



# CHAIRMAN'S CHECK LIST & 2006 PRE-TRIP TIME LINE

Recommended Time	Activity	Person Responsible	Date Due	Date Completed
As early as possible (Ideal: Fall)	Troop Committee Reviews NCCO Booklet	_____	_____	_____
	Determine Trip Length and Package Preference	_____	_____	_____
	Establish Initial Trip Budget	_____	_____	_____
	Determine Starting Dates: 1st Choice and one or two Alternates	_____	_____	_____
	Trip Chairman Makes Initial Booking Contact With NCCO	_____	_____	_____
	<b>First Parents Meeting</b>	_____	_____	_____
After Completing Above (Ideal: November / Early December)	Collect First Payment Moneys from Participants (Ideal: \$75/person)	_____	_____	_____
	Contact NCCO with Reservation Information and Non-Refundable Deposit Info	_____	_____	_____
	<b>If check is to be used, must send within 14 days</b> 	_____	_____	_____
April 1st, Cut-off Date for Reserving "SPECIAL" NCCO Packages		_____	_____	_____
Three to Five Months in Advance of Trip	Confirm Sales Tax Status of Unit / Apply for exemption if applicable	_____	_____	_____
	Start Organizing Transportation	_____	_____	_____
	Start First Aid Review and Training	_____	_____	_____
	Start Water Safety Review and Canoe Training (Pool Party?)	_____	_____	_____
	Collect Second Payment Moneys from Participants (Ideal 1/2 balance)	_____	_____	_____
	Organize into Travel Groups of 6-9 People (Even numbers where possible)	_____	_____	_____
	Travel Groups Select Menus	_____	_____	_____
	Send Travel Groups Rosters and Menus to NCCO	_____	_____	_____
90 Days In Advance of Trip	<b>If going to Canada, apply for Remote Area Border Crossing Permits (Customs clearance)</b>	_____	_____	_____
	Refine Trip Budget	_____	_____	_____
	<b>Second Parents Meeting</b> (with Participants, too)	_____	_____	_____
	Discuss Travel Plans and On The Road Expenses	_____	_____	_____
	Discuss "What To Bring List"	_____	_____	_____
	<b>Review Wilderness Risks / Consent Forms signed</b> 	_____	_____	_____
	Apply for National Tour Permit with Council Office	_____	_____	_____
45 Days In Advance of Trip	<b>Participants Meeting</b>	_____	_____	_____
	Review Second Parents Meeting	_____	_____	_____
	Establish Ground Rules For Behavior	_____	_____	_____
	Match-up Initial Canoeing Partners (2s or 3s) Paddle groups in even numbers	_____	_____	_____
	Initial Discussion of Travel Times	_____	_____	_____
	Finalize All Travel Arrangements	_____	_____	_____
	Finalize Trip Budget	_____	_____	_____
	(Shake down overnight camping trip?)	_____	_____	_____
30 Days In Advance of Trip (Final Date to Cancel Trip and have Deposit Credited)		_____	_____	_____
15 to 30 Days In Advance of Trip	<b>Third Parents Meeting</b> (with Participants) (Bar-B-Que Picnic?)	_____	_____	_____
	Collect Final Payment Moneys from Participants	_____	_____	_____
	Lock-in Travel Times	_____	_____	_____
	Review "What To Bring List"	_____	_____	_____
7 Days In Advance of Trip (Final Date To Notify NCCO of Changes at No Repacking Penalty)	Secure Cashier's or Traveler's Checks, or Cash for Estimated NCCO Payment	_____	_____	_____
	Secure Traveler's Checks or Cash for NCCO Balance and On The Road Expenses	_____	_____	_____
	Secure Cash for Incidental Expenses or emergency repairs	_____	_____	_____
1 Day In Advance Of Trip (Notify NCCO of any Last Minute Problems)	Load Vehicles with <b>Everything</b> except the Participants	_____	_____	_____
	Personal Canoe Trip Stuffbags or Pillowcases, and On-The-Road Items	_____	_____	_____
	<b>National Tour Permit, Parental Releases, and any Medical Forms</b>	_____	_____	_____
	<b>Funds for Trip, Sales Tax Exemption (if applicable and not already mailed to NCCO)</b>	_____	_____	_____