

## Pack 216 Activity Checklist



- Find out what activity you have been assigned to coordinate. 120 days Prior.
- Research the activity- who to coordinate with on site, who to pay, what to bring, etc.
- Schedule the event in advance- make sure that there is capacity at the venue on the day we want to schedule for and book early. As early as possible.
- Will there be a patch for the activity? Cub Scouts love patches!! If so, coordinate art and cost and add cost to budget. Order well ahead of time. Try [www.eeiemblems.com](http://www.eeiemblems.com)
- Once you have the info, determine the costs- how much you want the family to pay per person and how much for the Pack to pay. Get info to Committee Chair 90 days prior so we can vote on and approve the costs.
- Write a description of the event up for the PR committee chair, webmaster, and the Cubmaster so we can get the word out.
  - Who - Scouts and parents always. Are siblings going to be allowed- if so, under what rules?
  - What -Talk about what your activity is and why it will be fun. Also include if they need any equipment or personal items. Make sure costs are clear per person. Include the uniform for the trip.
  - Where -Location, directions, and any special information so that people can get there on time
  - When - Date, time of the activity. Also, the dates that the signup will be available on line and when you intend to collect money (usually at a pack meeting).
  - Why -To have Fun!!!
- Get a Google Account at <https://accounts.google.com/>  
We use Google Docs to track signups for activities, so you will need one in order to see and modify the lists.
- Go to:  
<http://pack216.cary.nc.us/web-page-request.html>  
to see the instructions for getting the webmaster to set up a sign up page for your activity. The webpage will not be set up the same the day you send it so send it early so webmaster has time to plan it. Give the webmaster your Google Account ID so that you can be granted access to the Google Doc for your activity.  
Send your request to: [webmaster@pack216.cary.nc.us](mailto:webmaster@pack216.cary.nc.us)
- Once sign ups are done, go to Google Docs to download the roster of who is attending and what they owe - do this before money collections.
- GENERALLY FOR OUT OF TOWN TRIPS ONLY. Find out if a tour plan needs to be filled out for this activity by going to:  
<http://www.scouting.org/scoutsource/HealthandSafety/TourPlanFAQ.aspx>  
If you are unsure or need help call the Committee Chair.  
If a tour plan needs to be completed, fill it out by using the instructions online and then have it approved by the Committee Chair and the Council Office at least 21 days before the event.  
For a video showing how to complete a tour plan, you can go to:  
<http://www.scouting.org/scoutsource/HealthandSafety/demotourplanvideo.aspx>
- Collect money (usually at a Pack meeting) and keep track of who paid on the roster. Keep it neat because you will need to turn it over to the Treasurer.
- Provide a copy of the final roster and money collected to the Treasurer. Ensure all money collected = the number of people you are expecting to attend.
- Pay for the event with either with a check from the treasurer (make sure they have the name for the check) or pay with your credit card and get reimbursed later.
- Ensure that Den Leaders (or a substitute) will be present with Den Medical forms if the activity does not require parental presence (most should).
- Arrive 20 minutes before the Pack. Make sure you have all your upfront coordination and setup (if any) complete before people show up.
- Have your roster with you and use it to keep track of who shows up. You may also need it so that if there are people that just show up, you can collect and track their money (even though they should have signed up).
- Be in Charge- make sure people know who you are and that you are the representative for the Pack. The Cubmaster and Committee will not always be there and even if they are, this is your show.
- Have fun.
- After the trip, write up a brief after action email to the committee letting us know how it went, who you talked to, how it was coordinated, what could have been done better, etc. so that we can pass the info on to whoever is in charge of this activity in the future. We may also use the info to decide to scrap or change that activity in the future.