

UVM Outing Club Trip: Leader Checklist

- ☐ 3 Weeks out: Fill Your Trip
 - ☐ Email interested list
 - ☐ Post on Facebook/ ask friends
 - ☐ Email UVMOC@uvm.edu
- ☐ 10 days out (Wednesday): Fill out PO in SGA leave it on the OC desk
 - Need help? There is a sample Price Chopper PO on the desk
- ☐ One week out (Friday): Email Trippees
 - Trip information
 - Pre-trip meeting date
 - Ask to bring laptops and insurance info to the meeting
- ☐ The Monday before: Attend Club Council @ 7:15
- ☐ The week of: Pre-trip Meeting
 - ☐ Go over food for the trip
 - ☐ Fill out gear request form (due by 12:00 on Thursday to the house)
 - ☐ Fill out Med and Liability Forms!! Due by Thursday at Midnight
 - Found on the front page of <http://www.uvm.edu/~outside/>
 - ☐ Leave with a meeting time for Saturday or Sunday morning
- ☐ The week of: Forms
 - ☐ Fill out your own Med and Liability Form
 - ☐ Fill out Trip Logistics form
 - Found on the front page of <http://www.uvm.edu/~outside/>
- ☐ Friday before trip: PO, Vans, and Food
 - ☐ Pick up PO in SGA before 3:00
 - ☐ Receive email from Van Man and pick up van either at SGA or Hertz
 - ☐ Go to Price Chopper to purchase food for the weekend.
 - ☐ Have a packing meeting (Overnights only)
 - ☐ Check gear for possible broken stoves and miscounted equipment
- ☐ Morning of trip:
 - ☐ Fill out the Saturday morning form for last minute gear
 - ☐ Pick up med forms in the office
 - ☐ Check in all gear
 - ☐ Have fun!
- ☐ Post trip:
 - ☐ Clean and check in gear. Leave in a neat pile (do not put away)
 - ☐ Sign out a gas card and fill van at a Mobil station (return receipt and card)
 - ☐ Come to club council the Monday after to talk about your trip