

Activity Coordinator

The activity coordinator, working with the members of the Activities Subcommittee, will carry out the following tasks for their activity:

- Secure reservations, permits, etc. needed to carry out activity.
- Coordinate with Scoutmaster on trip details, including cost, departure time, and return time.
- Arrange for Tour Permit as needed.
- Send out permission slip at least one month before activity.
- Collect permission slips and activity fee by two Wednesdays before the activity.
- Coordinate transportation for boys and required gear.
- Give permission slips and a list of attendees to the trip leader.
- Give monies collected to the Treasurer.
- Give completed trip worksheet to Activities Chair.