

OUTING CHECKLIST

Deadlines – most of the paperwork below needs to be accomplished two weeks before the event to allow for coordination with the Scout Council office and to allow time for the

Co-ordination – let the Scoutmasters know what is happening as well as our Treasurer Kellie Hayes.

1. Permission slips – Kellie Hayes, our Treasurer will take care of permission slips. You need to provide her with the dates, place, and times/place for departure and return. If there are any special costs associated with the outing you need to also give her that data.

2. Tour permits – Jonna Robinson will take care of the tour permit. You need to give her the place, dates, times of the outing. You also need to give her the number of adults and scouts attending as well as the names of any drivers supporting the outing. Some of this data will be available after the permission slips are returned to Kellie. This needs to be done two weeks ahead of the outing.

3. Court-of-Honor – reserve a location for the Court-of-Honor. We usually use the USAF Academy Community Center Chapel. This can be reserved ahead of time by calling the Chapel Cliff Piercy (333-3300). You will have to pick up the key on the day of the Court-of-Honor. Reserve the Chapel facility as far ahead as possible. If the Chapel is not available see if you can locate an alternate facility. Refreshments need to be coordinated and can be done through the Patrol Leaders Council – contact the Senior Patrol Leader/Scoutmaster to work this.

4. Campout at the B-52 site at USAFA – Jonna Robinson has the paperwork for this campout. The point of contact at the Academy is Ms. Diana McElhinney (333-7482). Paperwork for this event needs to be done early.

**IF PROBLEMS ARISE PLEASE CONTACT THE COMMITTEE
CHAIRMAN AND SCOUTMASTER.**