

Camping and Outings Coordinator Duties

1. Make reservations at Camp site or Outing Location
2. Coordinate with SPL Scout/Adult Sign up
3. Keep track of expenses using Troop Activity Expense Report Form
4. Fill out Local Travel Permit
5. Submit Local Travel Permit to GNFC Council Office (3 weeks prior to activity)
6. Coordinate with SPL the collection of Fees from Scouts signed up for camp out/outing
7. Coordinate with SPL what Scouts are going to purchase food/supplies
8. Collect Receipts from Scouts who purchased food/supplies
9. Submit Troop Camping Expense Report to Treasurer