

Crew 2 Activity Chair responsibilities

Event: _____

Dates of event: _____

Deadline for registration and fee (typically 2 weeks): _____

Youth Activity Coordinator: _____

Work with designated adult leader to determine needs for event.

Leader: _____ Ph: _____ eMail: _____

Contact event location for necessary information, cost, reservations made, required paperwork.

E-mail/website: _____

Phone Number: _____

Contact Person: _____

Reservations made Date: _____

Cost total: _____ Cost/Attendee: _____

Confirm adult leader participation/two deep leadership requirement as well as one female/one male if necessary and leader with additional expertise depending on event

Adult Leader attending 1: _____

Adult Leader attending 2: _____

Are prerequisites/training required: Yes or NO,
who will do the training?: _____

Arrange transportation as needed

Driver: _____ # of Belts avail: _____

Driver: _____ # of Belts avail: _____

Driver: _____ # of Belts avail: _____

List of Equipment needed and where it can be acquired:

_____	_____
_____	_____
_____	_____
_____	_____

Planning meals with crew/grocery list/materials and supplies needed.

Meal plan:

Backup plan/event: _____

Cancellation policies: Rain? Minimum number of crew not met?

Announcement dates (use facebook/shutterfly):

1st 2 weeks prior to event (Friday): _____

2nd 1 week prior to event (Friday): _____

3rd ½ week prior to event (Monday): _____

Day before event (Thursday): _____

Record those attending/paperwork turned in and fee paid:

Use Event roster (Crew website)

Permission slip (Crew website)

Medical forms if needed (Troop Medical Officer)