

TRIPMASTER ROLE

The purpose of the Tripmaster role is to assist the Scoutmaster in the preparation for and carrying-out of campout activities. The Tripmaster takes full responsibility of the logistics for a campout. This allows the Scoutmaster the opportunity to observe and mentor specific Scouts, patrols, and youth leaders more effectively. It also gives the scoutmaster more free time to spend with the scouts on scouting and advancement activities. Notwithstanding, this role does not usurp the scoutmaster's authority during this trip or at any other time.

Tripmaster responsibilities include:

- Complete and file a [BSA Tour Plan](#) and reservations for sites and activities.
- Attend the Patrol Leader Council meeting one month prior to the assigned campout to work with the PLC and Senior Patrol Leader to plan the campout goals and objectives, activities, and schedules.
- Confirm with each adult leader that training requirements (i.e First Aid Certified, CPR Certified, Youth Protection, Safety Afloat, Safe Swim Defense, Climb On Safely or Trek Safely) have been met for the planned activities and arrange for participation commitments from the necessary adults.
- Be financially responsible for providing a sound budget and balancing the budget after the trip. Financial requirements and results should be discussed at the troop committee meeting before and after the trip. Discuss with the committee individual scout eligibility based on his compliance with troop guidelines.
- Secure (or supervise the securing of) transportation, additional necessary equipment or supplies and trailer.
- Work with the troop's Chaplain and Chaplain Aide to plan the chapel service.
- Plan and purchase or delegate the purchase of the adult's food for Friday night cracker barrel.
- Verify equipment and supply needs with the Troop Quartermaster.
- Plan the trailer-loading time and oversee the loading to ensure that everything needed is loaded on the trailer.
- In the event that a Patrol Advisor cannot participate on a given campout, appoint another adult leader to act as the temporary advisor.
- Coach the Senior Patrol Leader during all phases of campout.
- Be present at OLL when Scouts start arriving.
- Verify all Scouts attending the campout are covered by a physical and/or parental release form and permission slip. This can be done during the committee meeting before the campout.
- Assemble the Scouts before loading the bus or vehicles to discuss the things that need to happen when the troop arrives at camp. Ensure the Senior Patrol Leader or Chaplain Aide arranges for a departing prayer.

- Travel with the Scouts during the drive to and from camp to:
 - a. Chaperone for driver.
 - b. Review camp activities with Senior Patrol Leader and Scouts.
 - c. Review duty rosters and assignments with Patrol Leaders.
 - d. Get to know new scouts or guests.
 - e. Be aware of the beginning of any disciplinary problems previous to arriving in camp.

- During group camping activities (i.e. summer camp and camporees), where the scouts may be separated for classes or individual events, be sure an adult remains in the campsite at all times to handle emergencies.

- Be aware of and enforce the Troop campout disciplinary policy.

- Supervise unloading the trailer and assuring that clean items return to scout closet and oversee the assignments for cleaning those item (tents, pots, stoves, etc.) that need to be cleaned before being returned to the closet.

- Remain at OLL until all Scouts have been picked up.

- Follow-up with quartermaster to assure all items are being returned over the following weeks. Assist the quartermaster enforcing the policies if necessary.

Tripmaster's plan of action (Check List)

Involve scouts as much as possible with your preparation. Assistant tripmaster may be assigned to assist with these many responsibilities. Check off each item as completed.

August

- Secure campsite **as soon as** planning calendar is solidified.
- Be responsible for meeting all camp and activity fee deadlines.
- Secure / Reserve activities.
- Review Theme and assure a theme-master (i.e. merit badge counselor) will be attending the trip and the plans you make will satisfy the theme.
- Recruit appropriately trained adults to attend the trip.

Two Months before Trip

- File [BSA Tour Plan](#) with SFC (Pay appropriate fees at that time if necessary)
- Calculate estimated trip costs, prepare a budget and discuss at committee meeting.
- Assure you have the appropriately trained adults for the activities you will be hosting (CPR Certified, First Aid Certified, Boating, Swimming, Climbing, Shooting or Trekking, etc.)
- Plan our activities by and adhere to the policies contained in the [Guide to Safe Scouting](#) and the [Sweet 16 of BSA Safety](#).
- Use the [Safe Swim Defense](#) in any swimming activity, [Safety Afloat](#) in all craft activity on the water, and [Climb On Safely](#) for climbing activity.
- If a back-country permit is required, assure it is filed appropriately. It is necessary that you know the BSA Wilderness Use Policy and you must carry and abide by the ["Wilderness Use Policy, No. 20-121"](#).

Four Weeks Before the Trip

- Get a preliminary idea of who will be attending the trip – Prepare a list.
- Assure you have enough adult volunteers to assist with transportation and supervision of activities, which includes enough trained volunteers to satisfy Youth Protection training requirements.
- If swimming, boating or climbing, at least one person must be trained in CPR from any recognized agency for Safety Afloat and Climb On Safely.
- Make necessary arrangements for a trailer (and vehicle to pull the trailer) if required.
- Prepare and **Hand Out** Permission Slips – Include deadline (Two Tuesdays before trip) for submission of slip and trip fee.
- Offer scouts requiring meal planning for advancement the opportunity to plan the meals and procure the required food.

Two Tuesdays Before trip

- Collect permission slips and money for the trip. Do not accept permission slip unless the scout's troop account is current and will continue to be current after the trip or if the scout does not meet any of the other troop requirements.
- Supervise the meal planning by the scouts to assure healthy meals
- Obtain volunteers to shop for the food.
- Assure the appropriate medical forms for each scout and adult in attendance is valid.

Tuesday Before the Trip

- Prepare and provide to each scout attending the trip information about the trip.
- Ensure (Acting) SPL makes the tent assignments
- Verify all vehicles traveling are insured and documents are on file.
- Ensure quartermaster inspects all equipment and verifies its readiness.
- Finalize all assignments and responsibilities with the (acting) SPL.
- If Possible Pre-Pack.

Thursday Before the Trip

- Supervise the procurement of food for the trip and assure it is stored properly.
- Encourage and ensure the (acting) SPL has completed a duty roster and plan for the weekend.

Friday

- Be present at OLL when Scouts start arriving.
- Verify permission slip, fee and current medical form are in hand for all scouts leaving on the trip.
- Verify all vehicles and their insurance are acceptable for the trip.
- Verify the appropriate equipment, food, ice and water have been loaded on the trailer.
- Assemble the Scouts before loading the bus or vehicles to discuss the things that need to happen when the troop arrives at camp. Ensure the (acting) Senior Patrol Leader or Chaplain Aide arranges for a departing prayer.
- Travel with the Scouts during the drive to and from camp.
- Review camp activities with (acting) Senior Patrol Leader and Scouts.
- Review duty rosters and assignments with Patrol Leaders.
- Encourage and ensure (acting) SPL to enforce all duties are carried out prior to beginning activities.
- SAFETY – Seatbelts and safe driving. Observe posted speed limits.

While Camping

- You are the primary and sole contact between troop and campground.
- You must be present throughout the trip and have a copy of the approved [BSA Tour Plan](#) with you.
- Encourage and ensure the (acting) SPL enforces that all duties are carried out throughout the trip.

- Supervise the safety of all activities.
- Have SFC ((305) 364-0020 x-243) contact information available and be responsible to immediately report non-trivial issues (i.e. serious injury, fatality, youth protection issues, etc.) that may arise to the Fireball District Executive. If outside of South Florida Council, he will advise you to call the local BSA Council as well.
- Ensure that the troop's disciplinary policy is adhered to.
- Know what's going on at all times and where everyone is at.
- Ensure compliance with campground or activity site rules.
- Encourage and ensure (acting) SPL and theme-master adhere to the schedule.
- Ensure Scout's Own takes place.
- Before leaving, ensure campsite is fully compliant with the principles of "Leave No Trace" awareness and ensure the troop has checked out and met the requirements for check-out of the campground.

Returning from the trip

- SAFETY – Seatbelts and safe driving. Observe posted speed limits.
- Have scouts call home 30 minutes before arrival.
- Supervise unloading the trailer and ensure that clean items return to scout closet and oversee the assignments for cleaning those item (tents, pots, stoves, etc.) that need to be cleaned before being returned to the closet.
- Supervise the cleaning of the bus (if used) or ensure all the owners of vehicles used for the trip are satisfied with the condition of their vehicle before any scout leaves.
- Remain at OLL until all Scouts have been picked up

Tuesday after the trip

- Discuss the trip, especially the fun times, with the scouts during the scout meeting and provide encouragement to those scouts who didn't attend to come on the next trip.

Weekly Follow-up

- Discuss with the quartermaster all equipment items that have not been returned and discuss with him his plan of action to get the equipment back.
- Take necessary action to assist quartermaster in getting equipment returned if he is having difficulty.

Next Committee Meeting

- Report to the committee on all aspects (activities, adventures, nights camping, service project (hours) completed, miles hiking, advancements, equipment evaluation, etc) of the trip and if any follow-up activity is required.
- Present to the committee your finalized financial balance sheet along with all receipts requesting reimbursements.

Next Parent Night / Court of Honor

- Prepare and give a positive fun presentation with pictures to the parents and all the scouts about the trip. Always think recruiting.