

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).