

Fitzgerald Cup

(circle)

Today is: Saturday Sunday

I am a: Leader Scout Patrol name: _____

We are assessing: Patrol name: _____

Yes No

Camp Planning Record

Name and identification

- | | | |
|--------------------------|--------------------------|---------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Patrol members listed |
| <input type="checkbox"/> | <input type="checkbox"/> | PL and APL listed |
| <input type="checkbox"/> | <input type="checkbox"/> | Patrol name / troop name listed |

Programme

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Printed out (as supplied) |
| <input type="checkbox"/> | <input type="checkbox"/> | Programme is displayed in a central location |

Duty Roster

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Roster includes meal preparation / clean-up |
| <input type="checkbox"/> | <input type="checkbox"/> | Roster includes other camp duties |
| <input type="checkbox"/> | <input type="checkbox"/> | Roster has fair distribution of work |
| <input type="checkbox"/> | <input type="checkbox"/> | Roster is displayed in a central location |

Menu

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Main meals shown for the duration of camp |
| <input type="checkbox"/> | <input type="checkbox"/> | Minor meals/snacks shown for the duration of camp |
| <input type="checkbox"/> | <input type="checkbox"/> | Meals are balanced |
| <input type="checkbox"/> | <input type="checkbox"/> | Overall menu is balanced |
| <input type="checkbox"/> | <input type="checkbox"/> | Menu is displayed in a central location |

Ration / shopping list

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Food items required are listed (not just a receipt!) |
| <input type="checkbox"/> | <input type="checkbox"/> | Quantities required are listed |
| <input type="checkbox"/> | <input type="checkbox"/> | Items listed are brought to camp |
| <input type="checkbox"/> | <input type="checkbox"/> | Special diets are listed (if required) |

Equipment

- | | | |
|--------------------------|--------------------------|------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Patrol camp equipment listed |
| <input type="checkbox"/> | <input type="checkbox"/> | Quantities recorded |

First aid facilities

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | First aid kit is stored visibly in a central, dry location |
| <input type="checkbox"/> | <input type="checkbox"/> | First aid kit items are clean and dry |

Yes

No

Entrance

- Entrance is clearly defined
- Entrance includes troop/patrol identification
- Patrol members use only defined entrance to access their site
- Entrance is clean and free of rubbish
- Entrance is safe to use and has no tripping hazards

Utilisation of site

- Campsite does not interfere with other campsites
- Good access to sleeping tents
- Good access to eating shelter
- Good access to kitchen
- Good access to quartermaster store
- Layout of land and water courses considered (inc. orientation)
- Campsite is clear of tripping hazards
- Trees have been considered in placement of sleeping tents

Environmental impact

- Paths and walkways do not denude the land
- No rubbish or food waste found out of bin
- Bin lids are on and secured
- Waste is sorted (General, Recycling, Compost)
- Wet pit is present
- Wet pit is easily and safely accessible from cooking and washing up areas
- Wet pit is clean and has no residual waste food in it
- Wet pit drainage is dispersed without creating a mud or water hazard
- Wet pit drainage does not run into adjacent sites

Sleeping tents

- There are enough tents for all patrol members
- No rubbish or food scraps in tents
- Tents are taut/properly erected
- Pegs are pegged correctly
- Guy ropes used when appropriate
- Tent has frame properly fitted OR Tent poles are lined up
- Lighting is available and provides sufficient illumination (torches are sufficient)
- No other faults in tent set up
- Personal gear stowed neatly
- Uniforms are stowed neatly/hanging

Yes

No

Personal hygiene

- There is dedicated bowl for hand washing
- Soap is available for hand washing
- Hand washing water/bowl is clean

Kitchen / dining

Shelter

- Kitchen shelter is taut/properly erected
- Shelter poles are lined up
- Shelter guys are lined up with one peg per rope
- No other faults in shelter set up

Tables & seating

- Tables and chairs are adequate to seat entire Patrol
- Tables and chairs are level and firm
- Tables and chairs are hygienic
- Seating is safe to sit on

Cold food storage

- Patrol has sufficient cold storage
- All cold foods that are not in use are in the esky
- Esky is properly closed when food is not being removed/replaced
- Esky is cold enough for items in it
- Esky is hygienic
- All food in esky is sealed
- Esky has no excess water

Dry food storage

- Dry food storage contains only food
- Dry food storage is clean and tidy
- All dry food containers are closed/sealed
- Dry food storage is properly closed when food is not being removed/replaced

Dilly bags

- Eating utensils (crockery and cutlery) are secured in dilly bag when not in use
- Dilly bags are stored off the ground
- Eating utensils (crockery and cutlery) are hygienic and dry when stored
- Dilly bags are stored out of the path of water/rain

Yes

No

Hygiene

Cooking utensils (implements/pots/pans etc.) are stored away from food in dedicated box(s)/shelves

Cooking utensils are hygienic and dry

Knives and other sharps are safe to use and stored safely when not in use

Patrol has safe/stable arrangements to rinse & wash dishes

Patrol has arrangements to properly dry dishes

When not in use, wash/rinse bowls are upside down

When not in use, mop/dishcloth/cloths are airing

When not in use, tea towels are airing or stored in appropriate receptacle (not dilly) if dry

When not in use, dish rinse/wash area is hygienic

Stove and/or BBQ is hygienic and tidy

All food and Kitchen/Eating gear are under cover when stored

Cooking area

The Cooking area is adjacent to the Kitchen

Cooking area boundaries are well defined (natural or rope/tape etc.)

Boundaries do not create hazards

There is only one entrance into the cooking area

Cooking area has a direct, obvious and safe path to the kitchen/eating area

Fire prevention equipment in accessible location - water bucket / fire blanket

Each patrol member knows how to deploy the fire prevention measures

All Flame Sources are contained and Heat/Flame Clearances Achieved *

** Min clearance:*

Gas Stove - vertical 1.25m, horizontal 0.5m radius

Gas BBQ - vertical 1.5m, horizontal 3m radius

Cooking surface(s) level

Fuel is safely and appropriately stored - sited on firm, level base, cylinder valve closed when no gas is being drawn.

Cooks have a safe system for handling hot items

The Stove/BBQ are adequate and functional

There is a safe working area around the Stove

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