

UVM Outing Club Trip Logistics Planner

All leadership teams taking out Outing Club trips need to complete this form. This is a working document and should be started when the trip is conceptualized and completed prior to trip departure. This is not only as a planning tool for the leadership team but documents tripee info, route itinerary, time management and evac info for Asst. Director of Student Life (John Abbott). Be detailed and use additional sheets if needed. **A completed pre-trip packet includes:**

1. **Completed and detailed trip logistics planner**
2. **Copies of all participant AND leader medical forms**
3. **Copied map of route itinerary**
4. **Bring trip packet to the Student Life Office in the Davis Center before leaving!**

I. Leader Information:

Leader A-

Name: _____

Leadership Role (Leader, Co-Leader, Apprentice): _____

Does this trip contribute to your leadership development process? Y N

If so, what are your goals/what do you want to gain from the experience?

Leader B-

Name: _____

Leadership Role (Leader, Co-Leader, Apprentice): _____

Does this trip contribute to your leadership development process? Y N

If so, what are your goals/what do you want to gain from the experience?

Leader C-

Name: _____

Leadership Role (Leader, Co-Leader, Apprentice): _____

Does this trip contribute to your leadership development process? Y N

If so, what are your goals/what do you want to gain from the experience?

II. Participant Information:

Participants Names

- | | |
|----|-----|
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |

Are there any medical concerns to note here? Y N If yes, please explain:

III. Trip Information:

Trip Location: _____

Date of the trip: _____ **Estimated time of departure and arrival back:** _____

Route the trip will take (include photocopy of map) _____

Evacuation routes (show on map): _____

Closest Hospital Address and Telephone#:_____

Emergency Medical Service # for the area:_____

What skill areas will be covered (Teaching Plan):_____

What are the leadership team's goals:_____

What are participant goals?_____

IV. Leaders Checklist:

Secure a van? **Fill out the paper work?** **Inform a house manager of plans?**

Put up a sign at the house? **Other publicity? What?**

Meeting with the Outdoor Programming Specialist?

Date:_____

Requests for Purchase orders? **Van?** **Food? What stores?**

E-mailed treasurer with notice of P.O. request?

Got a key to the house? **Pre-trip meeting Date:**_____

Submitted gear request to the house?

Copies of medical forms nad logistics planner?

Picked up Purchase Orders, Gas Card, and Petty Cash?

Food shopping?

Got a key to the OC from a house manager before packing meeting?

Check through the First Aid Kit?

Packing meeting?

TRIP!

Distribute and collect evaluations from participants?

Put gear in trip room neatly? **Have trip participants do the dishes?**

Fill out the Trip Log? **Fill out the Trip Register?**

Return the Gas Card and Cash to the Trip Folder? **Call the OPS?**

Fill the tank and return the van?

Outdoor Programming Specialist Debrief Session?