

## **TRIP COORDINATOR RESPONSIBILITIES**

- Select a trip (suggestions are available if you want them – call the Co-Chair for the type of outing you are coordinating (Co-Chairs are listed in the ADK newsletter)).
- Prepare a write-up for the newsletter, including who to contact. Look at an old newsletter for examples. Send or call in the write-up to the Co-Chair for the type of outing you are coordinating. The newsletter deadline is the first of the month prior to the newsletter. For example, an outing description to appear in the June newsletter must be submitted before May 1.
- Take phone calls about the trip. Be prepared to:
  - Give locations and times of meeting places.
  - Describe the approximate length and terrain of the outing.
  - Give the approximate time you expect to return from the trip.
  - Suggest equipment such as:
    - ♦ Hiking: usually hiking boots, dress for the weather, rain gear, lunch, and water.
    - ♦ Paddling: PFD, dress for the weather and water conditions, lunch, and water.
    - ♦ Biking: a bicycle in good working order, helmet (required), dress for the weather, water, lunch or snack, lock.
    - ♦ X-Country Skiing: Dress for the weather, water, lunch or snack.
    - ♦ Refer callers to the [adk-nfc.org](http://adk-nfc.org) website for a more complete list.
- Give driving directions to the meeting place. If the meeting place is not the outing starting location, prepare driving directions to hand out to participants at the meeting place.
- Unless you are quite familiar with the planned outing it is strongly recommended that you check it out ahead of time so there won't be any unpleasant surprises the day of the outing. (high or swift water, highway construction, bridge closed).
- **Have all participants, including yourself, sign the release form.**
- Make sure everyone gets to the starting location.
- Where appropriate, a route map should be provided to each participant.

– Keep track of everyone on the outing. If it is a large group, ask someone to be the sweep.

– Have a cell phone with you on the outing. If there is a sweep, the sweep should also have a phone

– Make sure everyone knows the return trip home from the outing.

### **AFTER THE TRIP:**

– Write a brief trip report for the newsletter or ask someone else to write it (optional) and send it to the Co-Chair for the type of outing you are coordinating.

– Return the release forms to the Co-Chair for the type of outing you are coordinating.

### **First Aid Kit suggestions for a local outings:**

- Elastic Ace bandage
- Aspirin
- Moleskin
- Gauze
- Gauze pads
- Scissors
- Band-Aids
- Sanitary napkins
- Sunscreen
- Safety pins
- Tweezers
- Duct Tape
- First Aid Crème

**If someone is injured on the outing, even if it seems minor, please notify the Co-Chair of the type of outing you are coordinating and we can record it in an accident report.**