Activity Operations Tasks



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 Event Planning ® 1. Assist in planning at least two off-site events including one of the following, but not limited to: a. Camping Trips b. Field Trips c. Pathfinder Bible Experience Trips (Area, Conference, Union, Division levels) d. Special events not regularly scheduled by the club e. Other	Complete Complete	Notes
 Rogistics ® 1. Assist in planning campsite layout & facilitate campsite setup. ® 2. Assist in developing a packing list, preparing and packing all general club gear, and unpacking, accounting for, and repairing general club gear upon return from an event. 3. Develop and be ready to carry through alternative plans should the event have to be changed for any reason. (i.e., rain, snow, cancellation, etc.) 	_ _ 	
 R1. Assist in developing a menu and food supplies list for the event. Assist in the purchase of required food items & supplies. R2. Assist in unit assignment to KP, food preparation, water detail, and wash station. 3. Develop club guidelines for food safety. Learn about your state-required food safety/handlers permit. Get a permit if your state allows for minors to acquire one. 	_ _ 	
 Off-Site Safety ® 1. Assist in planning, scheduling, and arranging for adequate and proper safety at departure, on site (including night watch if needed), and at the return point. ® 2. Coordinate with the TLT attached to Records Operations to collect and record permission slips, fees or other required paperwork in preparation for departure. Track and tally the group total for clerical and security reasons. 3. Assist in making arrangements for adequate transportation, including vehicle preparation and reservation, written directions provided to all drivers, and emergency policies and meeting places arranged for and communicated to all parties concerned. 		
Expectations ® 1. Meet deadlines. ® 2. Work together without prodding. ® 3. Communicate effectively. ® 4. Exhibit a Christian spirit. ☐ Task checklist complete. Approved for advance. Reviewi	ing Stoff	
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