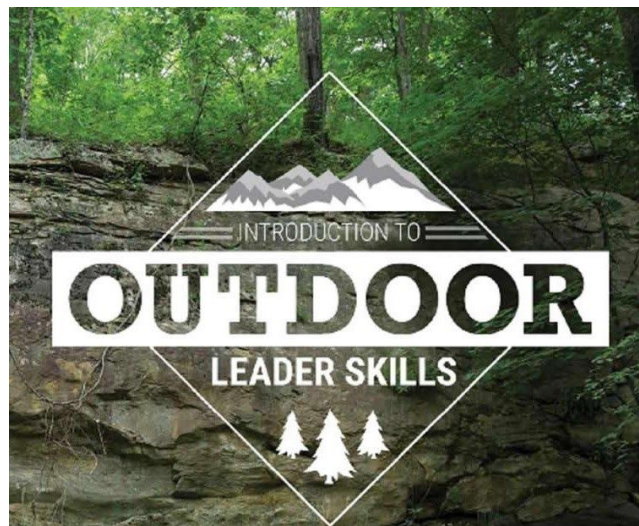




# GREAT OUTDOORS CALIFORNIA OUTDOOR EXPERIENCE EDUCATION

## SECTION II

### TRIP LEADERSHIP - OVERNIGHT EVENTS



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## GREAT OUTDOORS (GO)

California Great Outdoors, Inc. is our parent or “Corporate” entity. It was started in 1977 and became a nonprofit California Corporation (1981) in Palm Springs, California. We are governed by a set of [Bylaws](#)<sup>1</sup>.

- GO is a voluntary organization that provides low-cost outdoor activities, programs, education and leadership training to its members.
- GO provides a network for sharing in outdoor and other healthy recreational activities with other similar organizations throughout the country.
- GO seeks to instill in its members a respect and appreciation for the environment and a desire that it be protected for this generation and for many to come.

All five GO Chapters are on a consolidated website powered by Wild Apricot (WA). We use that system to publish our hike descriptions, send announcement emails, registration confirmations and cancellations.

[History of GO](#)<sup>2</sup>

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<sup>1</sup> <https://greatoutdoors.org/admin-bylaws>

<sup>2</sup> <https://greatoutdoors.org/about-history>

# INTRODUCTION

Sometimes spending a day in the wilderness isn't quite enough to truly capture the feeling of a special place. Sure, you see some amazing views or go on an unforgettable hike. But to get the full experience, you yearn to see the dark, starry skies. To listen to the yips of coyotes. To watch the sun rise on a silent, dewy morning.<sup>3</sup> Camping in the great outdoors transforms a regular old road trip into an epic experience. So pack up your tent or hitch up the fifth wheel—adventure awaits.

One of the premier features of Great Outdoors is overnight trips. As a leader you will propose, research and design overnight trips. You will manage and administer the trip using leadership and group management skills. Upon successful course completion, you will be eligible to hold a Trip Leader position for Great Outdoors.

## Goals/Objectives

- Create a new trip or update a former trip.
- Develop a trip budget.
- Create a detailed trip description.
- Secure all logistics including any permits, and support staff as necessary.
- Communicate with participants to provide information and answer questions.
- Lead your trip

## Why Camp?

Anyone you ask has a different reason for camping. Some like to disconnect from technology and reconnect with nature. Some go camping to revitalize their relationships, away from all the distractions at home. Camping means different things to different people. Here are some common reasons why people choose to "rough it."

## Tradition

Some activities are just passed on from generation to generation, and camping is one of them. People have been camping in national parks for over 100 years, and many visitors who camped as children, now camp as parents and grandparents, passing on an appreciation for time outdoors. Will you pass on this tradition? Great Outdoors' first camping trip was July 4th 1978 at Big Sur, CA.

## Explore Nature

Camping, whether that's pitching a tent in the wilderness or parking your RV in a frontcountry campground, is an immersive experience. Campers feel the rain and wind and snow. (And sunshine!) They might see wildlife in their natural setting. People get to see natural features, like mountains, seashores, or sand dunes, at different times of day. Spending nights outdoors allows people to view constellations not visible at home and hear the sounds of nature, like the yips of coyotes or the trills of songbirds. More than any other reason, people camp to have an adventure in nature.

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<sup>3</sup> [NPS Camping](#)

### **Improve Health**

Camping...it does a body (and mind) good. The physical demands of camping in the backcountry clearly count as exercise. But any kind of camping has health benefits. Some are straightforward, like setting up camp or hiking. Mental health improves outside. Researchers linked outdoor activity to a decrease in depressive thoughts. Sleeping under the stars helps you get in touch with your natural circadian rhythms, a foundation for high quality sleep and health.

### **Digital Detox**

Sometimes you just need a break from technology. It might be hard to escape it at home, but some parks and campgrounds have poor, or no cell connectivity, and many visitors take advantage of that. These places are perfect locations to put down the digital devices in our lives and focus on the basics that we still have access to. Sit back and relax with a good book, draw in a sketchbook, or write in a journal. Connect with nature. Connect with each other.

### **Strengthen Relationships**

When you travel to parks, natural areas, or even your own backyard to spend a few days and nights outside, your choice of companions matters. Face-to-face conversations replace personal technological devices for entertainment. And shared experiences shape the memories that make up lifelong relationships. Camping is a great time to get back to the basics, without distractions. Sharing stories. Being quiet together. Enjoying a dehydrated meal as if it's a 4-star cuisine.

### **Develop Life Skills**

Camping requires you to rely on yourself and your companions to meet your basic needs—purify water, build a fire, survive the elements, be alone with your thoughts. But these are more than just survival skills; these abilities give you confidence and self-worth that carry over into all other aspects of your life. It just takes a little effort and guidance, and you'll be setting up tents in no time!

## PLANNING YOUR TRIP

Trip planning is initiated at the chapter level when the Vice President of Outings (VPO), trip leaders, and members get together and brainstorm ideas to identify places to hold overnight events. A group planning meeting should be scheduled in August or September to get ready for the October all chapter conference where the VPOs will coordinate an all-chapter calendar of events for the next year. Each chapter should identify potential outings, alternative dates and identify the trip leaders.

The corporate webmaster creates a “proposed overnight events calendar” where these proposed outings can be posted and viewed by the other chapters. These proposed outings will be presented at the annual all-chapter conference in October each year. Representatives, usually the VPOs, will review the calendar of events and resolve any overlapping trips or conflicts. The results will be entered into the all-chapter 12-month calendar.

It may be necessary for a trip leader to reserve campsites six to 12 months in advance and ahead of the planning process. This should be noted in the planning calendar, and priority may be given to dates that have paid reservations.

**Define Profile** - Type of outing: tents only, tents and RVs, group or individual sites, boating, tent cabins, glamping or rustic accommodations, limitations, restrictions, activities planned. Identify your objectives, select the park, explore your camping options, and select your campsites. Identify the setting, time of year, and difficulty level.

### **Research: Check GO Resources:**

[Campground Details](#)<sup>4</sup> in Google Sheets that have detailed information that includes actual measurements of sites.

Archives of past trip notes located in Google Docs and WA website.

[Master List of Camps](#)<sup>5</sup> in Google Sheets.

[Trip Notes Archives](#)<sup>6</sup>

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<sup>4</sup> <https://greatoutdoors.wildapricot.org/resource/training>

<sup>5</sup> <https://greatoutdoors.wildapricot.org/resource/training>

<sup>6</sup> <https://drive.google.com/drive/folders/1iEevAS9KQE1iL6B3ipFSDkjC21qW9bsR>

**When to Camp** - Camping is available all during the year here in the Southwest. The time of the year you decide to camp will define your experience. Evaluate what you can expect from each season.

**Crowds or Quiet** - *Large park crowds can equate to full campgrounds.* When is the busy time of year for the region you are planning your trip? Snowbirds may flock to warmer climates to enjoy some winter camping. Summer migrations usually include families since school is out. Wildlife watchers may fill campgrounds in the fall. When planning your trip, determine when the park is busy and either book your reservations well in advance or find a time that is less busy.

**Facilities** - *Some facilities may close during the off-season.* During the winter or shoulder seasons, some campgrounds close or have fewer available sites. Campground facilities may also be limited or closed for the season. Always check with the park you are visiting for opening and closing dates of campgrounds and facilities.

**Weather** - *Snow in August in the mountains.* What will the weather bring? Summer may be mild and pleasant in some places. In others, it is prime mosquito season. Rain, snow, thunderstorms, wind, or bluebird skies and mild temperatures are all possibilities. When you camp will determine what gear is necessary. You don't want to find yourself in inclement weather without the proper gear. Always research the different weather possibilities for the location you plan to camp.

**Spring** - *Spring can bring cloudy and wet weather.* Spring brings flowers, new life, and the anticipation of summer. When planning a camping trip in spring be prepared for wide temperature changes. It may be quite cool at night, while daytime temperatures are pleasant. Be prepared for different types of weather. Spring storms can bring rain or even substantial amounts of snow in northern climates. Early in the season, some campgrounds may have limited sites and facilities. In warmer climates, sites may fill quickly before the summer heat settles in.

**Summer** - *Summer is the most popular season to camp.* A summer camping trip can create memories that last a lifetime. Stories and s'mores around the campfire, long days for exploring, and warm evenings are the recipe for a pleasant trip. Be aware that the increasing danger of wildfires has made it more likely that campfires may be forbidden. If you plan your trip for mid-August you can experience the Perseid meteor shower. In some regions, be prepared for thunderstorms and hungry mosquitoes, but don't let that spoil a great adventure.

**Autumn** - *Autumn is a beautiful time to camp.* Vibrant autumn colors and active wildlife can make for an exciting trip. Autumn also signals the start of school, so fewer families may be visiting. However, that does not always signal vacant campgrounds as wildlife watchers may be visiting and some campgrounds may offer fewer sites and facilities as they prepare for winter. Be prepared for rapidly changing weather.



**Winter** - Southern climates may be the perfect place to camp if you want to avoid the cold, but mild temperatures and fewer insects will attract more campers. In northern climates, winter camping can be a peaceful experience. There will be fewer crowds, as only hardy souls will be braving the cold for a new park perspective. Appropriate gear is necessary. Many campgrounds and facilities may not be open.

**Snow Camping** - Camping in the snow sounds intimidating, but it also can bring its own rewards. A quiet, peaceful winter wonderland can be a wonderful adventure. With fewer people around, you can have the beauty of the park largely to yourself. However, daylight hours are shorter and severe storms could be challenging. Careful planning and preparation is critical. Talk to experienced snow campers and visit your local gear shop to learn about proper preparations for snow camping. Be sure to discuss your plans with the park to ensure everyone has a safe and fun adventure.

## Campground Identification

**Administration** - Federal, state, municipal, county, regional, nonprofit preserves, private commercial.

**Setting** - What is the environment like? Is it a beach, desert, or a forest?

**Time of year** - Will it be hot and humid or cold with snow possible?

**Days of the week** - Weekends are in highest demand but it may be difficult to secure reservations. Midweek days are less crowded and easier for obtaining reservations. A three-day holiday weekend is an option.

**Difficulty level** - Identify how accessible the campsite is. Can you drive right up to the spot or will you have to do some hiking to get there? If you have to hike, will everyone in your group be able to make the hike?

**Duration** - The length of your trip will determine how much food, clothing, and other supplies will be needed and associated costs. You may consider three or four nights, especially if the travel distance is more than a day.

**Permits and regulations** - Find out what permits you need to camp and if there are any group size restrictions.

**Outdoor conditions** - Find out trail and site conditions and possible hazards you need to plan for, such as weather, rockfalls, wildlife, altitude, etc.

**Food storage** - Check your park's regulations on how to properly store and dispose of food. Some may require you to bring a bear box or bag, especially in the backcountry where facilities are more sparse.

**Fire policies** - Identify any restrictions or requirements. You may consider bringing a propane fire pit if open fires are prohibited. [Fire permits](#)<sup>7</sup> for federal and state lands are available online.

**Pet rules** and regulations.

**Restrictions/prohibitions** - Firearms, alcohol, smoking, closures?

**Group size** - Maximum number of participants? What is the *optimum* size for your outing? A very large group might be difficult to manage.

**Type of sites** - Group, individual, or both.

**Camping units** - Tents, RVs<sup>8</sup>, cabins

**Location of sites** - Proximity to each other if booking both group and individual.

**Extra vehicles** - Fees and overflow parking.

**Type of camping sites** - Tents only (how many tents and persons per site?), RV site  
What are the limits and restrictions? Can tents and RVs share sites? Be aware that RVs may have equipment such as generators, heaters, and water pumps that may be noisy if you plan to have tents and RVs share a site.

**RV sites** - Identify length and width.

**Campground cost** - Cost considerations usually come into play when the average price for a campsite is considerably above the norm, or when consideration is being given to booking the campsite for additional nights.

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<sup>7</sup> <http://www.preventwildfireca.org/Campfire-Permit>

<sup>8</sup> An RV is a vehicle designed as temporary living quarters for recreational, camping, travel or season use. RVs may be motorized (motorhomes) or towable (travel trailers, folding camping trailers and truck campers).

<http://www.rvia.org/?ESID=about>

**Climate/environment** - Each area has certain times of the year when it is at its best. Check online for average weather history for the time of year you are considering, [Climate-United States](#)<sup>9</sup>. Consider highs, lows, averages. At certain times of the year, wind can be a factor in desert areas. For weather updates, [NOAA weather forecast](#)<sup>10</sup> is useful because you can get a spot forecast by selecting a specific location on the map.

**Aesthetic considerations** - Items such as natural beauty, quiet, and a sense of solitude. Knowledge of unique local conditions is also helpful in selecting the timing of an outing. This is especially true if the area is known to have an abundance of wildflowers or if a certain waterfall in the area only flows after spring rains.

**Accessibility** - Time and distance. Half- or full-day travel time or more?

**Road conditions** - All vehicle access? Paved or dirt roads? High profile vehicles (RV) access? Difficult grades or narrow roads?

**Campground amenities** - Water, showers, toilet (flush or vault) facilities, campfire rings, cell service, electric power, picnic tables, RV hookups or dump station, shade, community meeting room, location for group campfire, and nearby stores for supplies are considerations.

**Reservation policies** - First come or reservable? Booking window, number of sites a person may reserve. Private campgrounds may be easier to reserve and offer a longer booking window.

**Cancellation/change and refund policies** - Important to note for limiting your exposure. Know your cutoff date to cancel sites. If you have extra sites you may be able to cancel and get refunds, paying only the minimum cancellation fee.

**Group camping policies** - Any special use permits required? GO organizes and provides outings as part of membership benefits. We are a nonprofit, noncommercial organization. Nonprofits are often exempt from special use fees.

**Recreational opportunities** - Identify potential attractions and activities: hiking, bicycling, canoeing, kayaking, rafting, swimming, fishing, boating, 4x4 trails, historical sites, museums, stargazing, birding, horseback riding, skiing, restoration and conservation volunteering, Ranger programs, guided tours, or other special interests and attractions.

**Event insurance** - If liability insurance is required for use of a facility or an event, an insurance policy may be purchased online at [EventHelper.com](#)<sup>11</sup>.

**Special use permit** - If there is a fee for use of the facility or an event, GO may qualify for a fee waiver because we are a nonprofit organization. You can submit proof of our nonprofit status by sending a copy of our [nonprofit tax-exempt documents](#)<sup>12</sup>.

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<sup>9</sup> <https://www.usclimatedata.com/>

<sup>10</sup> <https://forecast.weather.gov/MapClick.php?lon=-116.53260&lat=33.82046#.VKBUy14AKA>

<sup>11</sup> [https://www.theeventhelper.com/?gclid=EAIaIQobChMI9vejjJW-3gIVxrrACh2vUQj1EAAAYAiAAEgLlhvD\\_BwE](https://www.theeventhelper.com/?gclid=EAIaIQobChMI9vejjJW-3gIVxrrACh2vUQj1EAAAYAiAAEgLlhvD_BwE)

<sup>12</sup> <https://greatoutdoors.wildapricot.org/admin-publicdocs>

## Scouting

Visiting the campground will give you an opportunity to gather information for your trip. Online descriptions of sites may not always be accurate. Photos and actual measurements may be helpful; speak to a local representative. Alternative to site visit is online resources and calling the onsite camp representative.

### Scouting Checklist

- Directions - Will GPS provide accurate guidance? Note directions/landmarks.
- Access road suitability and any limitations for large RVs
- Sites—soil, vegetation, obstructions, shade, tent pads/platforms
- Shelters—ramadas
- Terrain—level or sloped
- Disabled person sites
- Measurements of sites for consideration of RV size
- Utility and sewage hookups or dump station
- Overflow parking
- Restroom locations
- Showers and payment requirements
- Water availability
- Group campfire location
- Fire policy
- Group site—walk-in or drive-in
- Tables and fire rings. Are tables movable?
- Food storage requirements and availability
- Facilities—community building, meeting room
- WiFi and cell service
- Wildlife that may be present
- Hazards—note any flood area—falling rocks, branches, bees, ants
- Trail access—hiking and biking
- Emergency services, after-hours procedures and contacts
- Confirm amenities—Are they as advertised
- Maps and brochures
- Details on planned day trips or hikes, and scout them if possible
- Photos
- Local contacts—direct phone numbers and get specific information on local procedures and recommendations for activities and points of interest
- Discuss group arrival and procedures. Paperwork needed upon arrival—vehicle and campsite tags. Determine procedures for paying additional fees such as additional vehicles.

## Finances and Budget

Once you have selected your outing and researched the details, prepare a budget to be submitted to your chapter Core Group for approval. Having a financially successful outing is second only to having a fun outing, since chapters may depend on outing income to meet their financial obligations. In most chapters, sufficient funds cannot be generated from membership dues alone. In determining the price of an outing, a trip leader must walk a tightrope between **the need to generate income and the obligation to provide a low-cost outing to members**. Each chapter may have additional guidelines for pricing outings. The items discussed in this section should be considered as flexible guidelines in pricing an outing.

**Authority:** GO BYLAWS - ACTIVITY FEES (Appendix B): *Each Chapter shall determine the appropriate fees for events for members and nonmembers. GO membership shall entitle the member to participate in all of the activities of GO in another Chapter at the member's fee rate charged.*

The budget is the primary document to identify the income and expenses for a proposed trip. Once the trip budget is approved, the trip leader is authorized to spend funds identified in the budget, or otherwise approved by the Core Group to set up the trip. In some cases the VPO may be authorized to make campground reservations before a budget is presented. This allows flexibility for the VPO to obtain reservations with time restrictions or other factors that necessitate immediate action to obtain the reservations. Check your local chapter policies for details. Check Google Sheets for [budget template](#)<sup>13</sup> that can be shared with others.

### Expenses

**Reimbursable expenses** - Any reasonable outing-related expenses a trip leader pays for out of pocket and are eligible for full reimbursement. Reasonable expenses include such things as mileage for scouting, campground reservation fees and camp expenses identified in the budget.

**Special expenses** - Costs passed on to the campers which would not normally be included under either the basic outing fee or the campground fee. These should be itemized in a separate category on the registration form so campers know what they are paying for. An example of a special expense would be a chapter-catered dinner, special tour, group dinners, or extra camp night. These may be optional for attendees to add during registration.

**Extra parking fees** - If you are placing more than one camping unit on a site, there may be extra vehicle fees. This will be identified when you are making reservations. To equitably distribute this cost, estimate the number of cars and include the parking fees in the trip fee. If extra vehicle fees are to be paid upon arrival or some other way, be sure to include the details in trip notes.

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<sup>13</sup> <https://greatoutdoors.wildapricot.org/go-admin>

**Providing a meal** - Preparing and serving breakfast or dinner is an option. This involves additional resources and expertise and you may want to find someone with experience to volunteer.

**Organizing a group meal** - You may consider having a group meal at a nearby restaurant. If you have arranged for a group rate you might consider having members pay at the time of registration. This will give you an accurate count to inform the restaurant. You may also indicate that attendees will pay for their meal at the restaurant.

**Trip leader fees** - Chapters may have a policy that trip leaders do not pay for the trip, or pay a discounted rate, in consideration of their time and effort. This is an incentive to encourage trip leadership and a token of appreciation for the time and effort involved in leading a trip. This should be identified in the budget, with any additional details included in footnotes.

## Examples of expenses:

- Campsites
- Reservation fees
- Security deposit
- AffiniPay fees
  - Excel formula  $[(C3*0.029+0.3)*B3]$  C3 is trip fee, B3 is quantity
- Scouting mileage
- Extra vehicles fees
- Pet fee
- Decorations
- Food/beverages
- Potluck items: plates, etc.
- Raffle/bingo prizes
- Firewood/propane
- Group event/tour/ dinner
- Refunds
- Trip leader site—include if provided at no cost to trip leader

## Registration Fees

Define your income goal. Do you want to break even, earn a small profit, or create additional income for the chapter? Your chapter Core Group will guide you. GO Trips do not have to always make money. They can be subsidized or free if authorized by the Core Group.

Estimate your expected attendance. Review past outings for attendance numbers. A good starting point is to estimate a conservative number of attendees and calculate an expected net margin that is close to break even. You can enter different attendance numbers to see a range of net returns up to a maximum for full attendance. A general guideline is to estimate your expected attendance and reduce that number by a percentage in case your actual attendance is less than expected. Additional discussion and examples are below.

Use the daily per-person rate calculations to help you evaluate the reasonableness of the fee and compare it to “market rate” prices. Does the fee represent a reasonable price for the value received? Remember you may be providing additional services and goods in addition to the basic camp fee.

Two categories of rates may be considered depending on the complexity of your trip:

**Single Rate:** One rate for all attendees. Calculating the per-person campground fee involves projecting what attendance you can reasonably expect at the outing and then dividing that by half. Divide the total expenses by one half of your expected attendance to determine the per person fee. This gives your chapter a financial cushion in case of unexpected poor turnout for whatever reason. For example, if last year's outing attendance at the site was 20 persons, then assume a worst case of 10 people and divide this into your total expenses. If total expense is \$400, then the per-person campground fee would be \$40.00.

**Variable Rate:** Different rates based on camping units/categories. You may set variable rates depending on the camp unit and amenities available. RVs may be charged more due to size and site cost. You can charge a single rate or split it into driver and passenger rates. Same way with tents, single tent rate and additional person in a tent. RVs and tents may share sites which should be considered when calculating the fee rates. **Other categories** to consider that will have a variable rate: Day use only (this may be either member or nonmember), Reserved your own site, or Cabin. Registration is usually restricted to members only for overnight events.

Registration categories for WA may include:

- I'm going
- Member (if everyone is paying the same fee)
- Tent
- Tent first person
- Tent second person
- RV driver
- RV second person
- Reserved own site—campsite, cabin, motel, other accommodation
- Day use only
- Non-member
- Guest
- Trip Leader
- I'm interested, contact me (useful to screen participants for a trip)
- I'm interested, keep me posted (may use for trip in planning stage)



## Reservations

**Authorization** - Core Group approval is required to expend funds for reservations. Some chapters may have a policy authorizing the VPO to expedite reservations in advance of formal submission of a budget.

Know the **booking window** of your campground, along with cancellation and refund policies. How far in advance can you make the reservation? Many group sites can be booked one year in advance while individual sites are six months. Some private camps may allow two years in advance.

Be prepared with **alternate dates and sites** in case your first choice is already booked. Many reservation systems (CA and federal parks) allow a person to book a maximum of two sites.

You will need to contact other trip leaders and members to help you book multiple sites. You should assign each person specific sites to book, including alternative sites.

Everyone should be logged on and signed in to the reservation account and ready to reserve at 7 a.m. Pacific Time.

Some county and out-of-state parks allow one person to reserve multiple sites. Arizona and Utah State Parks allow multiple bookings by one person. All private facilities will allow multiple bookings and may offer special rates for groups.

### Tips for making reservations

If you're planning on camping in an extremely popular campground there are skills you can hone, information you can gather ahead of time, and activities you can plan to increase the likelihood that you successfully reserve the site you are hoping for. On-sale sites for popular locations, lotteries, and parks can be sold out within a few minutes.

**Prepare in advance** - If you don't have one already, create your login and password and test it long before the on-sale date. Research the facility and choose what you want, but be sure to have alternate dates and sites in mind. To lock your site (so no one else can reserve it but you) you will have to know how to select the arrival date, enter the number of nights you want to stay, and then click "book these dates."

**Assign other members** to help you reserve sites. Identify specific sites for them to reserve and alternative sites if primary sites are not available.

**Practice** - If you are new to the website, practice making reservations and get comfortable with the site.

Get acquainted with the '**Date Range Availability**' tab. It's the best "at a glance" view of what sites are available and when. Sites can be reserved up to 14 days and this view will show you all the dates a sites is reserved.

## Make Reservations

- Log in 15 minutes before the sale begins.
- Open the site in another browser—as a standby if needed.
- Select the campground and the site details pages.
- Check 'availability' tab to confirm your site(s) and date choices are still available.
- Have alternate site numbers ready if needed.
- Refresh your browser page as needed.
- Have your arrival and departure dates entered (double check for correct dates).
- Watch your computer clock and the instant the time changes to 7 a.m., select the site to reserve.
- Click on “Book These Dates” or “Reserve Now”
- Continue and answer all the questions, check 'accept terms', confirm and send to shopping cart.
- Before you check out, you can reserve another site to your shopping cart.
- Go to cart and make payment within the allotted time usually 15 minutes.

Once you click “Book These Dates” the site is locked in your cart for a period of time (usually 10 to 15 minutes) to give you time to reserve another site and complete your reservation. If you do not complete the transaction within the allotted time you'll lose the reservation.

If you are not able to get the sites you want, learn more about the area and find nearby/alternative campgrounds.

Your Plan B can consist of:

- Alternative dates
- Less popular campgrounds
- Off-season travel
- Midweek travel

## Reservation Links

Federal Facilities: [Recreation.gov](https://www.recreation.gov)

California: [Reserve California](https://www.reservecalifornia.com)

Arizona: [Arizona State Parks](https://www.arizona.gov/parks)

Utah: [Utah State Parks](https://www.utah.gov/parks)

**Reimbursement of funds** - The [check request form](#)<sup>14</sup> should be completed by the requestor for previously authorized expenses and include all receipts.

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<sup>14</sup> <https://greatoutdoors.wildapricot.org/go-admin>

# WRITING UP YOUR TRIP

## Trip Notes

Trip notes represent the capstone of all the planning work. The first paragraph is important. Think *clickbait*—something that **piques their interest and motivates one to continue reading**. It should decisively answer the question, “Why should I go on this outing?” If you bore your readers here by launching into a detailed history of the region to be visited, or with lists of camping gear to be brought, they are unlikely to read further, let alone go on the outing.

Concisely and vividly outline the **highlights of the trip**, then capsulize it in one concluding sentence. Once you have their attention, you need to answer important questions they are likely to have with the essential information of the outing.

It is a good idea to follow up your key selling paragraph with a description of the daily activities available in chronological order. You may list potential activities and include: hikes, tours, boating, kayaking, hot springs, group dinner, catered dinner, special attractions, etc.

The two most important objectives of trip notes is to **sell the outing** and to give prospective campers **enough information to decide** if this is an outing they would enjoy. You may have an outing **theme** for decor, food, events, etc.

Trip notes can be drafted in a Word document and then loaded into the WA system or created directly on the WA website.

Past trips are stored on WA and can be retrieved, duplicated, and edited. Past trip notes are also stored on Google Drive “[Library Uploads](#)”<sup>15</sup>

There are trip notes templates that will guide you through the different topics that need to be covered. Note some of the items in the templates may not be applicable to your trip and may be omitted.

You may consider additional options to include in your trip notes:

- Offering a meal, with the cost included in the registration fee, or an extra fee upon registering.
- Providing an entree and/or desserts for potluck with others bringing side dishes
- Providing charcoal fire on large grill for 'bring your own to grill' and a side dish
- A theme, i.e. Anniversary, Sound of Music, Retro, Disco, Holiday, etc.
- Offering an option for a group dinner somewhere nearby or group tour
- Include you own creative idea or activity

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<sup>15</sup> <https://drive.google.com/drive/folders/1iEevAS9KQE1iL6B3ipFSDkjC21qW9bsR>

Additional topics/details may include the following:

**Amenities for all** - Restrooms, showers, water, picnic tables, fire rings, store, Wi-Fi, cell service (specify carrier(s) if known)

**Amenities for RVs** - Specify what utilities, if any, are included. Water, sewer, dump station (nearby, in the park or at site), power (15/20/30/50 amp).

**What to bring** - Include the basics as well as any special items since first-time campers may attend your outing, and may not have a high degree of outdoors knowledge and experience. Always mention the Ten Essentials.

Examples: [the Ten Essentials](#)<sup>16</sup>, camp chair, camping/cooking gear, cash for showers, food, warm/cool weather clothing, sunscreen, swimsuit, potluck item, firewood (# of bundles).

Some campgrounds don't allow non-local firewood because of the possible danger of spreading pests/invasive species; note if firewood can be purchased locally.

**Consider going green!** - "Please bring your own plates, cups, mugs, eating utensils, napkins, paper towels, camp soap, etc. There are water spigots located in the camp or in the nearby restroom for washing dishes."

**Weather conditions** - Check NOAA [Climate Data Online](#)<sup>17</sup> for historical weather data for the date and include it in your description. You may provide a link to check for latest weather conditions. Weather update information/link may be included in the event reminder that will go out a few days prior to the event. Spot forecasts are available by clicking a spot on the map on the [NOAA website](#).<sup>18</sup>

**Directions** - Provide a Google maps link and maybe give specific directions as GPS navigation may not be accurate. Mileage and time may be helpful.

**Restrictions** - Include any relevant information such as firearms, open fires, alcohol.

**Registration and payment information** - If payment is not made immediately upon registration, advise that payment must be made by a certain date or they run the risk of being canceled for nonpayment. This allows others on the waitlist to get a chance to go. This is set up in the WA system registration.

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<sup>16</sup> <https://www.rei.com/learn/expert-advice/ten-essentials.html>

<sup>17</sup> <https://www.ncdc.noaa.gov/cdo-web/>

<sup>18</sup> <https://www.weather.gov/>

## **Extra Vehicle fees**

## **Overflow parking**

**Photos** - You may include a link to photos from past trips or current photos. GO has a "[Terms and Conditions](#)"<sup>19</sup> policy regarding photos, videos, etc. You may include a link to it in your WA event details if applicable.

**Images** - Include photo(s) that will highlight/promote the trip. You may also include images of campsites or other relevant features that may be helpful.

**Contact** - Email and/or phone #

**References:**

**Maps:**

**Books:**

**Websites:**

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<sup>19</sup> <https://greatoutdoors.wildapricot.org/admin/website/?pageId=18296>

## Cancellations & Refunds

All trip notes should have a stated **refund policy**. A liberal policy for refunds and cancellations should be followed. You want your club members to walk away satisfied even if they cannot attend this outing. If satisfied, they will return for future outings. In more elaborate outings, particularly if hotels and travel agencies are involved, your cancellation policy may be determined in part by that of the facilities you are using. To avoid misunderstandings, your cancellation policy should always be clearly stated in the trip notes, particularly if a forfeiture date is involved. If in doubt about refunds, consult your chapter VPO before writing trip notes.

Refund Policy - e.g., "Cancellation for a full refund must be received by mm/dd/yyyy. No refunds for this event unless we are able to resell your space. Cancellation—less a \$25 fee—will be issued if you notify the Trip Leader no later than mm/dd/yyyy.

If an outing must be canceled while in progress (e.g. very inclement weather, trip leader is unavailable and no substitute trip leader is available, campground closure) chapter officers should be consulted regarding refunds. Campgrounds generally will not refund your site fees if you cancel due to inclement weather; however if the campground is closed due to some emergency you may be refunded camp fees. The chapter may elect to give full refunds and sustain a loss, or a partial refund may be given after expenses including payment processing costs and fees are paid. Fortunately cancellations are a rare occurrence.

Action to take if an event accepting registrants must be canceled:

- Send email out via the WA system to all who registered ASAP.
- All outing participants should be notified as soon as the decision is made.
- Update the website event details page—show Canceled in the title.
- Process cancellations for each registered person in the WA system.
- Refund any outing fees according to policy.

## POSTING ON GO WEBSITE (WA)

### Registration setup

Your WA administrator or VPO will post the trip on the WA website. The trip notes will be in the “event details” and can be created there or copied from a document. The WA representative should provide you with a spreadsheet with all the registration information so you can manage your trip.

The following topics will be used to set up the trip:

1. Event details
2. Registration form
3. Registration types & settings
4. Emails: 1. Announcement 2. Confirmation 3. Reminder
5. Registrants & invitees
6. Waitlist & settings

1. **Event details:** These are your trip notes, details and images.

2. **Registration form:** Name and contact details, custom details and any specific fields.

3. **Registration type and setting:** type - price - limit - availability.

Generally all trips are for members only. You can include a “[join - click here](#)”<sup>20</sup> link for someone to become a member and then register for an event. Each person must complete a separate registration so they can acknowledge the electronic liability waiver.

- Member
- Tent
- Tent first person
- Tent second person
- RV driver
- RV second person
- Reserved own site - campsite, cabin, motel, other accommodation
- Day use only
- Non-member
- Guest
- Trip Leader

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<sup>20</sup> <https://greatoutdoors.wildapricot.org/join-any-chapter>

#### 4. Emails:

- Announcements - send to all chapters
- Reminder - may include: If you can't make this event, please notify leader you need to cancel. This allows others on the waitlist to get a chance to go
- Confirmation
- Registration pending

#### 5. Registrants and invitees

#### 6. Waitlist and settings

### Schedule 2nd announcement

All levels

LA-Annual Membership

LA-Core Group

Member At Large

OCLB-Annual Membership

OCLB-Core Group

OCLB-Lifetime

PS-Annual Membership

PS-Core Group

SBVC-Annual Membership

SBVC-Lifetime

Member groups...

Saved contact searches...

Saved member searches...

**Note:** this event's registrants are always excluded.



## PROMOTION

Timing of the promotion is important. Experience has shown that promotions started fewer than six weeks before an outing are often too late and those started more than four months beforehand (except for big special events) are often ignored.

Review the **calendar** to make sure all of your trips are listed correctly. Notify Webmaster or VPO if any updates are needed.

WA site administrator or VPO can enter “**Save These Dates**” and some basic information on the WA events website.

As soon as you have Trip Notes ready, the VPO or site administrator should load the link onto the calendar description block and enable the registration on WA and set up **email announcements**.

Publish an article in the **newsletter**.

Post on associated **social media sites**.

**Live promotions** might be considered, especially if the outing is more expensive, or other factors make an extra good turnout important to its success. These can be done informally at almost any gathering of potentially interested people or formally at general club meetings.

## CONDUCTING YOUR TRIP

### Pre-trip emails

Schedule an **event reminder** a few days prior to the event. You may include updates such as site assignments, check-in procedures, weather update, or any additional details.

You may also compose an email to all registrants from the WA site. This email feature will automatically include all registrants. You have the option to add or delete specific recipients of the email.

### Pre-trip preparation

Download event registration information and review the data fields for information that will help you manage the trip. This information may be used to make site assignments according to size and vehicle limits, extra parking needed and number of camp units per site.

Download event registrants' information, which will include emergency contact information and take it with you.

You may also create a list of registrant names and site numbers and make this available to the park host/ranger if applicable.

### Arriving at camp

**Check for current updates** about local conditions, regulations, and possible alerts. For example: environmental hazards, closures, restrictions, rock falls, fire, wildlife activity, high water/flooding.

**Weather** updates, check forecast for days of your trip.

**Have a backup plan.** Sometimes things happen out of your control to change your trip plans. Be it health issues, weather concerns, environmental hazards, or site conditions, do not push through with your original plans if they are no longer a safe course of action. You can always reschedule or plan an alternative activity.

**Check-in procedure.** Assist arriving campers with site assignments, parking, etc.

**Check in with campground representative,** if applicable.

- You may provide a list of participants, which may identify assigned sites.
- Make arrangements for any extra vehicle costs. You may provide a list and prepay it or maybe have the camp keep a list and pay later.
- Depending on your trip notes, you may have participants pay the extra costs upon arrival and you may or may not reimburse them.

**Check for any special programs or activities.**

### **Campfire safety**

- Properly locate, make, maintain, and extinguish campfires.

### **Set up camp area**

- Identify the group area for gathering around a campfire and potluck.
- Place banners, signs, flags accordingly.
- Set up tables - folding tables and/or bring in picnic tables from nearby sites.
- Check with VPO and other trip leaders who may have a coffeepot, whiteboard, banners, flags, signs, tables, propane fire pit, and trash containers.
- Solicit help setting up from members arriving early.
- Consider any extra lights that may be needed for potluck.
- Set up whiteboard or poster for updated information, which may include a copy of the trip notes and schedule.
- Assist arriving campers as needed. If it is a first-come, first choice site arrangement, then consider placement of RVs in relation to tents. Some sites may be designated as tent sites only.

### **Camp management**

- Announce the next day's activities so people can plan and organize. A good time for this is at the beginning of potluck or at campfire gathering.
- Post the activities on the whiteboard and update as needed.
- Inform the group if they need to prepare lunches, arrange carpool, bring extra water, or specific gear on day excursions.

### **Meet and greet tips**

- Provide name tags.
- Have members bring an appetizer to share.
- Provide water, sodas, hot water for tea, cocoa, food items. Members bring their own favorite beverage. (The club does not provide alcoholic beverages because of liability issues).

## **Potluck tips**

- Consider having a theme such as:
  - Fall Harvest
  - St. Patrick's Day
  - Cinco de Mayo, etc.
- The club provides the desserts and members bring all the other items — this provides more main dishes and sides.
- **Go Green:** have members bring their own dishes, napkins and utensils. Let them know there are places near the site to wash dishes.
- Consider providing a large charcoal grill for everyone to bring their own items to grill and a side dish to share. Some campgrounds have large grills.
- Include morning coffee/tea with continental breakfast items

## **Camp Etiquette**

### **Noise**

Be sure your enjoyment does not impact others. Quiet hours are posted in most campgrounds, typically for a period of time (such as 10 p.m. - 6 a.m.) While some people like to stay up late, others like to get up early. Be courteous to your neighbors and observe the quiet times.

### **Lights**

Enjoy the stars and the night sky above. Consider how your lights affect others who may be trying to sleep or enjoy the darkness a campground can provide. Keep lights shielded and pointing down. You may want to turn it off completely so you can enjoy the beautiful night sky.

### **Personal space**

It's considered rude to enter or pass through another occupied campsite without the occupant's permission. Likewise, you should not set up parts of your campsite that encroach on your neighbor's site.

### **Cleanliness**

Leave your campsite cleaner than you found it. It sets a good example for others and discourages animals and insects from looking for food. If you're in the frontcountry, throw your garbage away in the campsite trash bin each night and wash your dishes in designated areas. Return tables to designated sites if moved. Ensure that your campfire is extinguished. Double check to make sure it's out!

## AFTER YOUR TRIP

**Optional outing evaluation form:** These can be especially useful in getting feedback to evaluate the trip and make any modifications for future trips. They are especially valuable in the case of a new trip leader or new location. A good time to distribute is the evening of the last day and collect before the outing ends. Another option is to send out a follow-up email request to complete an electronic evaluation. WA offers a poll feature that can be utilized for trip evaluations.

Follow up on any particular matters discussed as needed. Contact early departures if there were any issues and anyone who had an injury, to see how they are doing.

Finalize expenses and income report.

Prepare an article for the newsletter and include photos, or find a volunteer to do this.

Assess the outcome of the trip and any "lessons learned." Whether this is your first trip or your 10th, it's always a good idea to review what went right and what went wrong. The information you share with other trip leaders and participants will help you create a more enjoyable experience for your next trip.

## PEOPLE PROBLEMS

The most important insight one can get into people problems is learning how to prevent people problems from occurring. The majority of challenges that occur are due to misunderstandings, lack of information, or apparent lack of direction. Many of these situations can be prevented using participant instruction. At the beginning of the outing give an *orientation talk* about the trip and upcoming activities. Explain the itinerary so there is no misunderstanding about the timing and occurrence of events. If activities have to be canceled, *inform the group* as soon as possible. Often problems will come up when the participants are left in the dark about when and where things will happen. Keep participants updated on activities.

Encourage people to attend The Outdoor Experience Program or other training. These courses will increase their knowledge of the outdoors and instill confidence. In addition, make a habit of passing on knowledge about the outdoors during day hikes or around the campsite.

Limit-setting and group goals can be used to prevent certain people problems. Keeping people busy doing activities will help keep idle minds from thinking up trouble.

Set the size of the group to a level suitable for the location, ability of the trip leader to cope, and the type of activity in which the group will engage. Often, in large car camps, the most common complaint heard is that people are cliquish and unfriendly. Make a point on large outings to have several people walk around and be friendly. Encourage group interaction and have icebreaker introductions.

### Prevention

- Participant instruction at camp and pre-trip information.
- Limit-setting and group goals - Knowing there are limits on their behavior helps the individuals in your care feel safe. It also helps them learn to make appropriate choices.
- GO Code of Conduct (see [GO Bylaws, Appendix A](#))

### Solving

- **Consult with other trip leaders and club officers** who may be present.
- Public rebuke and peer pressure.
- A companion or friend of the person may be able to help resolve the issue.
- The private “talk” - state the problem and what needs to change in order for the outing to continue. Identify the inappropriate behavior. Acknowledge and tend to his or her concerns. Explain that this behavior has an impact on the group, and the behavior needs to change. Bring participant back into group if compliance expected (give them a task).
- Weighing all the factors, the leader bases the final decision on safety considerations for all participants.

## Severe problems

- If the person's behavior is truly disruptive to the progress or safety of the outing and the person cannot be controlled, it might be necessary to dismiss the person from the outing. Weighing all the factors, *the leader bases the final decision on safety considerations for all participants*. If all attempts to resolve the participant's problem behavior fail, **the trip leader has the authority and responsibility to deny a person continued participation in the outing.**
- This might be difficult to do if the person refuses to leave or cannot (e.g. DUI). If it is a safety issue, you might have to contact the local authorities.
- Dismissing the participant should follow the sign-out protocol, documented and witnessed.
- Follow up - Communicate with other chapter leaders and the board of directors to make them aware of the incident.

# SAFETY

## Emergency Planning

Prepare for the unexpected

Information to note:

- Nearest facilities for emergency aid.
- Hospital locations and directions.
- Ranger stations and when they are staffed.
- Phones. Note locations of pay phones or landlines, cell phone coverage.
- Search and rescue — contact information.
- Emergency resources and contingency/evacuation plans.
- Emergency contact information for participants (Roster from WA).



## Active Shooter (Killer) Response<sup>21</sup>

**PLAN** - Look for the two nearest exits anywhere you go, and have an escape path in mind and identify places you could hide.

**RUN** - Getting away from the shooter or shooters is the top priority.

- Leave your belongings behind and get away.
- Help others escape, if possible, but evacuate regardless of whether others agree to follow.
- Warn and prevent individuals from entering an area where the active shooter may be.
- Call 911 when you are safe, and describe shooter, location, and weapons.

**HIDE** - Cover/concealment

- Get out of the shooter's view and stay very quiet.
- Silence all electronic devices and make sure they won't vibrate.
- Lock and block doors, close blinds, and turn off lights.
- Don't hide in groups - spread out along walls or hide separately to make it more difficult for the shooter.
- Try to communicate with police silently. Use text message or social media to tag your location, or put a sign in a window.
- Stay in place until law enforcement gives you the all clear.
- Your hiding place should be out of the shooter's view and provide protection if shots are fired in your direction.

**FIGHT** - as a last resort

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<sup>21</sup> [https://www.dhs.gov/xlibrary/assets/active\\_shooter\\_booklet.pdf](https://www.dhs.gov/xlibrary/assets/active_shooter_booklet.pdf)

<https://www.ready.gov/active-shooter>

**Situational awareness** is the perception of environmental elements and events with respect to time or space, the comprehension of their meaning, and the projection of their future status.

<b>WHITE</b>	Unprepared & unready to take action.
<b>YELLOW</b>	Prepared, alert & relaxed. Good situational awareness.
<b>ORANGE</b>	Alert to probable danger. Ready to take action.
<b>RED</b>	Action mode. Focused on the emergency at hand
<b>BLACK</b>	Panic. Breakdown of physical & mental performance.

## TRIP LEADER SUMMARY

A trip leader is not just someone who knows the way, but someone who applies safety, best practices, fun, local knowledge and the ability to work with his or her group to make a successful hike. Keep in mind the goals and enjoy the adventure.

- Meet new people
- Explore new places and activities with others
- Hone your leadership skills
- Share a favorite adventure with others
- Give back to the club
- Have fun!!!
- Remember a good leader:
  - Accepts responsibility
  - Knows appropriate outdoor skills and practices
  - Organizes and delegates
  - Is an enthusiastic, energetic self-starter with follow-through
  - Remains poised and confident under pressure
  - Possesses a sense of humor and is congenial and considerate
  - Can be tactful and understanding, yet firm and diligent
  - Has patience with the inexperienced
  - Is an effective communicator, good listener, and encourages others
  - Willingly imparts knowledge and skills to others
  - Recognizes her/his own limitations, capabilities and shortcomings
  - Identifies potential leaders

## CREDITS

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## LINKS / SUGGESTED READING

Training documents and resources:

<https://greatoutdoors.wildapricot.org/resource/training>

Suggested Reading:

1. *Wilderness Navigation: Finding Your Way Using Map, Compass, Altimeter, & GPS*, Bob Burns, Mike Burns
2. *The National Outdoor Leadership School's Wilderness Guide*, Mark Harvey
3. *Wilderness First Aid Manual*, William Forgey

# Liability - Legal Considerations

Volunteers are protected from individual liability by Federal and state statutes as long as they are not 'grossly negligent'. Duty of care to follow the standard of practice. In tort law, a duty of care is a legal obligation which is imposed on an individual requiring adherence to a standard of reasonable care while performing any acts that could foreseeably harm others.<sup>22</sup>

**Good Samaritan Laws**<sup>23</sup> provide a deterrent against litigation, the purpose of which is to encourage people to help out voluntarily in emergencies. Although these laws do not prevent suits from being filed, they generally make it more difficult for the plaintiff to win because in theory they absolve from liability anyone covered by the statute who gives care gratuitously, *in good faith, and in accordance with his or her training and expertise in a bona fide emergency, except in the case of gross or willful negligence.*

**California Health and Safety Code** 1799.102 adds that no person who in good faith and not for compensation renders emergency care at the scene of an emergency shall be liable for any civil damages resulting from any act or omission.

**Federal Volunteer Protection Act** (1997) *protects volunteer members of non-profit organizations who are acting within the scope of their responsibilities.* Unlike the California Good Samaritan laws, the Federal statute is not limited to medical situations. It protects a wide range of volunteer activities such as coaching Little League, being a Girl Scout leader and leading a wilderness hike for the Sierra Club. The full text of this section can be found at: [Volunteer Protection Act](#)<sup>24</sup>.

**GO does not organize carpools.** Liability risks mean leaders CANNOT assign or require carpools. Leaders may encourage carpooling if offered by drivers. Let everyone make their own rideshare arrangements. Leaders must limit their involvement to making participants aware of who needs and who is offering a ride. (This precaution limits exposure to liability as a result of carpooling activity).

## How to Limit Liability

- Complete leader training.
- Communicate any hazards in writing to participants before the trip.
- Ensure participants have signed the waiver.
- Ensure that your participants are prepared and capable [Screening].
- Review the hazards in a safety briefing before you set out, and along the way.
- Bring your participants home safely.

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<sup>22</sup> [https://en.wikipedia.org/wiki/Duty\\_of\\_care](https://en.wikipedia.org/wiki/Duty_of_care)

<sup>23</sup> [https://en.wikipedia.org/wiki/Good\\_Samaritan\\_law](https://en.wikipedia.org/wiki/Good_Samaritan_law)

<sup>24</sup> [https://en.wikipedia.org/wiki/Volunteer\\_Protection\\_Act](https://en.wikipedia.org/wiki/Volunteer_Protection_Act)

## APPENDIX A

### Examples of opening paragraph for trip notes:

- More than two months after Labor Day, when balmy days are just a fading memory for most, we will be giving summer's last hurrah, California-style, in the lower recesses of the Colorado desert where sun and fun are the order of the day even in deep November. And just in case the afternoon sun doesn't cause you to wipe your brow, there are always the 98-degree pleasures of nearby Agua Caliente Springs for relaxation after a hike through the tawny hills and eroded badlands of the region. Then watch the sun turn the landscape rose and magenta as the sky darkens only to be sprinkled with powdered sugar of a million stars and rediscover the true joys of living in California.
- Discover our hidden desert paradise! Begin the New Year with natural hot springs located in a relaxed desert environment.
- Skywatching on a dark winter night high on a mountain ridge overlooking the Coachella Valley and surrounding mountains is an experience you do not want to miss!
- When the sun goes down, the desert wakes up—experience the desert dark sky with cool fall air, and the sound of coyotes and nighthawks in the solitude of the desert. Enjoy hiking and exploring the desert or just relax and enjoy the surrounding area.
- Experience the majestic desert sunrises and sunsets among the giant boulders of Joshua Tree Park. This place is the stuff of camping dreams...starry nights, huge scale rocks, great hikes, beautiful sites and beautiful views. Explore nearby trails that traverse the boulders and visit some historical sites hidden by time and desert climate. We have reserved the most popular and best sites located among the largest boulders and includes the 'cove' sites. Walk up the boulders for best views overlooking the surrounding desert!
- Few places in the world capture your spirits and spark your imagination like...
- Let yourself wander in this enchanted place where you will discover many hidden secrets...
- Where time stops and you savor each moment; and let yourself wander.
- Discover hidden places that lead to one-of-a-kind experiences where you get a taste of \_\_\_\_\_'s local charm that invites you to stay a little longer.
- Come take a journey to \_\_\_\_\_ and discover pure inspiration and a taste of \_\_\_\_\_'s local charm.

## APPENDIX B

### Examples of Trip Notes

Example 1. (There are additional templates on WA.)

#### Salton Sea State Recreation Area

Our destination is one of the most enigmatic places in the Southwest. It is a unique place with many hidden treasures and secrets that are not well known. It has been forgotten as a busy tourist attraction of bygone years. ....

**Registration** for this event is restricted to Great Outdoors Members only. Prices are based upon you being a paid member in one of our 5 Chapters. To join and purchase a GOPS membership: [click here](#). Each person going must complete a separate registration.

If you are not currently a member of one of our 5 Chapters, you'll need to register with the Chapter of your choice first and then register on this website for this trip.

**Payments** - We process our online credit card payments via a company called AffiniPay. We prefer you pay for this event online with a credit card instead of sending in a check which delays the registration process and may become lost in the mail.

##### Schedule of Events

Friday, Mar 17

Noon - Check-in at xxx Campground

4:00 pm - Sunset hike nearby location\*

6:00 pm - Fireside Meet and Greet (GO will provide appetizers, but bring a snack to share if desired). Bring your favorite beverage.

- Dinner on your own

7:00 pm - Group campfire activities- may include PowerPoint or movie about the area

Saturday, Mar 18

9:30 am - Kayaking along the shore\*\* Option to include additional fee for rental

2:00 pm - Hike slot canyon Mecca Hills Wilderness or other hike posted on camp board\*

6:00 pm - Potluck (bring a dish to share)

7:00 pm - Group Campfire

Sunday, Mar 19

9:30 am - Hike\*

11:00 am - Check-out time

\* Check campground whiteboard for updates and hike/outing details.

**Amenities:** Restrooms have electricity, flush toilets, running water and hot showers that take quarters, picnic tables, fire rings, water and paved parking stalls. There is a dump station and water near the campground. There is a small store on 111 with limited supplies. Limited electric hookup may be available.

**What to Bring:** Ten Essentials, camping/cooking gear, food, warm/cool weather clothing, shorts for kayaking, potluck item for Saturday night, two bundles of firewood - no particle board, old furniture, plywood or construction materials. These cause the release of toxic gases when burned. Firewood for sale at the campground.

**Directions:** I-10 east to Indio, take 86S exit then turn left at Avenue 66, then right onto Highway 111. Go south about 13 miles to the Mecca Beach campground. For a Google Map of our location - [click here](#).

**Climate:** Oct.-May: 50°F to 70°F.

**Refunds:** Cancellation for a refund (minus a service fee of \$5.00<sup>25</sup>) must be received by (insert date).

or Cancellation for a refund must be received by (insert date).

or No refunds after (insert date) unless there is a waitlist and your spot filled.

**Payments:** We process our online credit card payments via a company called AffiniPay. We prefer you pay for this event online with a credit card instead of sending in a check which delays the registration process and may become lost in the mail.

**Contact:** Trip Leader: Name email and phone (phone contact is optional)

**Photos:** To see some photos from prior trips to XYZ location - [click here](#).

**Children:** There may be children present.

**Pets:** Dogs are allowed. Must be kept on a 6' leash. Please pick up after your pet and dispose of waste properly. Please be aware there are snakes and scorpions at this location.

**Health problems/allergies:** *It is the responsibility of participants to carry on their person a record of significant allergies, medications and medical history in the event of a medical emergency. Discuss any medical concerns with the leader if you wish.*

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<sup>25</sup> Optional fee to cover Affini pay fees

Example 2:

## Rock Creek Canyon (near Mammoth)

August brings cooler weather and fall colors (hopefully) to the eastern Sierra Nevada Mountains. The aspen trees start to burst out in gold and red, framed by a backdrop of evergreens and rugged granite peaks. Our stream-side campsites, located on Lower Rock Creek in East Fork Campground, at 9000 feet, are in a beautiful wooded section of the canyon. Anglers, hikers and photographers enjoy this scenic location in the eastern Sierra Nevada Mountains of California. Join Great Outdoors as we explore and hike this magnificent valley and its many lakes carved by ancient glaciers. There are numerous hiking options, or you can spend the day relaxing in the campground.

Mammoth Lakes is nearby (about an hour), where you can visit the Devils Postpile, Rainbow Falls, Reds Meadow Valley, or spend the day exploring the village. If you're feeling daring, rent a mountain bike and ride down the ski runs, or take a gondola up to the top of Mammoth Mountain for the spectacular view. This would be a good Friday activity.

You may arrive any time after 2pm on Thursday. You may need to acclimate to the high altitude, Take it easy! Drink lots of water! On the way up Highway 395, you might want to stop in Bishop for last minute groceries and gas, and visit Schat's Bakery to choose from a wide variety of yummy pastries, cakes, cookies, or signature breads.

### Burgers 'n Brews

Arrive in time on Thursday evening and chow down on burgers, sides, and desserts provided by Great Outdoors, and dress 'em up the way you want with pineapple, bacon, cheese, Ortega chilis, veggies, or all of the above. Feel free to bring your favorite brew to enjoy and share with friends. (but not too much.. lots of alcohol should be avoided as you acclimate to high altitude).

**Potluck:** Bust out your culinary skills for the traditional potluck on Saturday evening. Please plan on a main or side dish (Great Outdoors will be providing desserts.) All other meals are on your own.

**Agenda:** We generally are pretty freeform without a set schedule.

We plan to hike (probably Saturday) from Mosquito Flats starting at 9500' (the highest vehicle accessible trailhead in the Sierra Nevada's), and only gains about 500 feet over approx. 4 miles, during which you see numerous high country views and lakes.

**Getting there:** Campground is East Fork Campground, off of 395 at Tom's Place.

GPS 37.492709, -118.719388, [Click here for a Google Map](#). Once you leave Bishop, it's about 21 miles further up 395, and you'll turn left at Tom's Place onto Rock Creek Road. Go another 6 miles up the canyon, and the campground will be on your left.

**Cancellations:** A full refund will be given if cancellation notice is sent to trip leaders by July 25th, 2019. Afterwards, a half refund will be given until August 3rd. No refunds after August 4<sup>th</sup>



## CODE OF CONDUCT

By my membership in GREAT OUTDOORS, I accept the principles that the human person is a part of the whole of nature, and along with all of nature should be respected and appreciated; and that the environment too must be respected and appreciated in its worth and beauty, and be protected for this generation and for many to come.

I accept the concept of leadership by the few, appointed and elected, as a valid concept by which GREAT OUTDOORS should be governed and administered. I agree to respect and abide by the Bylaws, rules and regulations prescribed by such duly appointed or elected officers when instituted for the good of the whole, and pledge my cooperation and support of such officers in the performance of their office and responsibilities.

If elected or appointed, I endorse a level of moral conduct which best presents a positive image of GREAT OUTDOORS, restraining from conduct of a nature which would affect my ability as a leader to show good judgment in my office responsibility, or adversely affect the overall good morals of a group assembled, or cause an open disregard for the advice and direction of any duly appointed or elected officer.

I agree to respect the rules and regulations of any private person or public agency, whose facilities or property GREAT OUTDOORS might utilize in the course of any scheduled activity, similarly the rights of others to enjoy and participate in outdoor activities without being subjected to disturbing, distracting or offensive actions by any member of this organization which would result in an adverse opinion toward GREAT OUTDOORS discrediting the organization and its members in the eyes of the general public or any public agency, and to refrain from any abusive or offensive language toward any other individual, whether or not a member.

I endorse a level of safe and moral conduct which promotes restraint from the use of illegal drugs, the excessive use of alcoholic beverages or the performance of sexual activities in public, or other conduct that is excessive or distasteful.

I endorse a level of moral conduct which places responsibility on all appointed or elected officers to conduct themselves honorably, honestly and in a manner above reproach in the business of GREAT OUTDOORS, deserving of the trust of the membership in this organization with full understanding that violations of which could and will bring legal action by appropriate municipal, state, or federal law enforcement agencies.

In conclusion, I agree to advise any guests of the contents of the Code of Conduct, encouraging their compliance with and cooperation in maintaining an acceptable behavior in the outdoors.

## TRIP LEADER REVIEW QUESTIONS

1. Defining your trip financial goal may include:
  - a. break even
  - b. a small profit
  - c. generate additional income for the chapter
  - d. a free event as a benefit to members
  - e. all of the above
  
2. When travel time to the location of a regular weekend campout is 10 hours, it is:
  - a. acceptable to owners of fuel efficient vehicles
  - b. probably too far away
  - c. advisable to carpool
  - d. likely to be scenically interesting
  
3. What is the usual booking window for Ca and Federal individual sites?
  - a. one year
  - b. four months
  - c. six months
  - d. first of each month
  - e. none of the above
  
4. One helpful tactic when reserving a campsite via Recreation.gov is:
  - a. know the booking window
  - a. offer to pay cash for the campsite
  - b. talk to the ranger in person
  - c. book the campground for an extra day
  - d. none of the above
  
5. Which of the following is not included in a scouting trip:
  - a. campsite amenities
  - b. size and layout of campsites
  - c. required permits and fees
  - d. overflow parking
  - e. TV reception
  
6. The **second** most important characteristic of a well-planned outing is:
  - a. it is fun
  - b. it is financially successful
  - c. it is well attended
  - d. it is inexpensive
  - e. it is exciting

7. With an expected attendance of 20 and campground expenses of \$300, you should set the campground fee at:
- \$10.00
  - \$30.00
  - \$40.00
  - half the basic outing fee
  - none of the above
8. If an outing is canceled prior to the starting date you should give refunds:
- to people who call you
  - only if approved by chapter officers
  - after outing expenses are paid
  - only if the outing isn't rescheduled
  - to all registered campers
9. Which of the following would probably **not** be considered a reimbursable outing expense?
- mileage logged on a scouting trip
  - refreshments to be served at an afternoon tea
  - reservation fees
  - dinner after scouting a day hike
10. The purpose of writing trip notes is to answer the question:
- what should I bring?
  - how much does it cost?
  - what amenities are available?
  - why should I go?
  - all of the above
11. The primary purpose of the first paragraph of the trip notes is:
- to calm fears of new campers
  - to help people find the campground
  - to list outing activities
  - to provide historical background of the region
  - to create interest and sell the outing to people
12. When writing directions to the campsite, you should keep in mind that campers might be driving:
- fast
  - under the influence
  - alone
  - at night with a GPS that is not accurate
  - all of the above

13. A reason for conducting a “private talk” with a problem participant might be:
- to keep the person’s friends from hearing
  - to avoid a public spectacle
  - to break up group factions
  - to keep a loud, complaining person from disturbing others
  - all of the above
14. You may “dismiss” a person from an outing for all except:
- display of firearms
  - excessive use of alcohol or drugs
  - causing problems where safety is an issue
  - a disagreement with the camp leader
  - failure to stop insulting harassing the other gender
15. One of the best ways to avoid having “problem campers” is:
- laying down the law to the group at the start of the trip
  - have orientation talks at camp and chapter meetings on camp behavior
  - not allowing certain people to sign up for a trip
  - force all campers to do an activity
16. A group campfire should be:
- managed by designated person
  - a place for group announcements
  - extinguished if unattended
  - a place to meet new friends
  - all of the above
17. Potential hazards should be mentioned in trip notes only if:
- new campers are expected
  - a waiver of liability is included
  - someone died on your last outing
  - the outings officer requests it
  - the hazards are unusual and significant
18. What does “View by Availability” show on Recreation.gov?
- the dates sites are reserved
  - the date sites are available
  - sites not yet released
  - site numbers and location on map
  - all of the above
19. When is the best time to make announcements at camp?
- evening campfires/potluck
  - when someone asks
  - on the evening of the last day
  - no announcements needed if in trip notes
  - when there is a problem

20. If you are unable to reserve your campground, what are alternatives:
- a. select an alternative date
  - b. select a less popular campground
  - c. consider a midweek selection
  - d. all of the above
21. Timing of outing promotion is important because
- a. if promotion is delayed, people will make other plans
  - b. promotion too early is often ignored
  - c. publication deadlines are often one month prior to publication
  - d. all of the above
22. Great Outdoors' first camping trip in 1978 was:
- a. Big Sur
  - b. Grand Canyon
  - c. Griffith Park
  - d. none of the above
23. If new campers are present at a warm-up meeting, a leader should:
- a. ask them for a date
  - b. encourage them to car-pool
  - c. conduct an informal new camper orientation
  - d. provide them with the Ten Essentials list
24. Event reminder email should go out a few days prior to the trip may include:
- a. site assignment
  - b. check in procedure
  - c. weather update
  - d. additional new details
  - e. all of the above