



Trip Name \_\_\_\_\_

**Outing Overview**

*Please describe your adventure briefly to publicize the outing: an introduction (marketing message), date, time, place, distance, information about the area, and the experience.*

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**Trip Planning**

*Not all information in the "Trip Planning" will be appropriate for your outing. Please write N/A where necessary.*

Location/Directions:	
Trip Date:	
Meet-up Location:	
Meet-up Time:	
Approximate End Time:	
Fees/Cost Associated:	
Distance Covered:	

Elevation Gain:	
Campsite:	
Water Source:	
Difficulty/Rating (1 low-5 very):	
Permits or Reservations Required?	
Basic Trip Description:	
Minimum # of Participants:	
Maximum # of Participants:	
Leader(s):	
Other:	

### **Risk Management**

*Please consider weather conditions, difficulty of the terrain (especially when wet or in weather), route-finding, gear, etc. when planning your trip and assessing risk. Below are the essentials every volunteer guide should carry - you may want to add i.e. portable water purification and water bottles, ice axe for snow travel, microspikes or life jackets and other items depending on the type of adventure.*

Leader/Group Safety Gear:	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Navigation:</b> topo map and assorted maps in waterproof bag/container</li> <li><input type="checkbox"/> <b>Sun protection.</b> Sunglasses, sunscreen, hat, and clothing</li> <li><input type="checkbox"/> <b>Insulation:</b> Jacket, hat, gloves, rain shell and thermal under layers</li> <li><input type="checkbox"/> <b>First aid supplies</b></li> <li><input type="checkbox"/> <b>Illumination:</b> Headlamp, extra batteries plus additional light source</li> <li><input type="checkbox"/> <b>Emergency Shelter:</b> Tarp, bivouac sack, space blanket, insulated sleeping pad</li> <li><input type="checkbox"/> <b>Fire:</b> Butane lighter, matches in a waterproof container</li> <li><input type="checkbox"/> <b>Repair kit and tools:</b> Knife, multi-tool, scissors, trowel, duct tape, cable ties</li> <li><input type="checkbox"/> <b>Hydration:</b> Extra liters for emergency plus water treatment/purification tablets</li> <li><input type="checkbox"/> <b>Nutrition:</b> Extra food and hydration tablets</li> </ul>
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	<input type="checkbox"/> <b>Emergency Contact information:</b> List of participants, medications, health information, and emergency contact information <input type="checkbox"/> <b>Signaling devices:</b> mobile phone and extra battery pack or solar charger, whistle, signal mirror or flare
Bail-Out/Contingency Plan:	
Plan B:	
Nearest Hospital:	

**Reminder Email Information for Registered Participants**

*Please craft text for a reminder email (sent out 6 days prior to the adventure). Link or attach a packing list (day hike, camping/backpacking, etc.). Please consider/include any additional items needed, the meeting spot address and directions or landmarks, guide(s) cell phone number(s) and carpooling info (Gillian will add).*

Message:	<p>Thank you for registering for _____.</p> <p>We are looking forward to seeing you on _____.</p> <p>We will meet at _____.</p> <p>We've included a list of what equipment, necessities and niceties to bring.</p> <p>Your Leader is _____. Please reach out if you have questions, need any additional information, you need to cancel OR you are running late. Cell reception may not be great, so please keep that in mind. Thank you.</p> <p><u>What to wear/bring:</u></p> <p><u>Directions:</u></p> <p><u>Transportation:</u></p>
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Packing List:	<input type="checkbox"/> Snacks <input type="checkbox"/> Water & beverages <input type="checkbox"/> Headlamp and extra batteries <input type="checkbox"/> Personal and emergency medications in a labeled bag (Advil, Tylenol, EpiPen, Inhaler, etc.)
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**Maps & Trail/Area Information**

*Please include links and/or attachments to maps, trail information, history, etc. here.*

Trail Map:	
Area Information:	
Other:	

**Post-Adventure**

*Please share your best photos on Instagram or Facebook with Teens to Trails otherwise text to \_\_\_\_\_ or email \_\_\_\_\_ and include the name of the adventure in the subject of the email or the body of the text.*

Facebook/Instagram Post/Message:	On (Day and Date) (Number of participants) of the _____ outing club (brief description of adventure).
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