

HOPKINTON BSA TROOP 1  
TRIP PLANNING GUIDELINES

- Trip selection- The troop intends to take at least one trip per month, although they may elect to skip August. Ideas for trips should be solicited from the Patrol Leaders counsel. Ideas may also come from parents and adult leaders, but all trips must be approved by the Troop Committee in advance. Annual trips should include a mix of counsel activities, and skill building trips. Additional trips should combine fun and learning, and can be done in coordination with merit badge requirements. Trip planners should try to accomodate boys who are working on their "Year Around Camper" badge, by providing optional outdoor camping and cooking, when trips involve indoor lodging.
- Water related trips- These trips often require either Safety Afloat or Safe Swim Defense training. They may also require that all participants be qualified swimmers. The trip leader should review the Guide to Safe Scouting, and plan accordingly.
- Guide to Safe Scouting- All trip planners must be familiar with this guide, and ensure compliance. Important parts deal with two deep leadership, lodging for female leaders, water safety, firearms, handling of fuel, transportation guidelines, and guidelines for certain "risky" activities.
- Contraband policy- Trip leaders are expected to know and apply the troop's contraband policy.
- Trip costs- Leaders should strive to keep all trip costs low to moderate, so that all boys may participate in trips throughout the year. Costs can be limited by using scout facilities, military sites, or public campgrounds for overnight stay. When doing patrol cooking, shoppers should be given a budget of \$6 per boy per day. Group rates should be sought for all activities. **Boys should be charged a minimum of \$10 for any trip.** A rough cost estimate should be presented to the Troop committee at least a month before each trip, so that the committee can determine how much money the troop will contribute to the trip. A "Trip Expense Summary" report should be completed immediately after the trip is completed, and submitted to the troop treasurer. This should also be presented at the next Troop Committee meeting.
- Scoutmaster trip expenses- See the troop policy on this. The "Troop Scoutmaster Contribution" will be set annually by the Troop Committee, and apply to both the SM and ASM's. Basically these individuals will go for free on all but the most expensive trips. All other adult leaders will pay the same amount as the boys.

- Extraordinary expenses- Occasionally unexpected expenses may arise on a trip. These may include, but not be limited to things like car rental, equipment purchase, additional program fees, etc. Reimbursement for extraordinary expenses requires approval of the troop committee. Speeding tickets will not be reimbursed by the troop under any circumstances.
- Driver Reimbursements- The out of pocket expenses like tolls, ferrys and parking should be paid to each driver. For trips greater than 150 miles round trip, obtain troop committee approval to also pay each driver for mileage (at least \$.05 per mile).
- Driver requirements- All drivers must be at least 18 years old, or meet the "Youth Member Exception". All vehicles must have at least \$50,000/ \$100,000/ \$50,000 coverage (or \$100,000 single limit). For vehicles carrying 10 or more people, higher limits are required. Trip leaders must ensure that drivers are arranged in advance, and that there is sufficient room for all persons and equipment. Seatbelts must be available for all passengers. Since breakdowns and accidents can occur, on longer trips, it is recommended that there be sufficient drivers to handle all persons and gear, if one vehicle becomes disabled on the trip.
- Driver instructions- The trip leader should provide each driver with clearly written driving instructions and or a map prior to departure. Although all vehicles should travel as a caravan, this is not always possible, so BE PREPARED. The trip leader should know which boys are in each vehicle, and the license plate number of each vehicle.
- Tour permits- Trips outside the boundaries of our counsel require that a tour permit be filed. For trips up to 500 miles each way, a "Local Tour Permit Application" needs to be completed, signed by a member of the troop committee, and submitted to counsel about 2 weeks prior to the trip. Longer trips, backcountry trips, and flight related trips require special permits.
- Notice to boys and parents- As early as possible, provide trip notification handouts at a regularly scheduled troop meeting. Try to have sign-ups for two weeks. Be sure to allow yourself enough time to get the sign-ups done before the tour permit is due. The notice should provide at least the following information: details about the trip, when and where the troop will depart and return, the cost, the deadline for sign-up, any special instructions about gear or clothing, the amount of the troop subsidy per boy (if known), and your name and phone number. You may have to remind them about appropriate shoes/boots. Let them know if they need either their class A or B uniform.

- Parent participation- Parent participation is encouraged. But each parent going on a trip is expected to assist with leadership duties, helping to make it a safe and enjoyable trip for the boys. When minimum parental needs are met for a trip, additional adults may be allowed on a space available basis. However, these "additional" adults may have to pay the full price of the trip, at the discretion of the troop committee.
- Meal planning- This is a critical area that can make or break a trip. Generally the trips will involve patrol cooking. But in some circumstances you may want to do troop cooking, or to purchase meals throughout all or part of the trip. The trip leader should provide the boys with guidance about how to plan their meals, and what cooking equipment they should take. If you are doing patrol cooking, the patrols need to meet to plan the meals, and to draft a duty roster identifying who will cook and who will clean-up. The trip leader needs to take a copy of the menu and duty roster with them. Boys should be discouraged from bringing their own meals. Since the boys need to pack out at the meeting immediately before each trip, it is best to do this meal planning two weeks before the trip. The person shopping for each patrol should be told that they have a budget of \$6 per boy per day. They should not purchase chips, soda, candy or other junk food. The trip leader is encouraged to bring along some snack food. If food is purchased at Colella's, it can be charged directly to the troop, with the slip given to the trip leader.
- Misc.- The trip leader should take the following items on the trip: roster of attendees, list of home phone numbers, copies of menus and duty rosters, troop snacks, medical forms, first aid kit, copy of approved tour permit, sufficient cash or troop checks to cover all expenses. On some trips, the leader may wish to purchase a disposable camera. Work with the quartermaster to ensure that appropriate troop equipment is taken and returned. Determine if drinking water or fire wood needs to be taken along.