

**Cub Scout  
Summertime Family Campout and Campfire Program**



## **Cub Scout Summertime Family Campout and Campfire Program**

### **Checklist for Event Coordinator**

- The Pack Committee will set the place, date, and time for the campfire program.
- Attend both the Pack and Troop Committee meetings in the month prior to the campout to discuss the event.
- Consult the Senior Patrol Leader and the Scoutmaster to decide which scout will lead the event. The scout leader takes primary responsibility for planning the event. Work together. The scout should attend PLC meetings and ask that time be scheduled during troop meetings to form one or two patrols and to plan and practice skits and songs.
- Three weeks before the event, the scout leader will announce the event and circulate a signup sheet.
- Two or three weeks before the event, form patrols and begin planning and practicing skits and songs. The scout leader will assign duties such as master of ceremonies and fire tender. The PLC will have scheduled time during troop meetings to prepare for the event. The Event Coordinator and Adult Leaders will preview the program to insure that the selection of skits and songs is appropriate for presentation to young scouts and their families. If the campout is to take place away from Calistoga, have scouts ask their parents to drive.
- A Local Tour Permit is not usually required since the Cub Scout Family Campout takes place in or near Calistoga. If the campout is to take place away from Calistoga, work with the scout leader to complete and submit a Local Tour Permit to the Council Service Center. The Troop Record Keeper will have the driver's insurance information needed for the tour permit.
- Permit to Travel and Consent to Treat a Minor forms are not required if the campout takes place in or near Calistoga. However, each scout must have a current year Emergency Consent Form on file with the troop. If the campout is to take place away from Calistoga, then Permit to Travel and Consent to Treat a Minor forms will need to be distributed and
- One week before the event, review assignments and plans with the patrols and make any last minute changes. Contact the Cubmaster to verify place, date, and time.