CHECK LIST FOR JOEY SCOUT SLEEP OVERS AND MOB HOLIDAYS

PROPOSED DATE: **LOCATION:**

		DISCUSSED	FINISHED
	TWELVE MONTHS BEFORE		
1	Compile list of possible locations		
2	Select location of Sleep Over/Mob Holiday		
3	Select date of Sleep Over/MH in line with bookings		
4	Visit site - complete site inspection checklist		
5	Long Range Program completed before Jan		
6	Entered in Long Range Program		
7	Entered into yearly calendar for parents		
8	Enter in Group Calendar		
9	Select area of learning - 'Self', 'Nature' or Helping Other People'		
10	Select Broad Theme		
	THREE MONTHS BEFORE		
11	Discuss with Joey Scouts		
12	Choose Cooks		
13	Confirm Cooks and staff available		
14	Plan Program outline		
15	Leaders to plan their designated activities		
16	List necessary gear		
17	Plan menu		
18	Complile shopping list		
19	Fix Fees		
20	Send out notices to Parents		
	TWO MONTHS BEFORE		
21	Build up Joey Scouts' expectation		
22	Finalise Program		
23	Compile duty roster		
24	Meeting with Cooks		
25	Send out notices to Parents		
26	Notify Scouters' Council		
27	Send out list of personal gear required		
	ONE MONTH BEFORE		
28	Build up Joey Scouts' expectation		
29	Send out Parent's consent forms		
30	Notice to parents explaining details of activities and fees		
Submit to District			
	31 Sleep Over Program (dry weather)		
	32 Wet weather program (or alternate prog)		
	33 Menu		
	34 Leaders and Staff list		
	35 List of Joey Scouts' birthdays occuring over Mob Holiday		
	36 Complete Scoutsafe Risk Awareness Form		
	37 Activity Notifcation Form to Region/LAC		

CHECK LIST FOR JOEY SCOUT SLEEP OVERS AND MOB HOLIDAYS

PROPOSED DATE: **LOCATION:**

		DISCUSSED	FINISHED
	TWO WEEKS BEFORE		
38	Collect Parent's consent forms		
39	Collect Money		
40	Fill out receipts for Sleep Over/Mob Holiday		
41	Arrange transport to and from for Cooks		
42	Arrange transport to and from for gear		
43	Arrange transport to and from for Joey Scouts, Parents and Leaders		
44	Revise list of gear		
45	Check First Aid Kit		
46	Arrange maps for Drivers		
	ONE WEEK BEFORE		
47	Compile final shopping list		
48	Purchase food		
49	Purchase gear		
50	Final notice to parents		
51	Discuss with Joey Scouts		
52	Check Parents' consent forms		
53	Make up roll		
54	List health requirements		
	BEFORE DEPARTURE ON THE DAY		
55	Pack Joey Scouts' Personal Record File		
56	Check roll		
57	Check any illness and record		
58	Check illness treatment and record		
59	Make sure travelling directions are followed		
60	Check off gear list as loaded		
61	Make sure all Joey Scouts are in designated transport		
62	Travel safely/seat belts		
	BEFORE RETURNING AFTER SLEEP OVER		
63	Check for illness and record		
64	Discuss any illness with parents		
65	Check all Joey Scouts are in designated transport		
66	Make sure that the area is left clean and tidy		
67	Thank the Cooks and Staff		
68	Check that all gear is loaded		
69	Lock up where necessary		
70	Travel safely		
71	Thank Parents who helped		
72	Section Leader to thank Assistants.		