

Troop 74 • Activity Planning Sheet

This form is to be filled out by the activity/trip coordinator after activity has been approved by the Troop Committee and has been added to the Troop calendar by the Patrol Leader's Council (Green Bar). All info must be completed no less than 60 days prior to date of activity. A copy of this form is then given to the Senior Patrol Leader so an Activity Flyer can be completed by the Scribe no less than 30 days prior to activity date. SPL is responsible for follow-thru!

Name of Activity _____

Location _____

Description of agenda during trip _____

Cost per Scout _____ Tour Permit completed

Who may attend _____

Departure Date & Time _____ Place of Departure _____

Return Date & Time _____ Place of Return _____

Reservations for campsite or equipment _____

Special Troop equipment needed:

Special Scout equipment needed:

Important contact people _____



