

**Ship 361 – S.S.S. Columbia Ranger
Activity Planning Packet**

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Ship 361 – S.S.S. Columbia Ranger
Activity Planning Packet
Activity Chair Letter

To: _____, Activity Chair

Congratulations on being chosen to chair this Ship activity: _____

Dates : From _____ to _____

From the *Sea Scout Manual*:

2-3 “For each activity, an activity chairman is appointed. He or she may be invited to Quarterdeck meetings by the Boatswain whenever advisable to present detailed plans”

3-5 “Ideals for Able: #4. Serve effectively either as an elected officer of your ship or as the chairman of a major activity.”

4-3 (Checklist of items for Ship meeting agenda) “Promotion of activities by activity chair- asked to promote participation- This is done through progress reports on superactivity as well as regular activities.”

(Find out and fill in any blanks below)

Stated purpose of activity: _____

The Activity Advisor is: _____

Advisor’s home phone: _____ work phone: _____

(Fill out the Advisor letter and give to Advisor as soon as possible)

The Transportation Chair is: _____

Home phone: _____ work phone: _____

The *SeaBreeze* Editor is: _____

Home phone: _____ deadline: _____

The Sailing Coordinator is: _____

Home phone: _____ work phone: _____

(Boat owner’s information in Ship storage closet)

Activity Committee needed?: _____ How many?: _____

From the *Sea Scout Manual*:

2-4 “The activities of a ship are carried out through activity committees. For each activity scheduled, a committee is made up of a Sea Scout chair and just enough Sea Scouts to do the job. The activity chairman provides leadership in successfully planning and conducting the activity.”

(see also p. 4-28 for “How to be a Successful Committee Chairman”)

Be sure to submit the Advisor letter to the Advisor immediately! Activity files and forms are in the Ship storage closet. *(see Table of Contents)*

**Ship 361 – S.S.S. Columbia Ranger
Activity Planning Packet
Activity Planner**

Activity: _____

Activity Chair: _____

Activity Advisor: _____

Address: _____

_____ Phone: _____

Place: _____ Date: _____

Officers' comments: _____

Committee members: _____

Determine the activity

(Call a committee meeting, discuss the event, make the plan)

What is to be accomplished?: _____

Identify the resources

Equipment and facilities needed: _____

Cost and how the activity is paid for: _____

Manpower required: _____

Consider alternatives

How can the activity be accomplished?: _____

What are alternate plans?: _____

Check Experience Areas

G Citizenship

G Outdoor

G Fitness

G Service

G Social

G Leadership

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Reach a decision – Make the plan – Delegate responsibilities

Job to be done	Assigned to
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Follow up – at additional meeting and through personal contacts, follow up on all assignments until you are sure you are all set. If the going gets rough, call on your Advisor for help.

Carry out the plan – conduct the activity

Just before the activity, double-check all arrangements and conduct the activity to the best of your ability, using your committee and Advisor.

Notes _____

After the activity be sure and thank everyone involved and leave things clean and in good order.

Evaluate the activity

Did the members like it? _____

Number participating _____ Sea Scouts _____ Friends _____ Adults _____

Should we repeat this activity? yes **G** no **G** why? _____

How well did the plan work? _____

How can we improve the activity? _____

What were the costs? To the Ship _____ cost per person _____

Attach all receipts or bills for the activity

Signed _____ Date _____

Activity Committee Chair

Fill out and return this report as you plan, execute, and evaluate your activity. Turn the completed report in to the 2nd Mate (Program) for inclusion in the Ship's activity file.

Ship 361 – S.S.S. Columbia Ranger
Activity Planning Packet
Activity Planning Timeline

Read the **entire** packet and make notes about ideas for: location (site), reservations for camping, activity agenda, people for the committee and what they can do, need to reserve boats, etc.

Due date	Check off when done	What is to be accomplished
6 weeks prior	_____	Familiarize yourself with activity and plan agenda
	_____	Read the entire packet and made notes
	_____	Talked to advisor and gave letter
	_____	Planned what committee will do
5½ weeks prior	_____	Introduce activity to Ship and get committee
	_____	Talked to SeaBreeze Editor about advertising
	_____	Talked about activity plans to Ship
	_____	Asked Sea Scouts to serve on committee
5 weeks prior	_____	Decide on location & menu; budget & paperwork
	_____	Decided where to go: _____
	_____	Finalized Sea Scout Planner
	_____	Finalized budget
	_____	Finalized permission slip
	_____	Planned menus (Skipper/Mate to approve Wed.)
	_____	Finalized tour permit
4½ weeks prior	_____	Talk about plans; menu approval; ask chaperones
	_____	Talked about activity plans to Ship
	_____	Tour Permit has been mailed by Advisor
	_____	Skipper/Mate approved menu
	_____	Skipper/Mate approved budget
	_____	Gave budgets to Purser
	_____	Talked to committee about their progress
	_____	Asked Skipper/Mates who are going on activity
_____	If other adults needed, talked to advisor	
4 weeks prior	_____	Transportation and chaperones
	_____	Called advisor and committee about progress
	_____	Have map/directions for activity
	_____	Gave/mailed map/directions to Transportation Chair
	_____	Called Transportation Chair about activity and needs
	_____	Have the needed number of adults
_____	Permission Slip copied for Wednesday	

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Activity Planning Packet

3½ weeks prior

Talk about activity plans; Permission slips out

- Talked about activity plans to Ship
- Asked committee for reports
- Gave out permission slips to Sea Scouts and adults

3 weeks prior

Check on progress; reminders

- Called advisor to talk about activity
- Called Trans. Chair to talk about transportation
- Called committee to check on progress
- Called Crew Leaders to remind about permission slips
- Called Sailing Coordinator to check about boats

2½ weeks prior

Talk about activity plans; Permission slips due

- Talked about plans for activity
- Asked committee for reports
- Collected signed permission slips and money
- Ascertained who will be emergency contact

2 weeks prior

Finalize plans, people, money

- Called people whose permission slips are not in
- Called Sailing Coordinator to check about boats
- Called committee to check on progress
- Called advisor about plans

1½ weeks prior

Emergency plan; Tie up loose ends

- Filed emergency plan with contact
- Talked about up-coming activity
- Money is in and correct

1 week prior

Double check

- All paperwork is in order
- Have the health form book
- Have contacted advisor and committee
- Date and time for shopping for food is set

Half week prior

Shopping trip; finalize

- Reminded people of date and time to shop
- Reminded Sea Scouts and adults of details

*Have **fun** at the activity!*

After the activity:

- Final report is to be turned in to 2nd Mate (Program) within 1½ weeks
- Paperwork is in order (packet checked)
- Set a date and time to meet with advisor and committee
- All paperwork is complete
- With advisor and committee the final report is completed and turned in to the 2nd Mate (Program)

Activity Chair _____ Date _____

Advisor _____ Date _____

2nd Mate (Program) _____ Date _____

Ship 361 – S.S.S. Columbia Ranger
Activity Planning Packet
Activity Planning Timeline

Read the **entire** packet and make notes about ideas for: location (site), reservations for camping, activity agenda, people for the committee and what they can do, need to reserve boats, etc.

Due date	Check off when done	What is to be accomplished
6 weeks prior	_____	Familiarize yourself with activity and plan agenda
	_____	Read the entire packet and made notes
	_____	Talked to advisor and gave letter
	_____	Planned what committee will do
5½ weeks prior	_____	Introduce activity to Ship and get committee
	_____	Talked to SeaBreeze Editor about advertising
	_____	Talked about activity plans to Ship
	_____	Asked Sea Scouts to serve on committee
5 weeks prior	_____	Decide on location & menu; budget & paperwork
	_____	Decided where to go: _____
	_____	Finalized Sea Scout Planner
	_____	Finalized budget
	_____	Finalized permission slip
	_____	Planned menus (Skipper/Mate to approve Wed.)
	_____	Finalized tour permit
4½ weeks prior	_____	Talk about plans; menu approval; ask chaperones
	_____	Talked about activity plans to Ship
	_____	Tour Permit has been mailed by Advisor
	_____	Skipper/Mate approved menu
	_____	Skipper/Mate approved budget
	_____	Gave budgets to Purser
	_____	Talked to committee about their progress
	_____	Asked Skipper/Mates who are going on activity
_____	If other adults needed, talked to advisor	
4 weeks prior	_____	Transportation and chaperones
	_____	Called advisor and committee about progress
	_____	Have map/directions for activity
	_____	Gave/mailed map/directions to Transportation Chair
	_____	Called Transportation Chair about activity and needs
	_____	Have the needed number of adults
_____	Permission Slip copied for Wednesday	

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Activity Planning Packet

3½ weeks prior

Talk about activity plans; Permission slips out

- Talked about activity plans to Ship
- Asked committee for reports
- Gave out permission slips to Sea Scouts and adults

3 weeks prior

Check on progress; reminders

- Called advisor to talk about activity
- Called Trans. Chair to talk about transportation
- Called committee to check on progress
- Called Crew Leaders to remind about permission slips
- Called Sailing Coordinator to check about boats

2½ weeks prior

Talk about activity plans; Permission slips due

- Talked about plans for activity
- Asked committee for reports
- Collected signed permission slips and money
- Ascertained who will be emergency contact

2 weeks prior

Finalize plans, people, money

- Called people whose permission slips are not in
- Called Sailing Coordinator to check about boats
- Called committee to check on progress
- Called advisor about plans

1½ weeks prior

Emergency plan; Tie up loose ends

- Filed emergency plan with contact
- Talked about up-coming activity
- Money is in and correct

1 week prior

Double check

- All paperwork is in order
- Have the health form book
- Have contacted advisor and committee
- Date and time for shopping for food is set

Half week prior

Shopping trip; finalize

- Reminded people of date and time to shop
- Reminded Sea Scouts and adults of details

*Have **fun** at the activity!*

After the activity:

- Final report is to be turned in to 2nd Mate (Program) within 1½ weeks
- Paperwork is in order (packet checked)
- Set a date and time to meet with advisor and committee
- All paperwork is complete
- With advisor and committee the final report is completed and turned in to the 2nd Mate (Program)

Activity Chair _____ Date _____

Advisor _____ Date _____

2nd Mate (Program) _____ Date _____

Ship 361 – S.S.S. Columbia Ranger
Activity Planning Packet
Activity Advisor Letter
(Activity Chair to complete and give to the advisor)

To: _____, Advisor

From: _____, Activity Chair

My phone number: _____

Thank you for agreeing to be the activity advisor for the _____

on: _____ to _____. An advisor for an activity chair is to be the sounding board, consultant, resource, idea person, coach, mentor, help in organizing, all in a way that is agreed by both of us, and most importantly a friend!

I need at least the following:

- I will contact you weekly; if not, please contact me.
- When the plans are made, I will get the tour permit from the activity file and fill it out. After you look it over, please sign it and mail it to:

Baltimore Area Council, BSA
701 Wyman Park Drive
Baltimore, MD 21211

It is to be mailed to the Skipper after it is approved. Please help me check with the Skipper to make sure that the tour permit has arrived at least two weeks before the activity.

- The following are some of the questions that need to be answered. I have filled in the information I have. Please check off as we have the answers.

Plan for the Activity

Where to go: _____

Length: Day Overnight Weekend

Type of activity: Sailing Camping Hiking Fund-raiser Other: _____

Accommodations: Tent Cabin Boat Other: _____

Reservations at: _____

Cooking: Crew Ship Individual

Budget: Filled out ; 2 copies to Purser (30 days in advance)

Notice to SeaBreeze Editor: (deadline and publication dates in calendar)

Directions/map: Have copy Transportation Chair has Copied

Who will reproduce forms, etc. _____

Permission slip: Filled out Approved Copied

Pass out 3 weeks in advance Call Crew Leaders to remind

Collect 2 weeks prior to event Call Transportation Chair with final number

Call the Activity Chair at least weekly!

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Activity Planning Packet**

Additional Information Related to Activities

# of copies	Forms to get copied
1) _____	Permission slip - with top portion filled in
2) 3	Budget - 2 copies to Purser, original for final report
3) _____	Driver information filled in; give to Transportation Chair
4) 1 per boat	Emergency plan - original to contact, 1 for file

(See activity file for people who will copy forms for you)

Chaperones: It is a Ship and BSA rule that a female adult **must** be present when female Sea Scouts are on an overnight activity. Two adults are required for every activity.

(See activity file for suggestions as to who to ask)

SeaBreeze Editor: An article gets information out to everyone Information to be included: information from permission slip, when the permission slip is due, any moneys due, requests for drivers/chaperones, etc. Graphics and pictures are great. Ask the Editor for help if needed.

Designated areas: Ship Standards state that there are to be designated boundaries, agreeable social and male and female areas. If you are not familiar with the site, ask another Sea Scout or an adult who knows the area for any suggestions.

Transportation: Call the Transportation Chair about activity, dates, who is chair (you), land or sea cruise, destination (is there a map on file? If not, you must provide), approximate number of participants. Call back with firm information. At that time, ask that the drivers indicate whether they will return Sea Scouts to their home or to the Church parking lot.

Return Time: Due to the lack of control over winds, weather, etc., pick-up time can vary as much as 1 - 2 hours. Add 1 hour for boat cleanup. Take this into consideration when deciding on pick-up time.

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Activity Planning Packet
Sign-Up Sheet**

Activity: _____ Dates: _____ to _____

	Name	Scout or Adult?	Perm. Slip ✓	Fee paid by: Check ✓	Cash ✓	Acct. ✓	Notes
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							

Ship 361 – S.S.S. Columbia Ranger
Activity Planning Packet
Final Report

(If more space is needed, refer to number and use the back of this form)

Activity: _____

Dates: _____ to _____ Land cruise **G** Cruise **G** Special **G**

Overnight site _____

Activity Chair: _____

Activity Advisor: _____

1. Activity committee: _____

2. Commendations to: _____

3. Was Transportation Chair notified on time?: Yes **G** No **G**

4. Problems?: _____ Mileage, one way: _____

5. Good map/directions?: Yes **G** No **G** Improvements: _____

6. Drivers: _____

7. Boats used: _____ Owners: _____

8. Scouts who went: _____

9. Adults who went: _____

10. Type of Activity: (can be more than one)

- G** Social: improve ability to get along with other people
- G** Leadership: provide opportunity to develop leadership skills
- G** Outdoor: provide adventure and recreation in the outdoors
- G** Fitness: develop physical, mental and emotional growth
- G** Service: give opportunity to help others without reward
- G** Citizenship: give understanding of American heritage

General description of what happened:

11. Day 1: _____

12. Day 2: _____

13. Awards, advancement, and/or merit badges earned and by whom:

14. I would improve this activity by: (*explain answers on back*)

- a. Starting the process earlier **G**
- b. Having a co-chair: **G** Not having a co-chair **G**
- c. Form a committee: **G** No committee **G**
- d. Process/paper work: too difficult: **G** too long: **G** other: **G**
- e. Different site: **G** f. Different boat(s): **G**
- g. It was difficult for me because of lack of experience: **G**

Include the following: Permission slip **G** Tour permit **G** SeaBreeze article **G** Budget **G**
Sea Scout activity planner **G**

Activity Chair: _____ Date: _____

2nd Mate (Program): _____ Date: _____

**Ship 361 – S.S.S. Columbia Ranger
Activity Planning Packet
Permission Slip**

Separate file

**Ship 361 – S.S.S. Columbia Ranger
Activity Planning Packet
Budget Planning and Account Sheet**

Separate file

**Ship 361 – S.S.S. Columbia Ranger
Activity Planning Packet
Driver Information**

Activity: _____

Dates: _____

Dear _____ ,

Thank you for agreeing to drive **G** to **G** from the above activity!

*** * * Important * * ***

Each passenger **must** be provided with a seat belt
Please observe the speed laws
Drivers of Sea Scouts must be 21 years of age or over
Sea Scouts may only drive equipment and/or adults

To:

Meeting place: **G** Church parking lot or _____

Departure time: (Please arrive 15 minutes early) _____

We **G** plan to stop to eat along the way **G** will not stop to eat along the way

Directions to the activity: (Map attached **G**)

In case of on-the-road breakdown: Please call ahead and leave a message for the Skipper/Mate about where you are, a telephone number where you are *or* (if all is fixed) your approximate time of arrival.

From (return):

Meeting place: _____

Approximate departure time: _____

NOTE: includes about 1 hour clean-up time after docking

We **G** plan to stop to eat along the way **G** will not stop to eat along the way

Directions to the activity: (Map attached **G**)

In case of on-the-road breakdown: Please call a parent of an Sea Scout in your vehicle and enlist their help in:

- 1) informing the other parents that you will be late (give time frame if possible);
- 2) getting help if necessary *or* obtaining alternate transportation.

Be SURE to give the telephone number of where you are.

**Ship 361 – S.S.S. Columbia Ranger
Activity Planning Packet
Float Plan**

Boat name: Melody Port: Annapolis, MD

Ship 361 Owned: no Skipper: Mr. Gerry Luttrell

Owner: Mr. Gerry Luttrell Phone: (410) 647-5017

1. Description of boat

A. Sloop-rigged, white hull & deck, blue sail cover

B. Size 34' / 5½' / 12' G. Inboard X Outboard

C. Make 1978 Jeanneau H. Horsepower 15

D. Capacity seven persons I. Fuel: Gas Diesel X

E. # Engines one J. Fuel Cap.: 12 gallons

F. Reg. Number Documented K. Water Cap.: 60 gallons

2. Number on board Name / Phone #:

1 4

2 5

3 6

3. Radio equipment Call Sign W S F 2 7 1 5 Band Marine Channel 16

A. VHF X B. Citizens Band

4. Trip plan

From: Upper Severn River

Via:

Estimated mileage:

Return to: Church X Homes Other

5. Vehicles parked at: 110 Askewton Road, Severna Park, MD 21146

6. Advise trip progress to:

Phone: Time: Day:

7. If not at (attached destinations) by 2400

Notify: Coast Guard Group Baltimore Phone: Then #8

Signed by activity chair: Date:

8. If emergency:

Contact Coast Guard: Group Baltimore (410) 789-1609 or 789-8050

**Ship 361 – S.S.S. Columbia Ranger
Activity Planning Packet**

Local Law Enforcement Office:

Float Plan Contact Responsibilities (see #6)

Time: Operator: Location:

Dock Time: + 1 Hour = Pick Up Time:

Notes:

Contact families (see #2) as to when will be home *or* pick up time

Call Transportation Chair: Phone: with estimated docking time

Please complete, sign, and return to Activity Chair. Thank you.

Signed

Comments:

Sea Scout Ship *Columbia Ranger* is a unit of the Boy Scouts of America, Baltimore Area Council. Our Charter Partner is First Presbyterian Church of Howard County (Route 108 in Columbia, MD). Our Skipper is Bruce Johnson, (410) 740-7204 (h), (202) 707-1652 (w). A tour permit for this cruise is on file with the Baltimore Area Council (410) 388-1700.

Ship 361 – S.S.S. Columbia Ranger
Activity Planning Packet
Float Plan

Boat name: _____ Port: _____

Ship 361 owned: _____ Skipper: _____

Owner: _____ Phone: _____

1. Description of boat

A. _____

B. Size _____ G. Inboard _____ Outboard _____

C. Make _____ H. Horsepower _____

D. Capacity _____ I. Fuel: Gas _____ Diesel _____

E. # Engines _____ J. Fuel cap.: _____ gallons

F. Reg. number _____ K. Water cap.: _____ gallons

2. Number on board Name / Phone #:

1 _____ 4 _____

2 _____ 5 _____

3 _____ 6 _____

3. Radio equipment Call sign _____ Band _____ Channel _____

A. VHF **G** B. Citizens Band **G** C. Cellular telephone **G** phone no. _____

4. Trip plan

From: _____

Via: _____

Estimated mileage: _____

Return to: Church **G** Homes **G** Other **G** _____

5. Vehicles parked at: _____

6. Advise trip progress to: _____

Phone: _____ Time: _____ Day: _____

7. If not at (*attached destinations*) by 2400

Notify: **Coast Guard Group Baltimore** phone: (410) 789-1609, then #8

Signed by Activity Chair: _____ Date: _____

8. **In an emergency:**

Contact Coast Guard: Group Baltimore (410) 789-1609 or 789-8050

Local law enforcement office: _____

Float Plan contact responsibilities (see #6 above)

Time: _____ Operator: _____ Location: _____

Dock time: _____ + 1 hour = Pick up time: _____

Notes: _____

1. Contact families (*see #2 above*) about when we will be home *or* the pick up time

2. Call Transportation Chair: _____ Phone: _____ with estimated docking time

Please complete, sign, and return to Activity Chair. Thank you.

Signed _____

Sea Scout Ship *Columbia Ranger* is a unit of the Boy Scouts of America, Baltimore Area Council. Our Charter Partner is First Presbyterian Church of Howard County (Route 108 in Columbia, MD). Our Skipper is Bruce Johnson, (410) 740-7204 (h), (202) 707-1652 (w). A tour permit for this cruise is on file with the Baltimore Area Council (410) 388-1700.

Ship 361 – S.S.S. Columbia Ranger
Activity Planning Packet
Emergency Plan
Land Cruise Plan
(Be as specific as possible)

Activity Chair: _____ Phone: _____

Contact: _____ Phone: _____

1. Location of activity _____
 Address: _____
 Contact: _____ Phone: _____

2. Trip Plan
 From: _____ At: _____
 Estimated time of arrival: _____ At: _____
 Directions/map: Attached **G** On reverse **G**

3. Program
G Day hike(s) to _____
G Overnight hike to _____
G Other _____

4. Number of Sea Scouts attending: _____

5. Vehicles parked at: _____

6. Staff and chaperones:

Name	Home phone	Car (year, make, model)	License plate
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Signed by Activity Chair: _____ Date: _____

7. If emergency:
 Contact (#1): _____ Phone: _____
 Local law enforcement office: _____ Phone: _____
 Contact: _____ Phone: _____

Sea Scout Ship *Columbia Ranger* is a unit of the Boy Scouts of America, Baltimore Area Council. Our Charter Partner is First Presbyterian Church of Howard County (Route 108 in Columbia, MD). Our Skipper is Bruce Johnson, (410) 740-7204 (h), (202) 707-1652 (w). A tour permit for this cruise is on file with the Baltimore Area Council (410) 388-1700.

Ship 361 – S.S.S. Columbia Ranger
Activity Planning Packet
Information on File

(Please refer to the attached forms of the same title)

Campsite Information:

This file contains data about areas in which the Ship can camp or have other activities. Each state has a Parks and Recreation Department that will be able to provide a list and/or booklet of state parks and national parks. This is the basis of the file.

Sea Scouts and adults alike should be canvassed about their experiences at each of the sites. This valuable information can then be incorporated into the file.

Activity Chairs and Advisors can use this information to decide where to hold the activity.

Boats and Owners:

The information provided by the boat owners will be useful in completing other forms such as emergency plans. Also, procedures and rules for the boats will be known.

Drivers:

After the Activity Chair informs the Transportation Chair of an up-coming activity and dates, the Transportation Chair uses this information to be able to ascertain which volunteers have the necessary space to provide the needed transportation. Also, in case of emergency, the Transportation Chair has a record of license plate numbers.

Health Forms:

(The form used by Ship 361 is a reproduction of the official BSA health forms on the back of the Venturer registration form. The Ship also uses BSA Class III forms for long cruises and other high adventure trips.)

Health forms will be filed for each new Sea Scout. These will be updated every three (3) years or before an extensive long cruise or high adventure activity.

Health forms will be filed for each new adult who registers. These will be updated every year.

All health forms will be duplicated. The original will be kept by the Health and Safety Officer. The duplicates will be put in the health form notebook to be taken on every activity.

Adult Volunteer Form and People to make copies:

A form will be published in the Ship newsletter (SeaBreeze Editor) at the beginning of each Scouting year.

People to make copies:

The following information will be requested:

Name; business phone; whether or not we may call during business hours; whether reimbursement of paper or other materials is needed, and whether there are any restrictions.

This information can be used by activity chairs, the Editor, and other Sea Scouts.

**Ship 361 – S.S.S. Columbia Ranger
Activity Planning Packet
Campsite Information**

Site name: _____

National Park **G** State Park **G** BSA **G** Private **G**

Reservations required: No **G** Yes **G** (number of weeks in advance): _____

Address: _____

Contact: _____

Phone: _____ Times to call: _____

Number of youth group sites: _____ Maximum per site: _____

Type of site: primitive **G** improved with: _____

Cabins: _____

Shelters available: _____

Recreational Facilities

G Boat Launch

G Boat Rental: Canoes **G** Paddle boats **G** Rowboats **G** Sailboats **G**

G Flatwater Canoeing

G Whitewater Canoeing

G Tubing

G Concessions: Food/drink **G** Camp store **G** Vending **G**

G Fishing: Fresh water **G** Salt water **G** **Permit required G**

G Historic interest: _____

G Interpretive services: Nature center **G** Museum **G** Nature walks **G**

G Picnicking: Free shelters **G** Reserved shelters **G**

G Swimming: Bay **G** Lake **G** River **G** Ocean **G** Pool **G**

G Trails: Bike **G** Appalachian **G** Horse **G** Hiking **G** Mountain **G**

G Winter sports: Skiing **G** Ice fishing **G** Sledding **G** Skating **G**

G Other recreational facilities available: _____

Directions:

Additional Information:

**Ship 361 – S.S.S. Columbia Ranger
Activity Planning Packet
Boat Owner's Information Sheet**

Boat name: _____ Registration number: _____

Owner: _____ Work phone: _____

Home phone: _____

Docked at: _____

1. Description of boat Inboard **G** Outboard **G**

A. Size _____ E. Horsepower _____

B. Make _____ F. Fuel: Gas **G** Diesel **G**

C. Capacity _____ Capacity _____

D. Number of engines _____

2. Radio equipment Call sign _____ Band _____ Channel _____

A. VHF **G** B. Citizens Band **G** C. Cellular telephone **G** Telephone no _____

3. Vehicles may be parked at: _____

4. Agencies which should be contacted in an emergency: _____

5. Emergency numbers for:

Coast Guard: _____

Local law enforcement office: _____

Please include a map and/or directions and any special information or rules on reverse

Ship 361 – S.S.S. Columbia Ranger
Activity Planning Packet
Menu Planning

The following are some ideas to make the job of menu planning a little easier. At first it may seem awkward but if you work with it you should find it very efficient and, in the end, that it will save a lot of time and aggravation. You will work out your own shortcuts after you learn the planning concept.

The first step is to plan your menu. For example:

Friday	Saturday	Sunday
Breakfast None	Breakfast Cereal, toast, OJ	Breakfast Eggs/bacon, Donut, OJ
Lunch None	Lunch Tuna sandwiches, chips, drink	Lunch Cold cut hoagies, fruit, drinks
Dinner None	Dinner Spaghetti, salad, Italian bread, drinks	Dinner None
Snack Chips, fruit drink	Snack Cheese, crackers, soda	Snack None

Using this menu you can make up your grocery and equipment lists. Try to picture yourself preparing a meal and all the things that go into it. For example, a tuna sandwich requires mayonnaise, pickles, lettuce (depending on your recipe), seasoning, etc., not just a can of tuna. You also need a can opener!

You will want to include different kinds of food. For example, try to have fruit and vegetables along with the meat and potatoes. It makes a more interesting and healthful menu. Even if you love potato chips, you will get tired of them after 6 meals. If you are backpacking food, weight is a serious consideration. You will want to minimize things that are heavy. There is a separate sheet for that kind of menu planning.

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Grocery list chips, apples, sodas	Grocery list cereal, milk, sugar, OJ, tuna, mayo, relish, salt, pepper, lettuce, bread, chips, Kool-aid, spaghetti sauce, meat, Italian bread, butter, lettuce, salad dressing, cookies, sodas, cheese, crackers	Grocery list eggs, donuts, OJ, salt, pepper, bacon, slices meats, cheese, mayo, mustard, hoagie rolls, grapes, fruit cocktail
Equipment napkins	Equipment can opener, dish detergent, towels, big salad bowl, plates, silverware, glasses, 2 pots, colander	Equipment frying pan, spatula

As you can see, this menu which is pretty simple, requires a lot of planning to assemble all the things you need. The more complicated the menu, the more difficult it is!. If you can, keep it simple.

Other things you should think about:

- Special diets. Is someone a vegetarian, diabetic, allergic, etc.?
- The cooking skills of the people doing the cooking. Is he/she a gourmet chef or a beginner water-warmer?
- The kind of equipment you will be using, a camp fire, boat stove, camp stove (1 or 2 burner?), no stove, etc.?

Attached is a blank form which you can use to put your ideas into place. If you need help, please don't hesitate to ask.

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Friday	Saturday	Sunday
Breakfast	Breakfast	Breakfast
Lunch	Lunch	Lunch
Dinner	Dinner	Dinner
Snack	Snack	Snack

Grocery list	Grocery list	Grocery list
Equipment	Equipment	Equipment

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