

Scout/Adult Leader Departure Checklist

Name _____ Last Day in Unit _____

For Scouts

Troop Quartermaster (Initial Upon Completion _____)

- Has the Scout returned any borrowed items from the Troop?

Troop Librarian (Initial Upon Completion _____)

- Has the Scout returned any borrowed items from the Troop?

Troop Committee Advancements Chairman (Initial Upon Completion _____)

- Prepare a transfer for the Scout (BSA Form 28-401L). Upon completion of this form, give it to the Scoutmaster.
- Update Troopmaster reflecting the Scout's departure?

Troop Committee – Treasurer (Initial Upon Completion _____)

- Has the Scout paid any accounts that are in arrears?

Scoutmaster (Initial Upon Completion _____)

- Conduct Final Outbrief with the Scout
- Review this form to ensure that all stations are completed
- Give the Scout his Leadership Transfer Form.
- Give the Scout his Scoutmaster Conference Workbook
- File this form in the Scout's folder and retire his folder to the Transferred section of the filing cabinet.

For Adults

Troop Quartermaster (Initial Upon Completion _____)

- Has the Adult returned any borrowed items from the Troop?

Troop Librarian (Initial Upon Completion _____)

- Has the Adult returned any borrowed item from the Troop?

Troop Committee Advancements Chairman (Initial Upon Completion _____)

- Prepare a transfer for the Adult (BSA Form 28-401L). Upon completion of this form, give it to the Scoutmaster.
- Update Troopmaster reflecting the Adult's departure?

Troop Committee – Treasurer (Initial Upon Completion _____)

- Has the Adult all accounts that are in arrears?

Scoutmaster (Initial Upon Completion _____)

- Conduct Final Outbrief with the Adult.
- Does the adult have any keys?
- Review this form to ensure that all stations are completed
- Give the Adult his Leadership Transfer Form.
- File this form in the Adult's folder and retire his folder to the Transferred section of the filing cabinet.