

Event

- Name of event.

Date

- Include drop off and pick up times.

Location

- Street address (for 911 use).
- Attach map if necessary.

Transportation

- Are parents commuting kids to the camp or is communal transportation being arranged.

Leaders Attending

- These are the leaders that have committed to attending.
- Specific qualifications related to the camp should be noted (e.g. canoe experience, first aid)

Adults Attending

- Only adults with kids at the camp may attend without special screen procedures. Adults participating as leaders with other Scout or Guide groups are exempt from additional screening.

Youth Attending

- Identify the number of youth expected to attend.
- Highlight any relevant skills.

First Aid

- A minimum of one leader must have appropriate first aid training. A minimum of one other leader must have appropriate and acceptable first aid training or experience.
- Identify any youth with dangerous medical conditions.
- Quantity and distribution of first aid kits.

Training

- List any leader or youth training required.
- List any pre-camp outings or activities required.

Equipment

- Any special equipment.
- Canoe or back country trips greater in length than two days require complete equipment lists.

Food

- Who is providing the food.
- Canoe or back country trips greater in length than two days require a complete menu.

Sleeping Arrangements

- Tents, shelters, quinces, cabin, etc.

Activities

- Include enough detail so risk can be assessed.
- Specific safety precautions.

Risks

- Any specific risks to the camp or activities should be noted, along with the steps being taken to minimize the risk and what action would be taken in the event the problem arises.

Medical Treatment

- Method of evacuation to an ambulance accessible spot.
- On trips greater in length than one day, specific evacuation points should be considered.
- If medical attention is longer than ½ an hour away, then detailed evacuation plans are required and skills identified to provide treatment in the mean time.
- Address of nearest medical facilities including directions and telephone numbers.

Details

- Expected level of detail of the plan is proportional to the length and complexity of the trip. A weekend camp can be covered in 1-2 pages. A multi-day canoe trip could require ten pages. Reference Jim Britton's (Canoe Tripping Instructor) Barron Canyon trip plan.

Scouts Canada Outdoor Activity Application

- Completed and signed by leader in charge.