



## GSLC – SAFETY MOMENT

### Key Principles of Activity Planning

One of the real joys of an activity or outing is the anticipation created during the planning process. Begin that process by reviewing the following key principles of effective activity planning. This is an easy way to plan an activity that is exciting, fun, and safe for everyone.

Start by asking the following questions:

- Why are we doing this activity? What is the overall purpose?
- Who is participating and what are their ages?
  - Is this an “age-appropriate” activity? (use the [Age-Appropriate Guidelines for Scouting Activities](#) as a resource)
- Where are we going and how long will we be gone?
- Who is responsible to
  - Create the plan?
  - Approve the plan?
  - Carry out the plan?
  - Supervise the event or activity
- Who are the adult leaders? (minimum of two)
- Is there any additional training or expertise needed?
- What are the safety considerations for this activity or outing? (check the [Guide to Safe Scouting](#) for the specific type of activity)
- Is there a cost and how are we paying for it?
- How will we get there and back? (transportation planning)
- What about an [Activity Consent Form](#) or [Annual Health and Medical Record](#) for participants?
- What is our emergency plan, including first aid and communications?
- Will this involve an overnight stay (lodging arrangements)?
  - Will we be camping? (consider using BSA’s [Campout Safety Checklist](#))

As you develop your plan and an itinerary, be sure to designate an emergency contact person at home. Be sure everyone understands your itinerary. Consider giving a copy of the plan, any alternate plans and your itinerary to parents, the unit committee, and any officials or agencies whose jurisdictions you’ll be traveling through. Also give each member of the group a copy of the plan, including the telephone numbers and addresses of any scheduled stops. Make sure each person understands what to do if separated from the group.

It also helps to take a few moments to brainstorm about the unexpected things that could happen along the way.

A well thought out activity plan lets people know where you’re going, what you are doing and when you intend to be back.

**Safe travels!**