

Troop 154 Golden's Bridge Adult Coordinator Checklist Weekend Event



The Adult coordinator is both a resource and a mentor to the senior scout as well as an active participant in the scheduled activity. In the case of an overnight, he/she must be able to attend all nights of the event. For day trips he/she must be present for the activity. Driving him/herself as well as some of the participating scouts to and from the event is also part of the Adult coordinator's responsibility.

In terms of preparation, the adult coordinator can provide guidance to the senior scout to ensure that all details of the trip are taken care of including, but not limited to, those outlined on the attached adult coordinator checklist. Depending upon the activity, the adult coordinator may also need to ensure that all adults who are attending have the necessary gear and supplies (including food).

Event Name: _____ **Event Date(s):** _____

Coordinator: _____ **SM Trained Leader:** _____

Senior Scout's Responsibilities	Prior to	Done	Notes
Communications – email/text/troop announcements	4 wks		
List of Scouts Attending	2wks		
List of Drivers to Event	2wks		
List of Drivers Home from Event	2wks		
Patrol Menus Approved	1wk		
Patrol Gear Lists Approved	1wk		
Patrol Duty Rosters Completed	1wk		
Review Equipment Needs with Quartermaster	1 wk		
Roster for Camp master (if required)	2 days		

Adult Coordinator's Responsibilities	Prior to	Done	Notes
Make Sure Scout Has Done All of the Above	ongoing		
Campsite/Cabin Reserved (if required)	12wks		
Adult Participant List including all cell phone numbers	2wks		
Youth Protection Is Current For All Adults (including drivers)	2wks		
Campsite/Cabin Paid (if required)	2wks		
Adult Patrol Gear List	1wk		
Adult Patrol Menu	1wk		
Adult Patrol Duty Roster	1wk		
Troop Activity Release Form For All Attending	1wk		
BSA Medical Form For All Attending	1wk		
Directions For Drivers (if required)	1wk		
Security Deposit Check (if required)	1wk		
Review Adult Equipment Needs with Quartermaster	1wk		
Adult Patrol Food Purchased	2days		