

Onsite Adult Lead Role and Responsibilities

- ☐ Work with Event Planner to complete event logistics form
- ☐ Utilize and publish available planning tools (maps, elevation gain/loss, Trek Plan, etc) to aid the campers in being prepared and so they "Don't Just Show Up"
 - These are available in the "File" section of the Troop www
 - Perfect opportunity to work with SPL or Event SPL and empower them
- ☐ Ensure that event follows the "Sweet 16" and "Guide to Safe Scouting"
 - https://www.scouting.org/filestore/pdf/512-025_WB.pdf
 - <https://troop727.mytroop.us/taxonomy/term/1097>
- ☐ Ensure that all permits and reservations are in order well in advance to ensure event is not cancelled
- ☐ Promote event to increase attendance
 - This will include working with the youth promoter, but is not limited to this
- ☐ Ensure that online calendar is updated to reflect current status of the event...to include downloadable documents needed for event
- ☐ Be the onsite point of contact for camp ranger and/or authorities for payment and permits
- ☐ Be the subject matter expert on all things about the camping event
- ☐ Work with SPL or Event SPL prior to camp to prepare him and all campers
- ☐ Ensure the SPL or Event SPL is following the program set by the PLC
 - Depending on the complexity of the camp and number of attendees, the Onsite Lead may delegate this duty or part there of...i.e. Scoutmaster would be willing to assist in this role if at camp
- ☐ Ensure that carpool (rides) are taken care of prior to one week before event.
- ☐ Obtain and manage the Troop Binder (Football)
- ☐ Communicate to identified parent (Committee Chair usually) to communicate arrival and departure information to other parents
- ☐ Coordinate group drop off and pick up as needed