

## Planning Chart for Outings

<b>What</b>	<b>Who</b>	<b>When</b>	<b>What Happened</b>
<b><u>Activity or Event</u></b>			
<b><u>Permission</u></b> From council From parents For site use			
<b><u>Leadership</u></b> Number of Adults needed Special consultants			
<b><u>Finances</u></b> Site fee Transportation Food Costs Materials			
<b><u>Transportation</u></b> Drivers Directions Timing			
<b><u>Equipment</u></b> Personal Troop Pick-up Return			
<b><u>Safety</u></b> Emergency Plan First-aid Kit Emergency Contacts Location of help			
<b><u>Food</u></b> Menus Quantities Shopping Storage			
<b><u>Basic Skills</u></b>			
<b><u>Outdoor Skills</u></b>			
<b><u>Responsibilities</u></b> Kaper chart Schedules Attitudes			
<b><u>Evaluation</u></b> Future recommendations What girls learned			