
 3. emergency phone numbers
 4. program schedule;
 5. water availability; and
 6. any special equipment needed by participants.
 - B. The schedule should include recommended Houston departure time, advancement activities, meals, special programs, and expected time of arrival back in Houston.
 - C. During the patrol meeting segment of the Troop meeting, the ASPL for Camping should hand out the patrol Duty Rosters and Menu Planners with instructions that these should be prepared and delivered at the next meeting. (See sample duty roster enclosed and make copies for distribution.) Grub money for the patrol Grubmaster should be collected that night.
 - D. Ask Patrol ASM's to review the patrols' Duty Rosters and Menu Planners. Confirm that money has been collected from patrol members and delivered to the patrol Grubmaster.
6. Confirm the availability of the Medical Consents and Health forms for the campout and ensure that the Troop First Aid Kit is available for the campout. These are the responsibility of the Health Coordinator.

Category 4 – Prepare Campsite and Execute Plan

Campouts end well when they start well, so the Campmaster should be among the first to arrive at the campout and before dark. (At many campouts, Scouts will arrive on Friday night after dark.) If you never personally have been to the campsite, make sure

you arrive ahead of the Troop and before dark.

1. Complete any check-in procedures required, especially at public campgrounds.
2. Erect any needed signs and lights
3. Identify campsites, potable water sources, and a place for the troop trailer.
4. Avoid making the Goat Patrol area the “center of attention.” Keep it separate from any area used for Scout assembly or training.
5. Identify a separate parking area for vehicles. Keep all cars out of the Troop camping areas, both Scout and Goat, to the maximum extent practical. Scouts should expect to carry their gear to their patrol areas, not receive automotive “pickup and delivery service” at their tentsite! Goats should set the example for Scouts on this, too.
6. Assume administrative responsibility for the Goat area.
7. Post the Duty Rosters you have developed in a water-resistant cover in a conspicuous location. (very important - essential) Add to it as necessary. Every adult attending the campout should be on the Duty Roster somewhere.
8. Prepare and post a program schedule on water-resistant sign or clipboard on the campout.

Adult & Scout Quartermaster Duties for Campouts

3. Troop Gear, Trailer & Storage Unit

It is important to know what gear is needed for the event for which you are Quartermaster, and the correct gear is loaded in the trailer *before* the trailer is transported to the campout. Adult Quartermasters should help get the Scout Quartermaster(s) to load the proper gear in the trailer in advance of the campout. This often can be and should be done on Wednesday evening before a weekend campout.

The Troop's gear is stored primarily in three locations.

1. Scout Closet, in the back of the Scout Room at St. John the Divine
2. The Troop Trailer, at a private warehouse area. See the Quartermaster for detailed information.
3. The Storage Unit at the same private warehouse area.

Scout Closet

The Scout closet contains the Patrol Action Packers. If these are being used on a campout, it is the responsibility of the Patrol Quartermasters and Patrol Grubmasters to get them to the campout either in personal cars, or on the bus.

Troop Trailer and Storage Unit

Most of the gear for a campout is likely to be in these two places. Make sure that the right gear is put in the trailer, and that unneeded or excess gear is left in the storage unit. This avoids overloading the trailer, and makes handling the needed gear easier on the campout.

Generally speaking, the trailer will be loaded with the following items:

- patrol dining flies (if requested at the campout planning meeting)
- 1 USA flag and pole
- large propane bottles
- LED lanterns
- large coffee bin
- supply of large plastic trashbags (responsibility of Grubmaster)
- white water bottles
- Igloo 5-gal water coolers with tap
- Adult action packers (1 – pots/pans, 1 – utensils, 1 – spices/oil/etc)
- Scout patrol propane stoves
- plastic wash tubs for 3 pot cleaning by patrols
 - Trash Bins
 - Cleaning Supplies
 - Toilet Paper and Paper Towels (Grubmaster should bring additional paper towels)

- Medical kits and back boards
- Pop-up tents
- Patrol water containers
- Patrol folding aluminum tables
- White plastic folding picnic tables
- tool box with assorted saws and shovels
- twine
- cast iron Dutch ovens

Goat Action Packers

See attached sheet for a check-list of what may need to be replenished prior to the campout, and provide to the Grubmaster

Other Equipment

It is often useful to bring some other equipment for use in the Goat cooking area, depending what's being prepared. These are borrowed or personal items.

- Additional Coolers – available at the warehouse
- Iron frying pan(s)
- Other utensils
- A large grill for barbecue

At The Campsite

Scout Quartermasters (one or two) distribute equipment to patrols on arrival Friday night, and inspect and check back in on Sunday morning, as well as lead the troop in loading the trailer

Liquid Fuels

The Quartermaster is responsible for taking liquid fuel for backpacking stoves to the campsite and issuing it to patrols, if backpacking stoves are permitted on that campout, and collecting unused fuel at the end of the campout.

First Class Trail

The First Class Trail program often has special or specific request for additional equipment on the campouts, check with the FCT Coordinator and inform the Troop Equipment Coordinator/Quartermaster of any requested equipment.

Pulling the Troop 55 Trailer

Trailer Description

Troop 55 owns a 14-foot Tandem Axle 4 Wheel Wells Cargo trailer. The trailer is a low profile cargo trailer equipped with a wind dome on the front that decreases drag and increases pulling stability. Anyone with a midsize vehicle having a “towing package” and trailer hitch can pull this trailer with ease.

In addition to a tow bar you will need a 2” ball, and a regular 4 prong wiring harness for the trailer lights. If you have a 5 wire or 6 wire wiring harness for electric brakes the trailer is also compatible.

The trailer is now rated to carry 6000 pounds, but the troop requests that the trailer not be loaded to more than 2000 to 2500 pounds. With four wheels on the ground this weight will be very easy to pull and stop.

Location

The trailer is stored under cover at a private warehouse. The Troop’s Storage Unit is at the same private warehouse. See the Quartermaster for details.

Pulling Check List:

1. *Very important:* Please check with the Quartermaster to make sure the trailer is loaded with the correct gear for the campout, and that excess or unneeded gear is left in the storage unit.
2. Inside the side door of the trailer on the front shelf you will find the trailer file, which contains this checklist information, a tire gauge, wiring harness and adapters etc. **Please, please, please use the checklist!**
3. Unlock the hitch lock.
4. Lift the hitch latch when lowering the trailer onto your 2” ball. Relock the hitch lock to hold down the hitch latch when pulling.
5. Plug in lighting harness. If you have a standard 4 “ prong plug you will be using the surge braking system. The trailer hitch has a surge braking system that activates as you brake your car to a stop. If your hitch is equipped with either a 5 or 6 wire electric brake harness the trailer is compatible. Please check all lights – brake, right and left turn and night time lights. We suggest that you pull the trailer with your lights on in the daytime for added safety.
6. Hook up the two safety chains to your hitch, and the brake chain. You now have four back up systems to pull the trailer.
7. Check to make sure all items are secure in the trailer. The heavy load (propane bottles) should be placed on the floor and strapped in tightly. **Never overload the rear of the trailer because it can sway at higher speeds.**
8. Check the tire pressure. If any tire is low go **immediately** to a service station and add air prior to departure. Tire pressure should be **50 psi**.

9. Make one final check to see if all doors are locked.
10. While still in the storage yard check the braking system of the trailer by making a couple of fast stops. You can feel this great trailer braking itself. If you cannot feel the trailer braking seek service.
11. Adjust your car mirrors for maximum side vision on the right and left sides of your car.
12. Observe speed limits. When turning or passing, remember you are pulling a trailer. If it is raining, use extra caution and slow down.
13. On a long drive, check all axles by feeling the wheel hubs to see if you have a "hot" spot. Immediately seek service if you discover a hot axle.
14. When you reach the campout location make sure the trailer is on level ground, and chuck (block) the wheels on the right and left of the trailer before unhooking from your car.
15. Repeat all checklist items before returning the trailer to the storage area.

Summary

- Attach trailer properly to your hitch and **actually** complete the checklist just as you would flying an airplane as the pilot. And do the same before going home.
- **Thanks for volunteering to transport the vital troop equipment; we all appreciate your effort!**

Grubmaster for the Adult “Goat Patrol”

1. Prepare menus for each meal to be served on the campout (typically, breakfast, lunch, dinner for the Goats on Saturday and a Goat breakfast on Sunday). It is sometimes appropriate to provide a cracker barrel for the entire Troop on Friday night and/or Saturday night.
2. Ensure that sufficient cooking utensils, equipment, and water will be available and be prepared to bring what is needed. Ask Campmaster about availability of water and firewood two weeks prior to the campout.
3. Collect money from all attending adults to cover costs (This should be done thru Doubleknot). The usual budget is \$20 per adult per weekend. Patrol Asst. Scoutmasters typically will eat some or all of their meals with their patrol. .
4. Supervise the cooking of all meals for all Goats, the Senior Patrol Leader and ASPL (if they have requested to eat with the Goats), and designated others. Many Goats will dine as guests of Scout patrols, but you may need to provide some food for them as well.
5. Supervise the cleanup by other Goats after all Goat Patrol meals.
6. Return all Troop-owned cooking equipment, duly cleaned, to the Quartermaster. Return all non-Troop equipment clean to its owners.

Goat Patrol Action Packers

The items on this list comprise the basic load for a campout. The action packer should be cleaned out and restocked before being passed on to the next Grubmaster. **Caution!** This basic load may not be sufficient, depending on the number of Goats attending the campout.

Essential Supplies

Many of these items are already in the Goat Action packers at the warehouse, any item with an * is one that may need to be purchased/replenished for a campout. It is recommended that the Goat Grubmaster attend the Wednesday night load, in order to verify which items need replacement, and to pick up any coolers or specific cooking items that may be required:

Coffee/Spices/Oil Action Packer:

Coffee

- 1) Coffee Pot (Percolater)
- 2) Hot Chocolate
- 3) Sugar
- 4) Artificial Sweetener
- 5) Stirrers

Oil

- 1) Cooking Oil
- 2) PAM Spray

Spices

- 1) Taco
- 2) Cinnamon
- 3) Garlic Powder
- 4) Seasoning
- 5) Oregano
- 6) Basil
- 7) Salt
- 8) Pepper

Cooking Utensils Action Packer:

- 1) Lighters
- 2) Knives
- 3) Knife Sharpener
- 4) Peels
- 5) Can Opener
- 6) Slotted Spoons
- 7) Solid Spoon
- 8) Strains
- 9) Cutting Boards

- 10) Tongs
- 11) Spatula
- 12) Potato Masher
- 13) Ladle
- 14) Measuring Cups
- 15) Oven Mitts

Pots and Pans Action Packer:

- 1) Multiple frying pans
- 2) Multiple cooking pots
- 3) Multiple metal bowls and strainers

Cleaning Supplies Action Packer:

- 1) Garbage Bags
- 2) Paper Towels
- 3) Latex Gloves
- 4) Scrub Brush
- 5) Sponges
- 6) Hand Sanitizer
- 7) Liquid Soap
- 8) Bleach
- 9) Wipes
- 10) Baking Soda
- 11) Comet

Tin Foil/Ziploc Container:

- 1) Box w/ aluminum foil
- 2) Ziploc bags

Note: **Avoid bringing paper plates and cups.** These needlessly increase the trash burden. Goats, like Scouts, are expected to bring their own plate, knife, fork, spoon, and cup.

Transportation Coordinator

Duties and Responsibilities

1. From the Doubleknot registration data, prepare a bus list with all scouts travelling on the bus, as well as a schedule of all drivers and all Scouts traveling with each driver. Include the time and location of departure and the phone numbers of the driver.

Program Director

1. Confirm the general plan for the outdoor Program with the Scoutmaster.
2. Involve Scouts in the Program, particularly the Senior Patrol Leader and ASPL for Camping.
3. Provide program plans to the Campmaster for the Campmaster to include on the Campmaster's daily schedule for the campout. In addition to the primary activity, consider the following:
 - First class advancement activity (consult with ASM responsible for First Class advancement) and Merit Badge instruction, if any.
 - Camporee event competition.
 - Indian Lore activity.
 - Games or projects for elective participation during free time.
4. Establish timetable for and locations of each of the foregoing.
5. Ensure that needs for special instruction, equipment or scheduling are met. If money is required for fees of permits, make arrangements with the Troop Treasurer.

Resources:

Boy Scout Field Book
Woods Wisdom

Sample Campout Program Schedule

Campout Program Schedule						
Friday, _____ to Sunday _____, 20__						
Friday	General Program					
6-10 PM	Arrival					
9:00PM	ASM Meeting					
9:30 PM	Greenbar/PLC Meeting					
10:00 PM	Cracker Barrel					
11:00 PM	Taps & Lights out					
Saturday	General Program					
6:30 AM	Reveille		Hiking group departs			
6:45 AM	Breakfast					Cooking MB
7:15 AM	Breakfast Cleanup					Cooking MB
8:00 AM	Greenbar Meeting					
8:45 AM	Assembly					
9:00 AM	Activities	Pioneering			1 st Class Advancement	
10:00 AM						
12:00 PM	Lunch			Camping MB		Cooking MB
1:15 PM	Swimming	Pioneering			Advancement	
3:00 PM	Free time					
5:00 PM (adjust time to complete dinner & cleanup before dark)	Dinner Preparation		Hiking group returns			Cooking MB
6:00 PM	Dinner					Cooking MB

6:30 PM	Dinner Cleanup					Cooking MB
8:00 PM	Troop Campfire & Program					
10:00 PM	Patrol Campfires					
11:00 PM	Taps & Lights Out					
Sunday	General Program					Cooking MB
7:00 AM	Reveille					
7:15 AM	Breakfast					Cooking MB
7:45 AM	Breakfast Cleanup					
8:15 AM	Strike Camp					
9:00 AM	Clean sweep					
9:30 AM	Chapel					
9:45 AM	Announcements					
10:00 AM	Departure					

Health and Safety Coordinator

1. Obtain the following information about the campsite and advise the Campmaster.
 - a. 911 *and* 10 digit emergency phone numbers for police, fire, and EMS
 - b. Phone available at camp site? Will cellular phone work?
 - c. Can rescue apparatus drive to your camp?
 - d. Address and cross street for camp.
 - e. Location of nearest 24-hour emergency room.
2. If backpacking or float trip, hike or float plan filed?
3. Troop Medical Records
 - a. Current physical with updates on all troop members
 - b. Permission to treat statements for all Scouts
 - c. Any Scout taking medicine during camp?
 - d. Those Scouts with insect allergies have medicine
 - e. Are all members physically able to participate in this camp?
 - f. Physical forms to be taken on campout.
4. Troop First Aid
 - a. Responsible, willing, trained adult available.
 - b. Minimum training is current 8 hour first aid/CPR course.
 - c. Other acceptable training:
 - i. Advanced first aid course, EMS certification, Licensed Nurse, MD or DO
 - d. This person should maintain a first aid treatment log.
 - e. The first aid person should keep the physical forms and consents during the camp.
5. First Aid Kit
 - a. List of supplies in the Guide to Safe Scouting.
 - b. Confirm all necessary supplies are in the First Aid Kit.

Scout Campfire Producer

At Troop meetings prior to campout, distribute campfire program ideas to patrols. Encourage participation and creativity gathering script ideas and props ahead of time.

With Scoutmaster approval, select from the Scouts a master of ceremonies to conduct campfire. Coordinate with the Master of Ceremonies for all preparations. Use the Campfire Program Planner.

At the campfire, supervise campfire preparations.

Service patrol lays the fire.

Consult with the Master of Ceremonies on the program planning.

Chaplain & Chaplain Aides

At Troop meetings prior to campout, Chaplain and Scout Chaplain Aides should meet to assist Chaplain Aides to prepare for the chapel service on the next campout.

Handouts of Service with songs, prayers and other applicable information should be provided to all Scouts to encourage participation where applicable.

On the campout, ensure the effective preparation by Scout Chaplain Aides for the chapel service and supervise the chapel service. Announce service time in advance.

A Guide For Patrol Leaders, Grubmasters & Patrol Quartermasters

Meetings Before Campout

1. Grubmaster (with assistance from Patrol Leader) plans menu with the patrol at evening Troop meeting 2 weeks before campout. Also at the Troop Meeting before campout, Grubmaster collects money from each Scout and adult eating with the Patrol (usually \$12).
2. Grubmaster takes his patrol's Cooler home with him from Storage Closet in Scout Room.
3. Patrol Quartermaster takes Patrol Action Packer home with him from Storage Closet in Scout Room.
4. Grubmaster and Patrol Quartermaster tells adult he's riding with that he will have the Patrol Action Packer, Cooler, etc or ensure they get these items on the bus.

Before Campout

5. Grubmaster purchases food according to menu. Patrol Quartermaster replenishes staples in Action Packer (see list below).

At Campsite

6. Patrol Leader and/or Patrol Quartermaster check-out needed stoves, tables, grill, etc. from the Quartermaster (see complete list below).
7. Patrol Leader determines and posts a duty roster for patrol during campout. It is the Patrol Leader's duty to fairly distribute patrol responsibilities such as fly set up/take down, cooking, kitchen patrol for each meal, equipment check-in, fire set up, firewood gathering, and so on.
8. At end of campout, Patrol Leader and/or Troop Quartermaster check-in patrol equipment. (Cleaned to the Quartermaster's satisfaction).

Following Campout

9. Grubmaster takes Patrol Cooler home and cleans it.
10. Patrol Quartermaster takes patrol Action Packer home (1) removes any food that would spoil at room temperature from Action Packer (2) cleans Action Packer and **replenishes any missing supplies.**

11. Grubmaster and Patrol Quartermaster return Patrol Cooler and Action Packer to Scout Storage Room at the next Troop meeting.
12. Patrol Leader attends Greenbar meeting (with other Patrol Leaders, Senior Patrol Leader, Assistant Senior Patrol Leaders and Scoutmaster), usually on Sunday following campout.

Staples To Keep On Hand In Patrol Action Packer

Cooking oil
dish detergent
paper towels
aluminum foil
extra Ziplock bags
sugar
matches
toilet paper
Brillo pads
cutting board
baking soda
salt and pepper
2 hot mitts
dish rag
some trash bags

*Do **not** bring paper plates, cups, or flammable liquids.*

Other items in Action Packer include:

Cook Kit Contents

1 large pot and lid
1 medium pot and lit
1 small pot and lit
1 large skillet
1 medium skillet

Utensil Set Contents

1 large knife
1 small knife
1 large spoon
1 ladle
1 large fork

1 metal spatula
1 plastic spatula
1 can opener
1 peeler

Items Available From Quartermaster (in Troop Trailer)

Propane stove
LED lantern
propane tank

dining fly (usually 2 patrols share a fly – typically only packed if requested)
aluminum folding table
3 wash pans (red, blue, black)

Patrol Duty Roster

_____ Patrol
_____ Campout

Patrol Leader _____

Assistant Patrol Leader _____

Grubmaster _____

Quartermaster _____

Campsite Setup _____

Firebuilding _____

Saturday Breakfast Preparation _____

Saturday Breakfast Cleanup _____

Saturday Lunch Preparation _____

Saturday Lunch Cleanup _____

Saturday Dinner Preparation _____

Saturday Dinner Cleanup _____

Sunday Breakfast Preparation _____

Sunday Breakfast Cleanup _____

Patrol Campsite Clean Sweep _____

Troop 55 Weekend Campout Rules

Scouts and Goats (adults) will follow the Scout Oath and Law at all times. Scouts and Goats are also reminded of the following specific Troop 55 rules.

1. Scout and adult leaders will wear their full Class A Scout uniform to and from the campout and at chapel on Sunday. The neckerchief is optional.
2. There will be no hazing or harassing (physical or verbal) of any kind. Fighting, hitting, wrestling, or rough horseplay are not permitted. A Scout will not put himself or another Scout in physical danger.
3. **A Scout may not touch another Scout's equipment, tent, or belongings, unless the Scout has the owner's prior permission.**
4. Scouts may build and light ground fires (cooking and campfires) only when and where authorized by the Scoutmaster, a Senior Assistant Scoutmaster, Patrol Assistant Scoutmaster or the Campmaster. No unauthorized fires are permitted.
5. Fire safety rules will be strictly enforced. A fire will never be left unattended. No fires or open flames (including stoves, lanterns or propane bottles) are allowed in or near tents. The use of liquid fuels by Scouts or Goats for starting any type of fire is prohibited.
6. If the Scoutmaster has previously authorized the use of backpacking stoves at a campout, liquid fuel will be dispensed and recollected by the Quartermaster (or his/her designee) at the campout. No Scout or Goat (except the Quartermaster or his designee) shall travel to or from a campout with liquid fuel in a backpacking stove tank.
7. Camping and duties will be by Patrol. Scouts will perform duties in cooperation with the Senior Patrol Leader, their Patrol Leader, and Assistant Patrol Leader. Every patrol should have a duty roster. Scouts and Goats perform their duties in accordance with the duty roster.
8. The "Buddy System" is in force for all water activities, when outside immediate camp area, or when separating from the main group when traveling.
9. Scouts and Goats will follow Safety Afloat and Safe Swim Defense procedures and policies at all times for all water activities.
10. All Scouts will be inside their tents at 11 P.M. (or otherwise at the Scoutmaster's discretion). Lights will be out and talking will stop by 11:30 p.m. No Scout should leave his tent (except for brief trips to the

latrine or to report illness or other emergency) until reveille the next morning.

11. Scouts will maintain their tents and gear in a clean and neat condition. The Troop completes a clean sweep of the camping area at the end of each campout.
12. Read and know the Troop 55 Handbook.
13. At campouts, patrol members camp together in the location designated for their patrol. Sharing of tents within a patrol is encouraged.
14. Adults should request permission before entering a Scout patrol site. Similarly, adults should discourage Scouts from being in the Goat area, unless they have a specific need to be there.
15. Scouts will leave the immediate camp area only with the permission of the Scoutmaster or Campmaster. Unless a Scout or Goat has an urgent need to leave early, and has been excused by the SPL and Scoutmaster, all Scouts and Goats are expected to remain in camp until dismissed by their Patrol Leader after the clean sweep and chapel. Scouts and Goats should notify the Campmaster of their departure, if they must depart early prior to dismissal.
16. The consequences of failing to abide by the Camp and Troop rules include extra work detail, calls home, and being sent home. Parents may be required to travel to camp at their expense and take a Scout home who fails to abide by the troop and camp rules.
17. The following items are prohibited on campouts and at meetings (unless specifically authorized by the Scoutmaster):
 - Fireworks or explosives of any kind
 - Liquid fuel lanterns, or other liquid fuels of any kind
 - Cigarette lighters
 - Sheath knives (of any kind or length)
 - Folding knives with blade longer than four inches
 - Aerosol cans (of any kind)
 - Radios, televisions, video games, MP3 or CD players, or electronic games (such as Walkmans, Gameboys, etc.)
 - Tobacco, alcohol or illegal drugs
 - Firearms or ammunition of any kind (including BB guns)
 - Hatchets or axes
 - Slingshots, numchuks, clubs, spears, etc.
 - Glass bottles

Consequences

1. The consequences of failing to abide by the Troop 55 Camp Rules or of any behavior deemed inappropriate by the Scoutmaster or Campmaster include: quiet time isolation, extra work details, **telephone call home and/or being sent home**. Scouts and Scout Parents understand that if a Scout is sent home, the Scout's parents may be required to pick him up at the campsite and take him home.
2. A warning system will be in effect for minor inappropriate behavior problems. Consequences will be assigned as warranted. The most severe consequences may be assigned directly without the assignment of less severe consequences first.

Scout's signature: _____

Parent's signature: _____

[NOTE: The Camp Rules are applicable to all Scouts regardless of whether the Scout and/or his parents have acknowledged them by signature.]

Reminders to Adults

1. Most Troop campouts focus on Scouting skills; as a result, attendance at campouts of non-Scout siblings is discouraged, as this tends to detract from the program focus and undermine enforcement of Troop and camp rules.
2. Adults camp only in designated Goat area, except that Patrol Asst. Scoutmasters and Asst. Scoutmasters assigned to particular patrols may on designated campouts be asked to camp with Scout patrols. Adults do not share tents with Scouts.
3. Maintain “two deep leadership” on all activities.
4. Smoking in the presence of Scouts is prohibited.
5. The principal benefits for Scouts of the outdoor program are the self-reliance and sense of accomplishment that come with individual achievement. Therefore, parents should refrain from assisting their son(s) (or son’s patrols) with camp activities. Scouts should seek guidance from their Patrol Leaders or Assistant Scoutmasters.
6. Adults should request permission before entering a Scout patrol site. Similarly, adults should discourage Scouts from being in the Goat area, unless they have a specific need to be there.