Troop 150 Event Notice Instructions

**Troop 150 –** (month) **Outdoor Activity – Name** (name of event)

**Date** (days and dates)

(Event description and the reasons why this will be fun)

**Sign up**: (dates that we must have fees)

**Participation:\*** (any restrictions or is this open to all)

**When**:**\*** (days and dates)

**Where:\*** (location name, city, driving distance and time)

**Cost:\*** (cost per person and what it covers ie. meals, camp fees, transportation, entrance fees etc.)

Transportation fee is calculated with this equation:

total miles X .14 ($.14 per gallon)/5 (avg. # of passengers) = Transportation Fee

\*\*Drivers do not pay the transportation fee\*\*

**Food:\*** (meals included, meals you should bring etc.)

**Departure:\*** (departure location, time of roll call, and expected vehicle departure)

**Return:\*** (return location and time)

**Equipment:** (identify equipment needed especially any unusual item)

**Dress:** (class A uniform to and from an event – describe what to wear while at event)

**Adult Leaders**:**\*** (identify adult leaders that will attend)

**Additional Information:** (provide other useful information links to websites or attach documents)

**Question:** (Identify Senior Scout Planner, Adult Advisor, Outdoor Activity Coordinator, etc)

**Emergency**:**\*** (provide the means to contact the leaders at the event)

**Next Event:** List the name and dates of our next Troop 150 event

**\* indicates that Scoutmaster and/or designated ASM approval is needed**