

Trip Leader Packet

Leading a CANOE trip isn't difficult, but there are quite a few details to keep track of. The following should give you a good idea of how to go about organizing your trip, but if you have questions at any time feel free to ask anyone on the CANOE board. Co-leading a trip helps to reduce the hassle of organizing food, transportation, waivers, and gear.

The Basics:

1. Choose activity and destination
2. Plan transportation, camping, safety
3. Advertise in the NNB and Canews
4. Hold signups. Collect waivers, ID #s, gear requests
5. Submit food order
6. Send participants packing list and details
7. Request gear from gear managers
8. Pick up van keys and turn itinerary in to campus activities
9. Pick up food
10. Collect \$ for food/transportation and give it to treasurer.

Sequence of Events:

S	M	T	W	Th	F	S
				-Last day for NNB ad		
-Canews email		-Signups! -Food forms	-Send out details -Ask for gear		-Get van keys -Get food -Turn in itinerary	Trip!
Trip!	Figure out \$, collect					

General Notes:

Safety: Make sure you know the risks involved with your trip and what you will do if something goes wrong. Important things to consider: Are your trip participants in good condition/health? Do trip participants have the necessary skills/knowledge (e.g. how to swim, belay, stay hydrated, etc.)? Will you have phone contact? How easy will it be to evacuate if someone gets hurt? If your trip involves water, heights, extreme temperatures, or very remote places please run your safety/backup plans by CANOE. Survival is not optional.

LNT: Leave No Trace principles are central to CANOE's philosophy. Please keep them in mind when planning and leading your trip. If you're feeling shaky on your backcountry responsibilities, we're always happy to answer questions.

Details:

1. Activity and Destination:

You don't need to have prior knowledge of the area to find a great place to hike, ski, canoe or climb. Many CANOE trips are planned on the internet. If you want to start with a book there is a whole library of local outdoors guides in CANOE house.

2. Transport, Camping, Safety

Transportation: the VP is in charge of reserving campus vans. Contact him/her to confirm van availability. Make sure in advance that there are enough campus drivers on the trip to drive the vans. Using personal cars is always acceptable, though gas and liability are no longer covered by CANOE.

Permits: Always make sure you have or can get the permits necessary for your trip.

Cost: Use the attached form to estimate the amount that participants will reimburse CANOE after the trip.

Safety: At least one person on every trip must have CPR and First Aid certification. If leaders don't qualify they must find another person to join the trip who is.

3. Advertise

NNB: Ads must be posted by the Thursday before signups at the very latest in order to make it in by Monday.

Canews: A short write-up of the trip should be sent to the secretary by Sunday afternoon in order to make it into the Sunday night email.

4. Food

Ideally, the majority of the food for a trip will come from Dining Services off of participants' meal plans. If you want food that they cannot provide, go shopping and keep receipts. For the details on ordering food through Dining Services contact the food manager. Immediately after signups (Tuesday) turn the food request form into Dining Services (office at the Sevy entrance to Burton).

5. Signups

Signups are always held on Tuesday, whether there is a campus-wide meeting or not. Bring copies of the waiver forms as well as the itinerary sheet to the signup. Make sure to collect ID #s from everyone who is on board- this is how you get your food.

6. Details email

As soon as you have a list of the participants send out an email with departure and packing details. This gives them time to ask the gear managers for anything they need to borrow. In the email include an estimate of the cost of the trip (see attached sheet).

7. Gear

Contact the gear managers as soon as you know what you'll need (this may be long before you do signups) and set up a time to come pick things up from the shed.

8. Keys and Forms

Campus Activities and Fleet Services are closed on the weekend, so van keys must be picked up and itinerary forms must be turned in **before 5pm Friday**.

9. Pick up food

Coordinate food pick up with the food manager and Dining Services.

10. Money

Turn in all receipts to the treasurer with your name written clearly on top. Use the attached form to calculate the amount that participants should reimburse CANOE. Collect this promptly and give it to the treasurer.

Budgeting

CANOE covers 75% of transportation costs and 50% of outside trip costs. This leaves 25% of transportation, 50% of permits, and 100% of food costs up to the participants.

(miles traveled x cost per mile = total transportation cost) x .25 = cost covered by participants

(_____ x _____ = _____) x .25 = -

permits, campsites, outside gear rental, etc. x .50 = cost covered by participants

_____ x .50 = _____

Total food costs = cost covered by participants

food costs = _____

Total covered by participants = _____

Total cost ÷ number of participants = _____

