

Outing Planning Guide

Form HA3010



1. Are Parents notified of the outing route?
2. Committee approval of the outing/route?
3. Adequate transportation to and from the outing area?
4. All drivers meet minimum requirements according to Guide to Safe Scouting?
5. All cars have minimum California Insurance - \$15,000, \$30,000 coverage? (Or your states minimum)
6. Adequate menu for the outing, providing balanced diet for everyone?
7. All participants shall meet the units/group personal equipment list requirements.
8. All participants shall meet any and all requirements for the Award, for the outing.
9. Signed permission slips for the outing. Unit personalized or BSA form.
10. U.S. Forestry Fire Permits obtained if required - in Angeles, Los Padres, San Bernardino, and Cleveland National Forests.
11. Wilderness Parking permit obtained for all vehicles on the outing, if applicable.
12. Outing Leader knows where closest
 - a. Ranger Station is: _____
 - b. Phone is: _____
 - c. Hospital or emergency center is: _____
13. Outing Leader knows who to contact for help
 - a. Sheriff's Department: _____
 - b. Highway Patrol: _____
 - c. Mountain Rescue: _____
 - d. Other: _____
14. Itinerary written out so a copy can be given to:
 - a. Someone at unit level at home - Single Point of Contact.
 - b. Ranger.
 - c. Filed with award application if required.
15. Any and all special permits requested for and obtained prior to taking the outing. (i.e., wilderness, National Park, National Monument, etc.).
16. Adequate group First Aid Kit for the outing.
17. Have plans for advancement for the outing been established and included in outing plan.
18. Outing Leader has checked the weather forecast for the duration of the outing.

19. Type of hike: rain; snow; sunny desert; mountain; beach; etc. are you prepared for these?
20. Adequate Group equipment for this outing?
21. All participants have their 10/18 essentials?
22. We are within the maximum group size for the area the hike is in.
23. We have the minimum of 2 adults, one at least 21, for the group - (recommended one adult for each 10 youths) Female adult (21) required if female Venture Crew members are present.
24. Venturing co-ed outing rules have been explained and understood.
25. Roster with name, address, phone number of each youth and adult going on trips and with whom to notify in case of emergency. (In each vehicle)
26. Each youth and adult participant has an Emergency Medical Release form signed by his parents or guardian - one on his person and one with the outing leader? (Orange Cards recommended)
27. The single point of contact has the A/B/C forms and release forms of the participants on the outing. (In case they need to be faxed to EMS).
28. Outing Leader or some other adult on trip has a Standard First Aid/CPR/AED Card. BSA Wilderness & Remote First Aid required for High Adventure Bases.
29. Outing Leader or other adult on trip has completed a BSA Council Basic Backpack Awareness Course.
30. Any special equipment needed for this outing - i.e., snowshoes, climbing rope, ice ax, etc.
31. No one on the hike is carrying or has firearms, drugs or alcoholic beverages in his or her possession unless specifically required for their profession or required for a medical reason.
32. All pets left at home except seeing eye and hearing impairment dogs.
33. Has any of the participants completed the BSA, Wilderness & Remote First Aid?
34. Has careful consideration been given for the ability to communicate in the event of an emergency? (Satellite Phone, SPOT, HAM Radio)

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