DUTY ROSTER PLANNING CHECKLIST:

______ Attendees: Know how many scouts are attending and their patrol assignments
______ Establish the Patrol Leader(s)
______ 5-minute Tent Buddy discussions
______ Assign which tent buddy is supposed to bring the tent *(listed it on the duty roster)*.
______ Make sure the person bringing the tent has one large enough for the assigned number of people.
______ Determine number of meals *(usually 4)*
______ List any food allergies or dietary restrictions (for example, a scout may not eat beef or pork products)
______ Determine what cooking options are available: Camp stove only, who’s bringing it?
______ Decide on menu for each meal
______ Is a recipe required for any of the meals? If so, determine who will bring it.
______ How is each meal to be prepared? List ALL utensils required and include cooking method.
______ Assign scouts to Cooking and Clean-up (KP) for each meal.
______ List all the ingredients required for each meal on the shopping list & quantity *(ex: 2 loaves of bread)*
______ Determine and write down who will do the shopping.
______ Ask an adult leader for the shopping budget.
______ Does the Patrol have it’s own Patrol Box?
    ______ If yes, who’s in charge of preparing it?
    ______ If no, who is assigned to work with the Quartermaster (Elijah) to put together what is needed.
    ______ Are mess Kit required? (If so, remind the patrol.)
    ______ How will cold things be kept cold?
______ Determine if scouts need to bring additional items from the Duty Roster “Supply List” or other items not listed (refer to “Camping” section of the Handbook for ideas). If so, assign scouts to bring various supplies.
    *Be sure the scout has those supplies to bring before assigning them.*
______ Assign any other duties like Leave No Trace Advisor, Safety Advisor, Patrol Quartermaster.
______ Make sure the Duty Roster is available to everyone several days before the campout (i.e. e-mail a copy of the Patrol Duty Roster to Miss Gina Tuesday before the campout so it can be posted online).