

Troop 355	Position Guide	Latest Revision: April 30, 2009
	Trip Coordinator	Page 1 of 1

Preamble

The Trip Coordinator is responsible to manage all of the administrative functions necessary to support the troops camping program.

I. Reporting Relationship

This position reports to the Advisory Committee Chair

II. Responsibilities and Duties

1. Make any reservations required to secure the campground, facilities and guides.
2. Make arrangement with the troop's Treasure to make any advance payments on the troop's behalf.
3. Create a flyer that provides all the details regarding the trip
4. Create a sign up sheet which allows the scout to provide you with all the details that you need from them
- 5 Advertise the trip to the scouts
6. Collect any waivers, releases or medical forms that may be required.
7. Collect any fees for the trip and turn them in to the Treasurer promptly
8. File a Tour Permit with the council
9. Prepare a financial summary of the trip for the Treasurer
10. Prepare a final report of the trip for the Advisory Committee Chair
11. Consult the "**Trip Coordinator Guidelines**" for further details

III. Training

1. Attend the following training courses provided by the San Gabriel Valley Council:
 - a. Fast Start Training
 - b. Troop Committee Challenge
 - c. Youth Protection