

Event Worksheet

_____ Patrol

Event: _____ Date(s): _____

Location of Event: _____

This page of the Event Worksheet is to be completed by the Senior Patrol Leader (or his designee). It is delivered, along with the rest of the packet, to each of the Patrol Leaders by no later than three meetings before the event, preferably at the Patrol Leaders' Council meeting.

Preparation for the Event:

Promotion

Due Date: _____ / _____ / _____
Month Day Year

During the troop meeting, 3 weeks prior to the event, the patrol leader is to do the following:

- Describe the Event
- Announce Registration Deadline is Next Weeks Meeting
- Instruct patrol members to bring food money to the next meeting.

Patrol Preparation

Due Date: _____ / _____ / _____
Month Day Year

Two weeks prior to the event, the patrol should have a patrol meeting to make the following arrangements:

Roster of Participants

- The patrol scribe should complete the attached Roster of Participants.
- Each patrol must submit the top two copies of the roster to the Senior Patrol Leader by no later than the due date noted above.

Prepare Menu

- The attached Patrol Menu (or a suitable substitute approved by the Patrol Leaders' Council) is to be completed by the patrol grub master.
- The patrol grub master creates a shopping list on the backside of the menu.
- Be prepared for an inspection of your menu and food list.

Reserve Equipment

- The patrol quartermaster completes the attached Equipment Requisition form and submits it to the troop quartermaster by the above due date.

Campout Duties

Due Date: _____ / _____ / _____
Month Day Year

Prepared ahead of time, by the patrol leader (or his designee), the duty roster is posted immediately after the patrol site is set-up on the first day of the event.

Report on the Event

Due Date: _____ / _____ / _____
Month Day Year

During the week following the event, the patrol historian should submit a newsletter article describing your patrol's activities over the past month. Upon review by the patrol leader, the article is submitted to the troop historian by the above due date.