

GreenMAP Pre-trip meeting Outline

- I. Before the Meeting
 - A. Make sure all materials are in the Trip Folder. Trip Folders should include:
 - 1. RAD Plan (*supplied by trip leaders*)
 - 2. 1 Pre-trip Meeting Outline
 - 3. 1 Group Equipment Request form
 - 4. 1 Group Equipment Checkout form
 - 5. Assumption Risk and Liability Waivers for all participants
 - 6. Trip Evaluation Forms
 - 7. Leader Peer Evaluation Forms
 - 8. GreenMAP Emergency Protocol
 - B. Gather any maps or visual aids for the meeting
- II. Introductions - *Adds credibility to leaders and builds stage for evaluation*
 - A. Leaders
 - 1. Experience in the activity
 - 2. Any qualifications or certifications
 - B. Participants
 - 1. Goals
 - 2. Expectations – *very important to remember*
 - 3. Motivations – *why they are here*
 - 4. *Participants objectives must be kept in relative agreement with each other, and leader evaluation of these objectives and attitudes must be ongoing*
- III. Overview of the Activity
 - A. Purpose of the meeting
 - B. What will be covered
 - C. Approximately how long it will take
 - D. Why participate in the activity? What it is like? – *personal feeling and motivation is great to build enthusiasm*
 - E. What can be expected?
 - F. Difficulties associated with the activity
 - G. Misconceptions regarding the activity
- IV. Roles and Responsibilities
 - A. Leaders
 - 1. Are volunteers
 - 2. Facilitate a positive experience.
 - 3. Lead group meetings and discussions - provide suggestions, summarize options.
 - 4. Makes decisions for the group in emergencies, safety situations, and in areas where they clearly have more experience.

B. Participant Roles/ Full Value Contract – *Leader’s expectations of participants*

1. **BE PRESENT** - Be present mentally, physically, and emotionally throughout the trip. Be on time. Honor the commitment of others by giving fully of yourself.
2. **PAY ATTENTION** - Listen to what others say and focus on understanding the ideas. Try to minimize distractions that take your focus away from the activity.
3. **SPEAK YOUR TRUTH** - Share your thoughts and opinions openly and honestly. Your opinion is as valid as anyone else’s. Don’t hold back your opinions and ideas; what you withhold may be the critical piece of information or knowledge that the group needs at the moment. You are expected to take part in much of the decision-making and contribute to the group as a whole.
4. **BE OPEN TO OUTCOMES** - Try not to prejudge what is happening. If you have preconceived notions about what you will learn or experience, you may limit your ability to perceive other insights and ideas. Realize that itineraries can change due to a variety of factors and they will need to decide whether they are willing to follow the new itinerary.
5. **CREATE A SAFE ENVIRONMENT MENTALLY AND PHYSICALLY** – *Mentally* - Be aware and sensitive to the impact of what you say and do. Create a level of safety for others to allow them to feel comfortable. Point out any issues or concerns that may affect this safe environment. *Physically* - You can decide to scout out a route to determine whether to undertake a particular risk or challenge and you can decide to pass up any opportunity or turn back.

V. Probable Itinerary

- A. Set forth proposed itinerary
- B. Any shuttle information
- C. Explain that because of the many variables effecting outdoor trips, the itinerary is subject to change
- D. Meeting times
- E. Travel time, eating on the road, etc.
- F. Arrival time
- G. During the activity – *eating, sleeping, free time, etc.*
- H. Group meetings – *arrival at camp, after dinner*
- I. Return trip – *arrival back at GMC is variable so approximate only*
- J. Post trip duties – *unload and clean out van, hang wet equipment, evaluations, return the van*

VI. Food

- A. Explain how meals will be run
 1. Breakfast made with hot water only, Lunch that requires no-cooking

2. Explain the dinner method you are planning to use – One Group Model, One Group Potluck Model, Food Group Model, Food Group Potluck Model
- B. GreenMAP provides non-perishable bulk food for use on GreenMAP Trips. Examples include granolas, pasta, rice, and spices. *Leaders: Review options prior to pre-trip meeting.*
 - C. Participants supply perishable items, non-group food, and specialty foods. There are two options:
 - i. Arrange a bag lunch through Chartwell's with two days notice by turning in a Bag Meal Request Form
 - ii. Buy from a grocery store
 - D. Hand out Bag Meal Request form for those with a meal plan
- VII. Transportation
- A. Driving Policies
 1. Must wear seatbelts
 2. No smoking in the vehicles
 3. No alcohol may be transported in the van, trailer, or other vehicle associated with the trip or workshop
 4. Only individuals who are driver authorized may drive fleet vehicles
- VIII. First Aid
- A. Drugs and basic first aid supplies should be supplied by the participants
 - B. First aid kit is for emergencies only
 - C. Leaders – Explain wilderness medical training and certifications
- IX. Ethics and Minimum Impact Camping
- A. Campfires and firewood
 - B. Radio, television, I-pods, CD players, and personal cell phones are **STRONGLY DISCOURAGED.**
 - C. Smoking
 1. Not in the van
 2. Not during the activity
 3. Not in, around, or by tents, sleeping bags or other GreenMAP equipment
 4. Carry out butts
 - D. Alcohol/Drug Policy
 1. No alcohol may be transported in the van, trailer, or other vehicle associated with the trip or workshop.
 2. Illegal drugs will not be tolerated. Participants caught in possession of contraband will be evaced and sent back to GMC to face disciplinary action
 - E. Leave No Trace Ethics
 1. The 7 LNT Principles - *discuss in relation to activity*
 - a. Plan ahead and prepare
 - b. Travel and camp on durable surfaces
 - c. Dispose of waste properly
 - d. Leave what you find

- e. Minimize fire impacts
 - f. Respect wildlife
 - g. Be considerate of other visitors
 - 2. Area LNT specifics
 - 3. Leave it better than you found it
- X. Risks and Hazards
 - A. Discuss possibilities
 - B. Go around the room and ask participants what their concerns are, write them on the marker DRY ERASE board, and address them one at a time.
 - C. Cover anything risks and hazards you feel the group missed
 - D. Cell Phones: GreenMAP may carry cell phones on backcountry trips **HOWEVER**, in most cases, they are unreliable and can create a false sense of security. Cell phones will used for emergency or official trip business only.
 - E. Hand out and have participants read and sign waivers
- XI. Equipment
 - A. Hand out recommended equipment checklist
 - B. What GreenMAP provides – *start to fill out Group Equipment Reservation form*
 - C. What participants provide – proper clothing, eating utensils, personal first aid kits and (legal) drugs, other equipment
 - D. Distribute Group Gear and Food if necessary – *if checking out gear write it on the Group Equipment Checkout form*
- XII. Conclusion
 - A. Q and A
 - B. Reiterate meeting times
 - C. Reminders
 - 1. Food Money
 - 2. Utensils
 - 3. Water bottles
 - D. Complete Group Equipment Reservation form and stick in Reservations Box

