



Leader's Planning Check List

We've put together a short list of suggestions to assist you
in organizing your canoe trip adventure.

	Person Responsible	Due Date Notes	Due Date
<u>RESERVATIONS</u>			
select trip dates, entry points		due with reservation	
select outfitting package		due with reservation	
make deposit		due with reservation	
<u>ORIENTATION</u>			
hold parents meeting			
consent forms signed			
youth meeting			
<u>PLANNING</u>			
organize transportation to Ely			
organize into travel crews (by interest/age/ability, etc)			
Quetico trips: complete RABC		8 weeks before trip	
Quetico trips: get passports		8 weeks before trip	
Quetico trips: complete youth manifest forms		FAX 24 hours before leaving home	
order youth fishing licenses		4 weeks before trip	
local council (Scouts) tour permit			
personal gear/clothing review			
first aid/water safety review			
<u>CBO FINAL PAPERWORK</u>			
final crew sizes and groups		2 weeks before trip	
make menu/gear selections		2 weeks before trip	
send tax exemption certificate		2 weeks before trip	