

TREK LEADER DUTIES (Thanks to Will Ota for creating this!)

- A. Planning a Trek
 1. Choose activity (if a hike, work with Trek Advisor on location)
 2. Date (if necessary, choose a date – this may have been done at the annual planning meeting)
 3. Location
 4. Cost - approx (work w/ OA)
 5. Identify special requirements
- B. Find Adult Leader (your Trek Advisor)
 1. Review all permits, reservations, etc. required w/TA – the TA is responsible for working out those details.
 2. Follow up w/ TA to ensure completion.
 3. Review outing plan checklist with the TA
- C. Review with Senior Patrol Leader & Scoutmaster
- D. Sign-up Sheet (available on the Troop website)
 1. Have the sign up sheet at all Troop meetings
 2. Build up excitement – make announcements at Troop meetings at least 4 weeks before the event, earlier if it's a big event.
 3. Use a Phone Tree to ensure you have firm answers from all the boys (either yes or no)
- E. Paperwork
 1. Provide tour permit information to TA - Ideally at least two weeks prior to event
 2. Remind all participants: consent forms (& health history forms if applicable) are required
- F. Planning Meeting
 1. Review schedule
 2. Discuss activities
 3. Ensure all patrols plan menu, grocery list, shopping date, and food distribution location/time
 4. Ensure all patrols create complete TripTik
 5. Ensure all patrols have planned their needed gear.
- G. Assign person to check weather forecast - This may alter equipment required
- H. Coordinate Pack inspection (if needed)

At the event

1. Collect Consent Forms
2. Ensure drivers have a copy of consent form for the boys in their vehicle
3. Ensure At-Home Emergency Contact has necessary information
4. Distribute maps, directions, Walkie-Talkies, etc.
5. Review Outing Plan Checklist with Trek Advisor and Scoutmaster
6. Inform stay at Home Adults of return plans/pick-up Info.

At the end of the event:

1. Ensure that the Troop conducts a Thorns and Roses session, and that notes are kept.