

What should I do as a TRIP LEADER?

Pre-Trip

2-3 weeks before trip:

- 1) Ensure that paperwork has been sent to the community contact (ask Directors)
- 2) Make sure you have enough volunteers and that all signed up are fully screened and trained (ask Directors)
- 3) If it's a rock trip make sure the rock is reserved through Patrick's Point State Park.

Week of trip

- 1) Connect with the community contact. This can be by phone or in person.
 - Is all paperwork filled out by participants (HSU release and consent and Camp Fire Insurance)? Front and back with parent's signature?
 - Correct payment will be available *PRIOR* to the actual start of activities or let Mary know.
 - Where to meet, start time, end time, all necessary equipment (close toed shoes, water).
 - Any special needs any of the participants has (disability, severe behavior problems, etc.).
 - Tips for preparing participant group for the trip (especially for backpacking trips, but suggest/discuss behavior, goals, etc.)
 - Participant/ chaperone/ LEAP volunteer roles.
 - Transportation and food issues
 - Specific focus areas or goals: team building, motivation.
- 2) Fill out Program Event Form (found in the DIN), one copy goes into the Program Manager's box and one goes with you on the trip. Take a copy of the Volunteer Medical Form, too.
- 3) Set up pre-trip meeting with volunteers (do this at YES or somewhere more comfortable).
 - Discussion will vary with activity but basically plan out the entire day (build in flexibility). When and where to meet, who is driving, rainy day plan, who is facilitating which activities, review safety procedures, who has highest level of medical training, etc.
- 4) Night before trip decide if trip is a go or not. If questionable or decide to cancel, call community contact at that time. Can wait until morning if that was decided in pre-trip discussion.

Day of trip

IS THE TRIP A GO? Trip leader has ultimate say on whether trip goes out! (See LEAP Cancellation Protocols if you are in doubt).

- 1) Paper work: Camp Fire forms for all volunteers, Volunteer Medical Form, Program Events Form (include Community Contact's phone number so you can get a hold of them), "Give to Mary" Trip Details form.
- 2) Gear: First Aid Kit, all appropriate gear, extra clothing if necessary.
- 3) Money, if necessary. Patrick's Point: \$6 entrance (have them stamp the receipt).

After the trip

- 1) Thank your volunteers. Breathe deep and relax.
- 2) Put all gear away. Fix or make note of any gear that needs to be repaired or replaced (give to Directors). Record information in gear logs if appropriate. Make sure warehouse looks clean when you are done with it. If gear comes back wet, lay it out to dry, but it is your (and your volunteers') responsibility to put them away as soon as they are dry.
- 3) Turn all paperwork and money (in an unmarked envelope) into Operations Manager's box.
- 4) Record trip and all information on the Trips Info sheet in the LEAP office.
- 5) Make sure a trip evaluation form is sent out to the community contact.
- 6) Make sure volunteers know how to be reimbursed for gas if they drove.
- 7) Reimbursement for any entrance/ camping fees.