

# OUTDOOR PROGRAM CHECKLIST

**Date of Program** \_\_\_\_\_ **Location** \_\_\_\_\_

## I. Administration

- |  |  |
|--|--|
| <input type="checkbox"/> Tour permits                    | <input type="checkbox"/> Licenses (fishing, boats, etc.) |
| <input type="checkbox"/> Parents' permission/information | <input type="checkbox"/> Camp cost                       |
| <input type="checkbox"/> Insurance                       | <input type="checkbox"/> Local requirements              |
| <input type="checkbox"/> Budget done                     | <input type="checkbox"/> Permits/reservations            |
| <input type="checkbox"/> Personal health histories       | <input type="checkbox"/> _____                           |

## II. Leadership

- |  |   |
|--|---|
| <input type="checkbox"/> Second leader _____ | <input type="checkbox"/> Third leader _____ |
|--|---|

## III. Transportation

- |  |                                       |
|--|---------------------------------------|
| <input type="checkbox"/> Driver _____              | <input type="checkbox"/> Driver _____ |
| <input type="checkbox"/> Driver _____              | <input type="checkbox"/> Driver _____ |
| <input type="checkbox"/> Equipment hauled by _____ |                                       |

## IV. Location

- |  |   |
|--|---|
| <input type="checkbox"/> Maps to and from _____    | <input type="checkbox"/> Arrival time _____   |
| <input type="checkbox"/> Driver time _____         | <input type="checkbox"/> Departure time _____ |
| <input type="checkbox"/> Special gear needed _____ |   |