

**PATROL LEADER CHECKLIST**  
**Troop Outing**

**1 or more weeks in advance**

- \_\_\_ Find out who will attend from your patrol
- \_\_\_ Plan meals with patrol
- \_\_\_ Get meals approved by SPL
- \_\_\_ Fill in Duty Roster form with patrol
- \_\_\_ Reserve troop equipment with troop quartermaster
- \_\_\_ Collect and turn in Permission Slips for each patrol member (yes or no)
- \_\_\_ Schedule food shopping trip for week prior to outing
- \_\_\_ Tuesday prior to outing: collect funds for meals from all participants (\$15 per outing unless otherwise noted by SPL)
- \_\_\_ Plan and prepare for outing events as necessary
- \_\_\_ Call SPL with all of this information!!

**During Week before outing**

- \_\_\_ Shop for food as a patrol (*this is not a job for a parent!*)
- \_\_\_ One patrol member stores the food
- \_\_\_ Repackage food as necessary (*this is not a job for a parent!*)  
(take only what you need, leave behind unnecessary packaging)
- \_\_\_ Prep food as necessary according to menu plan (*this is not a job for a parent!*)

**Morning of Outing**

- \_\_\_ Arrive on time at meeting place (*this is a job for a parent!*)
- \_\_\_ Wear full uniform
- \_\_\_ Find out car placement from SPL
- \_\_\_ Load own and patrol's supplies into vehicles (*this is not a job for a parent!*)
- \_\_\_ Enjoy the outing!

**Upon Return to Prince of Peace**

- \_\_\_ Unload supplies from vehicles
- \_\_\_ Check in equipment, in good condition, with troop quartermaster