

UVM Outing Club Trip Logistics Planner

This sheet needs to be filled out by all leadership teams planning on taking out Outing Club trips. This is a working document and should be started when the trip is conceptualized and filled out throughout the semester until your trip goes out. This sheet acts not only as a planning tool for the leadership team but serves as the documentation of steps taken to help the Outdoor Programming Specialist in their understanding of the trips progression and as documentation to refer to while the trip is in progress. Take your time in filling out the sheet and be very detailed. Use separate pieces of paper if space is needed.

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. | 9. |
| 2. | 10. |
| 3. | 11. |
| 4. | 12. |
| 5. | 13. |
| 6. | 14. |
| 7. | 15. |
| 8. | 16. |

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

How are you prepared to deal with these issues as they arise?

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 and 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 Debriefing Session?