

## ULTIMATE ADVENTURE PLANNING CHECKLIST

(Assign a person for every task.)

1. \_\_\_ Shortly after an activity area has been chosen, the ultimate adventure should be selected.
  2. \_\_\_ Decide on the ultimate adventure dates and location.
  3. \_\_\_ Determine the transportation needs. If drivers need to be recruited, do so immediately after approval. If public transportation will be used, start inquiries.
  4. \_\_\_ Make a detailed budget of expenses. Include meals, transportation, lodging, and equipment. Determine how the team will finance this ultimate adventure. Will the team need a fund-raiser? Set a date to have the money secured.
  5. \_\_\_ Make a schedule of daily adventure activities. Start with a departure time (or starting time, if the adventure is a local event) and account for all time. List phone numbers of places you can be reached during the trip, if possible.
  6. \_\_\_ Have the ultimate adventure plan and budget approved by the Coach and team committee. After the plan has been approved, distribute the schedule to the team, adult volunteers, guests, and parents.
  7. \_\_\_ Secure adult leadership for the ultimate adventure. There must be at least two adults. One leader must be at least 21 years old. If girls are invited, there must also be a female leader age 21 or older.
  8. \_\_\_ Submit the tour permit to the BSA local council service center.
  9. \_\_\_ Determine and list equipment needs. Secure the equipment.
  10. \_\_\_ If girls are involved, secure accident and health insurance from the BSA local council service center.
  11. \_\_\_ A month before the adventure, review the progress of the entire plan with the team. Contact all involved to confirm their commitment. Will team members have their skills ready?
  12. \_\_\_ The week before the ultimate adventure, review the entire plan.
    - Are the transportation arrangements firm?
    - Is adult leadership still committed?
    - Has all equipment been secured? Is the equipment in proper working condition?
    - Have all finances been secured?
    - If staying in a rented lodging, have reservations been confirmed?
    - Have permissions been granted for use of public and private facilities and land?
    - Have all participants learned their skills, and are they in good physical condition?
- Ask these and all other pertinent questions.
13. \_\_\_ Enjoy your ultimate adventure.
  14. \_\_\_ Plan to share your experiences and pictures with your troop and parents when you return.
  15. \_\_\_ Thank the adult volunteers and everyone else who has helped. As a token of appreciation, you might present these individuals with an appreciation certificate or other recognition item.