

# **GreenMAP LEADER HANDBOOK 2008**





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## **Training, Experience, Judgement.**

This is a volunteer position that requires a time **commitment**. Completion of the courses does not automatically clear you to traipse through the wilderness with groups of students. Quality outdoor leadership is an experiential learning process that occurs over time and requires a “never stop learning attitude.” What you put into this, you will get out of it.

Having said all that, I think this can be fun and exciting experience for anyone. This is also the most fun and rewarding part of my job so expect the experience to be the same for you. If you have any questions, never hesitate to ask.

Welcome to the GreenMAP ALPSS Program!

Bruce Saxman  
GreenMAP Director

### **GreenMAP Mission**

To provide outdoor adventure activities of all skill levels for the Green Mountain College community by:

- Offering recreational trips requiring that participants only learn very basic outdoor skills
- Introducing outdoor skill instruction at the beginner level
- Offering progressive outdoor skill training for those participants looking to improve their competency

Offer an experiential outlet for students whose interests lie in outdoor leadership by:

- Maintaining the Adventure Leadership Program for Students and Staff (ALPSS)
- Provide consistent feedback and mentoring opportunities for developing leaders
- Offering skill and certification courses through nationally recognized associations.

### **Cooperative Adventure Philosophy**

GreenMAP trips operate within the cooperative adventure philosophy. Under the cooperative adventure philosophy, trips can happen through GreenMAP two different ways: The agency can come up with a trip idea and recruit volunteer leaders to lead it; or a volunteer leader approaches GreenMAP with a trip idea. The leader's responsibilities typically includes gathering information on the trip, publicizing the trip, educating the participants, or making decisions when and where to go.

Participants are expected to assume responsibilities on a cooperative adventure trip. These responsibilities depend in part on the participant's experience and ability. The more experienced or able the participant, the more that individual may be able to contribute to the group. By this definition, the leader is a participant as well, but one who has more experience than most other participants, and therefore has willingly assumed greater responsibilities.

### **Leader Responsibilities**

The Leader's role is that of group facilitator, bringing the group together for meetings, providing suggestions, and summarizing options. In areas where the group is more knowledgeable than the leader, the group as a whole generally makes better decisions. In cases where individual or group safety is involved and the trip leader clearly is more experienced or knowledgeable, the trip leaders have the right to veto individual or group decisions. However, in most situations effective decision-making will not develop if participants count solely on the leader to bail them out, or if they assume the leader will veto an incorrect decision. Therefore it is important to any adventure learning program that people be allowed to engage in activities and make decisions "with real consequences, such as getting wet or walking out in the dark when lost." (Preist, 1991) Leaders must use sound judgment in these situations and be certain that an intended learning experience does not turn into an emergency situation. Along the same lines, a leader is not responsible for the group having fun. Every participant must work to make the trip safe and enjoyable. The leader must be careful not to cross into the role of a guide

(as under the guide service philosophy), who attempts to anticipate and fulfill the needs and desires of participants. The leader is on the trip to assist the participants in running a smooth trip, not direct and control them.

### **Participant Responsibilities**

Participants can create a fun, safe environment by taking an active role in the trip and contributing according to their level of experience. An important part of this includes helping to make decisions both on the trip and at the pre-trip meeting. Participants are responsible for:

1) The decision to go on the trip; 2) The decision to follow the itinerary selected by the group, under the conditions existing at the time - the itinerary may not be the original one planned; 3) The decision regarding what equipment to take with them; 4) The decision to scout the route to determine for themselves whether to undertake a given risk or to attempt a particular challenge; 5) The decision to pass up any opportunity to quit or turn back. Participants also contribute to the group by following rules and guidelines set up by GreenMAP and the leaders and using judgment and common sense for circumstances not covered by these rules and guidelines, Participants must have patience, they must accept mishaps or departures from their personal or group agenda with equanimity. They must remember, “it’s all a part of the adventure!”

Not only does the cooperative adventure philosophy allow more room for flexibility, but it provides more opportunity for participants to share responsibilities. A guiding philosophy behind cooperative adventure trips is a belief in the value of experiential education, that is, learning through experience and participation. It is believed that participants are safer, have more fun, and learn more if they are allowed and encouraged to participate in as many aspects of the trip or activity as possible, including planning and decision-making. The self-reliance of the participants and cooperation among participants, rather than reliance upon the leader, should be the goal of the leader. This also controls the liability; everyone looks out for everyone else and accepts responsibility for themselves.

Being a part of the group is sometimes inconvenient. Group decision-making can be frustrating and exceedingly slow. When dealing with groups, time is often spent waiting for group members to assemble so that decisions can be made. Leaders must make sure that each participant in a group understands the philosophy and recognizes that not all their goals or needs may be met; that other people may have conflicting goals. Each participant needs to recognize that cooperatively making decisions and mobilizing the group often takes time. Groups may make decisions that do not match the desires of an individual. Ultimate responsibility for maximizing enjoyment lies in democratically and cooperatively working with other group members to satisfy as many needs and desires of the group members as possible.

Despite the inconveniences, there are many advantages to being a part of a cooperative adventure group. Due to the sharing of costs, the trip is considerably less expensive. Additionally, the sense of personal accomplishment and empowerment can make rewards greater. Finally in a democratic group, the desires of most individuals are most likely to be met.

## **The GreenMAP ALPSS Program**

The GreenMAP ALPSS Program has three main tenets: **Experience, Training and Judgment.**

**Experience – *n.* the act of living through an event or events; personal involvement in or observation of events as they occur.**

The GreenMAP ALPSS program is designed to be experienced based. Experience gives you a background in the activity and a frame of reference to gauge your own skill. You need to not only be competent in the activity and situation you are leading, but know how to lead for GreenMAP as well. Knowing the behind-the-scenes aspects of the trip like transportation policies, trip logistics, and risk management are fundamental to a trip and can make or break it.

*Experience Requirement: Lead, help on, or attend 3 GreenMAP Trips per year in addition to your personal experiences.*

**Training - *n.* to instruct so as to make proficient or qualified.**

**ALPSS Course** - Training builds on your experience and gives you an opportunity to learn skills your experience might not otherwise provide. The first training step is the completion of the ALPSS program. This is your introduction to GreenMAP, how we run programs and what will be required of you in the future.

ALPSS Training can happen in one of three ways:

### **The Traditional ALPSS Program**

The traditional ALPSS takes place with four classroom sessions and a five day wilderness trip. Prospective leaders are trained in GreenMAP philosophy, policies and procedures, group management, basic outdoor education strategies, assessment, and feedback. Generally this course is Fall Break, but may also be offered during Spring Holiday.

### **Wilderness Education Association National Standards Program ALPSS Module**

Students who successfully complete a Wilderness Education Association National Standards Course are eligible to take the ALPSS Training Module provided they meet the pre-requisites, apply, and are accepted prior to their WEA NSP course. For the NSP to count as ALPSS the GreenMAP director must be an instructor on the course since this is a crucial assessment period. This module covers GreenMAP philosophy, policies, and procedures and typically takes the form of an evening meeting.

### **Green Mountain Sophomore Semester ALPSS Module**

This ALPSS Module is specifically for Green Mountain Adventure Recreation Majors who are enrolled in the sophomore semester curriculum. This module takes the form of two evening meetings and a weekend trip. It covers all the topics but is a shorter version of the traditional ALPSS program, relying on the information learned during the sophomore semester. This module is offered in the late fall after the sophomore semester field courses are complete.

**Wilderness Medicine** – All Trip Leaders and Assistant Trip Leaders must hold a wilderness medicine certification. These can be:

- Current Wilderness First Aid for weekend trips or trips where the group is less than an hour from the vehicles.
- Wilderness First Responder or Outdoor Emergency Care for extended backcountry trips where the group is more than an hour from the vehicles.

Leaders without a medical certification, or medical certifications which have expired may only participate as Trip Assistants.

**Rock/Ice Climbing** – Climbing Trip Leaders are required to take the Essentials of Rock and Ice ROS class, GreenMAP Rock Climbing Institutional Training, or AMGA's Top Rope Site Management course.

**Whitewater** – Whitewater Trip Leaders are required to complete a swift water rescue course and GreenMAP's Whitewater Institutional Training.

**Sea Kayaking** – Sea Kayak Trip Leaders are required to take GreenMAP's Sea Kayaking Institutional Training.

**Backcountry Skiing/Snowboarding** - Backcountry Skiing/Snowboarding Trip Leaders are required to take GreenMAP's Winter Travel Management Institutional Training.

*Training Requirement: complete ALPSS, a wilderness medicine class, skill specific training for your activity and GreenMAP Institutional Training (GreenMAPIT) courses*

**Judgement – n. the ability to come to opinions about things; the power of comparing and deciding; understanding; good sense.**

Everyone exercises judgment. In the context of outdoor leadership, experience and training form the judgment a trip leader will exhibit during a GreenMAP trip. An evaluation of your judgment is the final requirement to determine your status as a trip leader.

*Judgement Requirement: be evaluated by co-leaders after each trip & by the GreenMAP Director annually*

## **Trip Leader Categories**

### **Trip Assistant**

The Trip Assistant is a person who has made the commitment to the trip leader program, but has not completed all of the training, lacks sufficient experience in the activity, or just wants to attend the trip. Serving as a Trip Assistant is an invaluable way to learn the finer points of leading a GreenMAP Trip. GreenMAP leaders attending trip on which they are not one of the designated leaders are automatically considered Trip Assistants.

### **Co-Leader**

A Co-Leader is a person who has completed all the core and skill specific classes, but is deemed by the GreenMAP Director to need more experience or to exhibit better judgment in an evaluation or may have good previous experience but has not completed the skill specific classes. This decision is made on an activity-by-activity basis. Co-Leaders must lead with a Trip Leader.

### **Trip Leader**

A Trip Leader is a person who has completed all the training and skill specific courses and is evaluated by the GreenMAP Director to have sufficient experience and demonstrated good judgment to be able to lead a trip unsupervised. This decision will be made on an activity-by-activity basis.

## **Expectations of Trip Leaders**

Being a GreenMAP Leader is an annual commitment. Expectations of GreenMAP leaders are as follows:

- Go as a Trip Assistant or Co-Leader on a minimum of three trips after ALPSS followed by an evaluation from the program director
- The GreenMAP ALPSS program is designed to be experienced based – therefore leaders are required to attend three trips per year in any capacity
- Attend bi-yearly trip leader meetings
- Attend at least one GreenMAPIT or assist on ALPSS
- Complete/maintain a current wilderness medical certification
- Complete/maintain activity specific training (i.e. swiftwater rescue, top rope site manager)

## **Benefits of being a Trip Leader**

- 2008 Prodeals – Mountain Hardwear, NRS, Cascade Designs, Werner, La Sportiva, Kelty, Chaco, & Broform
- Free personal GreenMAP gear rentals
- Free lodging at conferences GreenMAP attends
- Free Training
- Real experience

## **GreenMAP Trip Process**

The GreenMAP trip process is integral to the risk management of the program. The thorough completion of the process ensures that we are covering all of our bases to provide a safe and organized experience for participants.

### **Leader Meeting** – *GreenMAP Trip Leaders*

Important program information and updates  
Schedule the semester's trips

### **Trip Planning** – *GreenMAP Trip Leaders*

Trip Leaders plan the individual trips  
Review Course Area Guide and complete Trip Itinerary  
Complete the RAD Plan if there is no Course Area Guide  
Write a description for promotions  
Have it reviewed by the GreenMAP Director

### **Administrative**

Driver Authorization – *GreenMAP Trip Leaders*  
Vehicle Reservations – *GreenMAP Director*  
Permits – *GreenMAP Director*  
Campground/Lodging Reservations – *GreenMAP Director*  
Insurance Certificates – *GreenMAP Director*

### **Mandatory Pre-trip Meeting** – *GreenMAP Trip Leaders*

Integral part of the risk management process  
Serves to inform the participant of the trip details and what to expect

### **Trip Preparations**

Prepare Trip Packet – *GreenMAP Staff*  
Submit Group Equipment Request Form – *GreenMAP Leaders*  
Group Equipment packing– *GreenMAP Staff*  
Food Prep - *GreenMAP Trip Leaders*  
Van Check-out – *GreenMAP Trip Leaders*

### **The Trip itself** – *GreenMAP Trip Leaders and Trip Participants*

### **Post Trip Activities** –

Fill Van with gas - *GreenMAP Trip Leaders*  
Trip Evaluations - *Trip Participants*  
Leader Peer Evaluations - *GreenMAP Trip Leaders*  
Van Check-in - *GreenMAP Trip Leaders*  
Equipment Check-in - *GreenMAP Trip Leaders*  
Hanging/Drying Equipment - *GreenMAP Trip Leaders and Trip Participants*

## **GreenMAP Administrative Policies**

### **Driver Authorization**

GreenMAP leaders must be driver authorized through Green Mountain College. The authorization consists of a drivers test with Campus Security, and watching a safety video at auxiliary services. Drivers should also be familiar with Green Mountain College Van Policies (See Appendix).

### **Vehicle Reservations**

Vehicle Reservations are made online with Auxiliary Services by the GreenMAP Director.

### **Permits**

GreenMAP trips must obtain permits through proper land management agencies when necessary. This is an essential part of the risk management of GreenMAP. It is the Trip Leader's responsibility to inform the GreenMAP Director if a permit is needed. Different land management agencies have different criteria, including group size limits, insurance certificates, and fees. GreenMAP trips are also prohibited on private lands without express written permission. For a list of permit criteria and information for commonly used land management agencies in northern New England (see Appendix).

## **GreenMAP Trip Policies**

1. Appropriate footwear is to be worn at all times during any activity.
2. Alcohol: Alcohol is not to be transported in college vehicles or personal vehicles associated with a trip. Alcohol may not be consumed during GreenMAP activities.
3. Illegal Drugs: Illegal drugs are forbidden from any GreenMAP activity. Those found in possession of illegal drugs should be evacuated from the trip (if possible) for referral to the Vice President of Student Life.
4. Water Sports: Personal Floatation Devices are to be properly fitted and worn during any boating activity.
5. Water Sports: Whitewater helmets are to be worn in class II and higher whitewater.
6. Climbing: Climbing helmets are to be worn at the base of cliffs, at the top of cliffs, and during climbing and rappelling on 3<sup>rd</sup> class terrain or higher.
7. Skiing: GreenMAP skis are not to be used on terrain park rails.

Consult Course Area Guides for GreenMAP Local Operating Procedures.

## GreenMAP Food Policies

Generally on GreenMAP trips, participants are responsible for their own breakfast and lunch. Breakfast foods should be limited to that which can be prepared with nothing more than hot water, unless otherwise decided by the group. Lunches should be able to be prepared without any cooking.

Dinners can be organized in one of four ways:

### Small Groups

1. **One Group Model** – the entire group eats together with the food provided by one person. Commonly used on extended trips.
2. **One Group Potluck Model** – the entire group eats together with each person bringing a portion of the meal. Commonly used on weekend trips.

### Large Groups

3. **Food Group Model** – the group is split into two or more food groups with one person responsible for the group's meal each evening. Commonly used on extended trips.
4. **Food Group Potluck Model** - the group is split into two or more food groups with each person bringing a portion of the meal. Commonly used on weekend trips.

**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.

**Participants** supply perishable items, non-group food, and specialty foods. There are two options:

1. Arrange a bag lunch through Chartwells with two days notice by turning in a Bag Meal Request Form
2. Buy from a grocery store

## GreenMAP Trip Money/Expense Policies

GreenMAP will cover trip expenses for the Trip and Co- Leaders only. Trip Assistants are excluded. Trip expenses usually include camping fees, food, gas, permits, and trail fees. Group items such as firewood and ice may also be covered. Large expense items that occur before the trip such as group camping reservations and special use permits can be covered by GreenMAP, however, trip leaders are expected to cover expenses that occur during the trip until they can be reimbursed by GreenMAP.

**Cash Advances:** To receive a cash advance for a trip you must submit a check request signed by the GreenMAP Director to the Business Office no later than two weeks before your trip. During the trip keep track of all your receipts. After the trip you must fill out the Cash Advance Reconciliation Form with the receipts and remaining cash to the Business Office. You will be charged for any missing money.

**Reimbursement:** To be reimbursed for personal expenses on a GreenMAP trip, you must submit your receipts to the GreenMAP Director so a check request can be processed. Be sure to write your name at the top of the receipt. Check requests usually take around two weeks.

## GreenMAP Emergency Protocol

In the event of an emergency:

1. Provide immediate and necessary medical attention within the scope of your training
2. Evacuation decision: Carry out or go for help. See below for mandatory evacuation situations
3. Alert EMS as soon as possible
4. Complete Incident Form and SOAP notes contained in First Aid Kit
5. Contact Green Mountain College using current Emergency Phone List – the list is organized by the priority of whom you should call.
6. Do not talk to or allow participants to talk to any news media or bystanders. Speak with authorities and emergency personnel only.
7. When transferring patient to EMS providers, provide the patient's Personal Information Form. One leader should go with the patient if possible.
8. Ensure the safety and well-being of the rest of the group

<b>EMERGENCY PHONE NUMBERS 2007</b>		
<i>-Call in order-</i>		
<b><u>Name</u></b>	<b><u>Office</u></b>	<b><u>Home</u></b>
Public Safety Office (PSO)	8911, 8912	8000
Bruce Saxman, Dir. Of Adv. Prog. Vice President of Student Life	8383	802-779-7670
	8389/8377	

**Anaphylaxis: GREENMAP DOES NOT PROVIDE EPINEPHRINE.** Participants should be asked disclose food allergies or bee stings reactions that could result in anaphylaxis. Participants indicating such an allergy should provide their own epinephrine. If they cannot trip leaders may consider barring them from a trip. Should a participant have an anaphylactic reaction with no epinephrine the following steps should be taken:

1. Position patient in a position of comfort
2. Provide positive pressure ventilation
3. Administer 50 mg of Diphenhydramine
4. Evacuate ASAP

### **Mandatory Evacuation Situations**

This is a partial list. Leaders need to use their judgment.

- Anyone receiving CPR
- Shock
- Potential spinal cord injury
- Decreased level of consciousness
- Dislocations or fractures
- Illness lasting more than one day
- Lightning strike

- Partial thickness burns second degree covering 15% of the body or any burn to the face, hands, or feet
- Anaphalaxis
- Emotional or dietary issues that put the group at risk
- Violation of drug/alcohol policy

# **APPENDIX I – GREENMAP FORMS**

## GreenMAP R.A.D. Plan

### Trip Name

### Dates

### Trip Description

### Leaders

Name

Phone

Name

Phone

Name

Phone

Name

Phone

### Participants

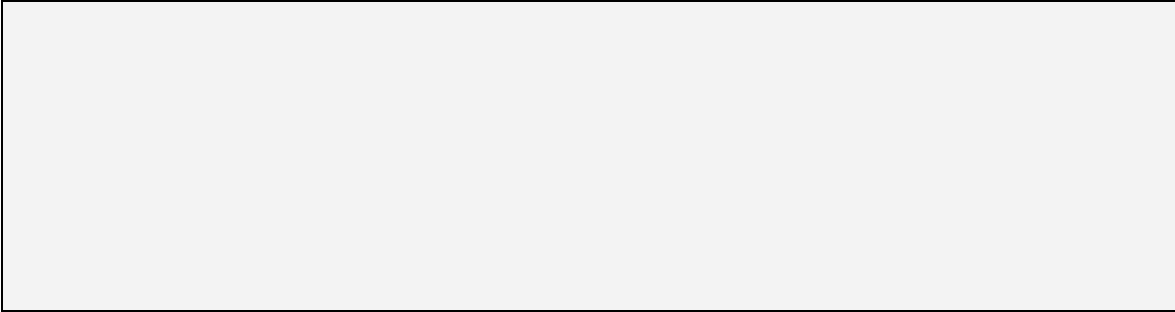
Number of participants

Identify skills or courses participants' need as a pre-requisite

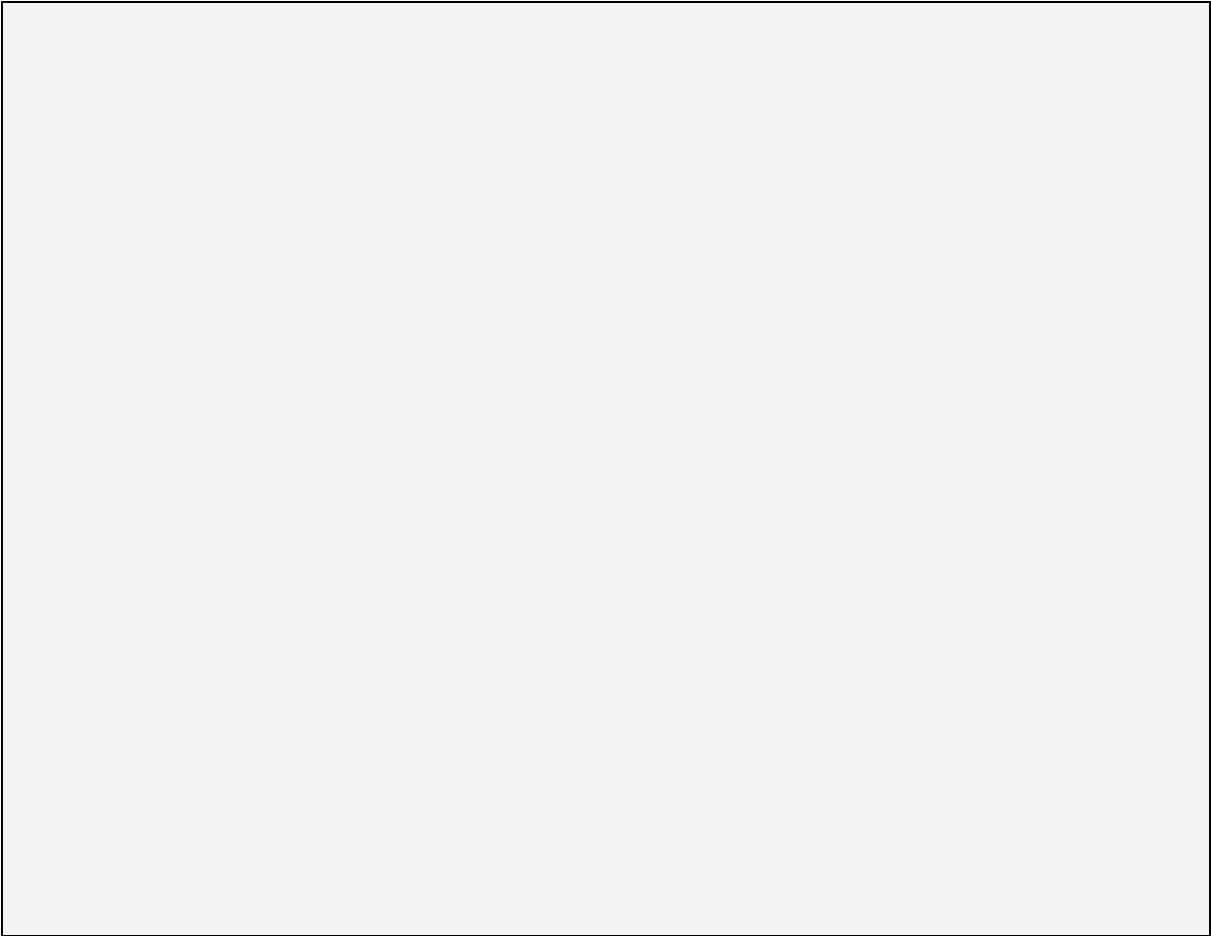
Identify desired outcomes

**Experience Design**

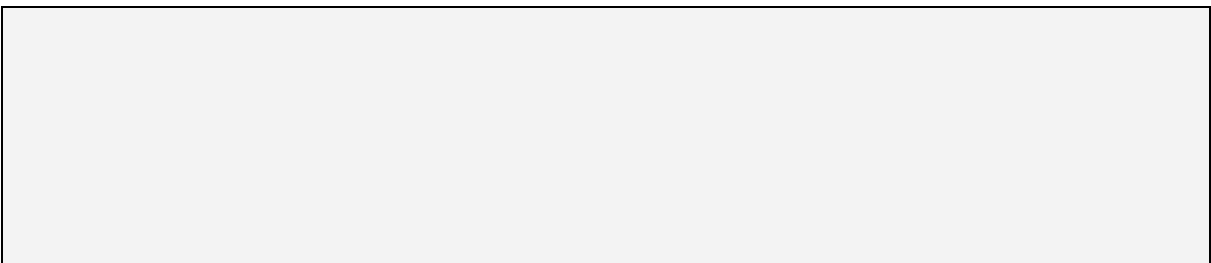
Travel to site

A large, empty rectangular box with a thin black border, intended for describing travel to the site.

Activity Design (Include daily travel itinerary, time control plans, desired outcomes addressed, and site management strategies. Attach any lesson plans.)

A large, empty rectangular box with a thin black border, intended for detailing activity design, including itineraries, time control, and site management strategies.

Travel from site (If different than Travel to site)

A large, empty rectangular box with a thin black border, intended for describing travel from the site, if it differs from the travel to the site.

**Guide Services**

Name	Phone	Location
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Campgrounds**

Name	Phone	Location
<input type="text"/>	<input type="text"/>	<input type="text"/>

Name	Phone	Location
<input type="text"/>	<input type="text"/>	<input type="text"/>

Name	Phone	Location
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Land Management Agency**

Name

Permits Required?  Yes  No

Cost	Location	Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Maps & Guidebooks**

Name

Name

Name

**Local Medical Facility**

Name	Address	Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>

*-ATTACH MAP TO FACILITY-*

**Local Law Enforcement**

Name

Phone

**Environmental Concerns**

check if taking place in one of the following environments:

Desert River/Lake    Coastal    Tundra    Snow/Ice    Bear Habitat

List the Specific precautions, actions and equipment you will be using to minimize your impact during this activity:

**Risks & Hazards**

List specific risks & hazards associated with the activity

List specific risks & hazards associated with the site

## 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

## **GreenMAP Workshop Outline**

Workshops are generally evening instructional classes where a skill or activity is being taught.

- XIII. 48 Hours Before the Workshop
  - A. Make sure all materials are in the Workshop Folder. Workshop Folders should include:
    - 1. Lesson Plan
    - 2. 1 Workshop 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/Workshop Evaluation Forms
    - 7. Leader Peer Evaluation Forms
    - 8. GreenMAP Emergency Protocol
  - B. One hour before the workshop gather any maps, materials, and equipment
- XIV. Introductions - *Adds credibility to leaders and builds stage for evaluation*
  - A. Leaders
    - 1. Experience in the activity
    - 2. Any qualifications or certifications
- XV. Overview of the Activity
- XVI. Risk Management
  - A. Risks and Hazards - Discuss possibilities
  - B. Sign Assumption Risk and Liability Waivers
- XVII. Introduce Equipment
- XVIII. Run the Activity

**Green Mountain Adventure Program**  
**RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK  
AND INDEMNITY AGREEMENT**

I, \_\_\_\_\_ ("Participant"), hereby acknowledge that I have voluntarily elected to participate in the insert name of activity here ("Activity"), to be held in and around insert location here, from insert start date to insert end date. **In consideration for being permitted by Green Mountain College ("COLLEGE") to participate in the Activity, I hereby acknowledge and agree to the following:**

**ELECTIVE PARTICIPATION:** I acknowledge that my participation is elective and voluntary and that my participation is not required by the COLLEGE.

**INFORMED CONSENT:** I have been informed of and/or have made myself aware of, and I understand, the various aspects of the Activity. I understand that there are risks involved in participation in the Activity which include, but are not limited to: Backcountry travel on land and water, cliffed areas, travel to and from Activity site via private vehicle, common carrier, and/or COLLEGE owned vehicle, conditions of facilities, injuries due to condition of equipment, weather conditions, facility conditions, wildlife, negligent first aid operations and there may be other risks not known to me or not reasonably foreseeable to me at this time. In addition, I understand that as a Participant in the Activity, I will engage in physical activities, which may include camping, hiking, skiing, snowshoeing, canoe or kayak travel, rock/ice/mountain climbing, or cooking during which I could sustain serious personal injuries, illness, property damage, or even death. I understand that as a Participant in the Activity I could sustain serious personal injuries, illness, property damage, or even death as a consequence of not only the COLLEGE's actions or inactions, but also the actions, inactions, negligence or fault of others, and that there may be other risks not known to me or not reasonably foreseeable at this time. I further understand and agree that any injury, illness, property damage, disability, or death that I may sustain by any means is my sole responsibility.

**RELEASE AND WAIVER OF LIABILITY:** I, on behalf of myself, my personal representatives, heirs, executors, administrators, agents, and assigns, **HEREBY RELEASE, WAIVE, DISCHARGE, AND COVENANT NOT TO SUE** the COLLEGE, its governing board, directors, officers, employees, agents, volunteers, and any students (hereinafter referred to as "Releasees") for any and all liability, including any and all claims, demands, causes of action (known or unknown), suits, or judgments of any and every kind (including attorneys' fees), arising from any injury, property damage or death that I may suffer as a result of my participation in the Activity, **REGARDLESS OF WHETHER THE INJURY, DAMAGE OR DEATH IS CAUSED BY THE RELEASEES, AND REGARDLESS OF WHETHER THE INJURY DAMAGE OR DEATH OCCURS WHILE IN, ON, UPON, OR IN TRANSIT TO OR FROM THE PREMISES WHERE THE ACTIVITY, OR ANY ADJUNCT TO THE ACTIVITY, OCCURS OR IS BEING CONDUCTED.** I further agree that the Releasees are not in any way responsible for any injury or damage that I sustain as a result of my own negligent acts.

**ASSUMPTION OF RISK:** I understand that there are potential dangers incidental to my participation in the Activity, some of which may be dangerous and which may expose me to the risk of personal injuries, property damage, or even death. I understand that these potential risks include, but are not limited to: Backcountry travel on land and water, cliffed areas, travel to and from Activity site via private vehicle, common carrier, and/or COLLEGE owned vehicle, injuries due to condition of equipment, weather conditions, facility conditions, wildlife, negligent first aid operations of Releasees, and other risks that are unknown at this time. In addition, I understand that as a Participant in the Program, I will engage in physical activities, which may include camping, hiking, skiing, snowshoeing, canoe or kayak travel, rock/ice/mountain climbing, or cooking during which I could sustain serious personal injuries, illness, property damage, or even death. **I KNOWINGLY AND VOLUNTARILY ASSUME ALL SUCH RISKS, BOTH KNOWN AND UNKNOWN, EVEN IF ARISING FROM THE ACTS OF THE RELEASEES,** and assume full responsibility for my participation in the Program.

**INDEMNITY:** I, on behalf of myself, my personal representatives, heirs, executors, administrators, agents, and assigns, agree to hold harmless, defend and indemnify the Releasees from any and all liability, including any and all claims, demands, causes of action (known or unknown), suits, or judgments of any and every kind (including attorneys' fees), arising from any injury, property damage or death that I may suffer as a result of my participation in the Activity, **REGARDLESS OF WHETHER THE INJURY, DAMAGE OR DEATH IS CAUSED BY THE RELEASEES OR OTHERWISE.**

**PERSONAL MEDICAL INSURANCE:** I agree to purchase and maintain during the term of the Activity personal medical insurance. I further acknowledge that I am responsible for the cost of any and all medical and health services I may require as a result of participating in the Activity.

**CERTIFICATION OF FITNESS TO PARTICIPATE:** I attest that I am physically and mentally fit to participate in the Activity and that I do not have any medical record or history that could affect my ability to participate safely in this particular Activity.

**MEDICAL CONSENT:** I understand and agree that Releasees may not have medical personnel available at the location of the Activity. In the event of any medical emergency, I (initial one) do\_\_\_\_do not\_\_\_\_ authorize and consent to any x-ray examination, anesthetic, medical, dental or surgical diagnosis or treatment, and hospital care that the COLLEGE personnel deem necessary for my safety and protection. I understand and agree that Releasees assume no responsibility for any injury or damage which might arise out of or in connection with such authorized emergency medical treatment.

**CHOICE OF LAW:** I hereby agree that this Agreement shall be construed in accordance with the laws of the State of Vermont.

**SEVERABILITY:** I also agree that the foregoing agreement is intended to be as broad as is permitted by the law of the State of Vermont, and that if any portion of this agreement is held invalid, void or unenforceable, I agree that the remainder shall nonetheless continue in full legal force and effect.

**I HAVE READ THIS AGREEMENT AND FULLY UNDERSTAND ITS TERMS. I AM AWARE THAT THIS AGREEMENT INCLUDES, AMONG OTHER THINGS, A RELEASE AND WAIVER OF LIABILITY, AN ASSUMPTION OF RISK, AND AN AGREEMENT TO INDEMNIFY THE RELEASEES. I UNDERSTAND I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING THIS AGREEMENT, AND SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT. BY MY SIGNATURE I REPRESENT THAT I AM AT LEAST EIGHTEEN YEARS OF AGE OR, IF NOT, THAT I HAVE SECURED BELOW THE SIGNATURE OF MY PARENT OR GUARDIAN AS WELL AS MY OWN.**

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
Date

**Signature of Parent/Guardian for Participants under eighteen (18) years of age:**

I certify that I am a parent of Participant and/or have legal custody of Participant or am the legal guardian of Participant by court order. I HAVE READ THIS AGREEMENT AND FULLY UNDERSTAND ITS TERMS. **I AM AWARE THAT THIS AGREEMENT INCLUDES, AMONG OTHER THINGS, A RELEASE AND WAIVER OF LIABILITY, AN ASSUMPTION OF RISK, AND AN AGREEMENT TO INDEMNIFY THE RELEASEES,** and I join with Participant in agreeing to the terms of this agreement in consideration for the College's allowing the Participant to participate in the Activity.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

**Green Mountain College  
Green MAP Office Group Equipment Request Form**

Group Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
 Address (or box #): \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Student \_\_\_\_\_ Faculty \_\_\_\_\_ Staff \_\_\_\_\_ Community \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Reservation Date: \_\_\_\_\_ Pick-Up Date: \_\_\_\_\_ Time: \_\_\_\_\_ Due Date: \_\_\_\_\_

**General Camping**

- \_\_\_\_\_ Tents
  - \_\_\_\_\_ 2P Eureka A-frame (6)
  - \_\_\_\_\_ 4P Eureka A-frame (6)
  - \_\_\_\_\_ 3P Megamid (4)
  - \_\_\_\_\_ 3P Megamid insert (4)
- \_\_\_\_\_ 11.5"X 15.5" Tarp (11)
- \_\_\_\_\_ Tyvek Ground Sheets (20)
- \_\_\_\_\_ Space Blankets (8)
- \_\_\_\_\_ Sleeping Bags
  - \_\_\_\_\_ 0 deg. (4)
  - \_\_\_\_\_ 20 deg. (2)
- \_\_\_\_\_ Sleeping Pads (4)
- \_\_\_\_\_ Backpacks – 5000 cu. in. (3)
- \_\_\_\_\_ 5 gal. Water Jug (3)
- \_\_\_\_\_ 6L Drom Bag (4)
- \_\_\_\_\_ 4L Drom Bags (8)
- \_\_\_\_\_ Cooler (2)
- \_\_\_\_\_ Water Purification
  - \_\_\_\_\_ Katadyn Hiker (10)
  - \_\_\_\_\_ Katadyn B. Camp (2)
  - \_\_\_\_\_ Iodine Treatment (17)
- \_\_\_\_\_ Bear Bag Kits (6)
- \_\_\_\_\_ Small Bear Canisters (10)
- \_\_\_\_\_ Large Bear Canisters (7)
- \_\_\_\_\_ Trowel (8)
- \_\_\_\_\_ Backcountry Repair Kit (6)
- \_\_\_\_\_ First Aid Kits (6)
- \_\_\_\_\_ 2 Way Radios

**Cooking**

- \_\_\_\_\_ Stoves
  - \_\_\_\_\_ MSRWhisperLite (20)
  - \_\_\_\_\_ Coleman 2-Burner (2)

- \_\_\_\_\_ Coleman 3-Burner (1)
- \_\_\_\_\_ Fuel Bottles
  - \_\_\_\_\_ 22 fl. oz (35)
  - \_\_\_\_\_ 33 fl. oz. (7)
- \_\_\_\_\_ Cook sets
  - \_\_\_\_\_ 2L cook set (4)
  - \_\_\_\_\_ 3L cook set (12)
- \_\_\_\_\_ Frybake (12)
- \_\_\_\_\_ Food stuff sacks (50)

**Rock/Ice Climbing Gear**

**Hardware - GreenMAP & ROS Only**

- \_\_\_\_\_ Dynamic Ropes (3)
- \_\_\_\_\_ Static Lines (3)
- \_\_\_\_\_ Carabiners
  - \_\_\_\_\_ Hotwires/Bent gates (25)
  - \_\_\_\_\_ Light Ds (8)
  - \_\_\_\_\_ Large Lockers (8)
  - \_\_\_\_\_ Small Lockers (7)
- \_\_\_\_\_ Slings - Double Length
- \_\_\_\_\_ Slings – Quadruple Length
- \_\_\_\_\_ Belay Devices
  - \_\_\_\_\_ ATCs (14)
  - \_\_\_\_\_ Reverso (1)
  - \_\_\_\_\_ GriGris (3)
- \_\_\_\_\_ Pulleys (4)
- \_\_\_\_\_ Corllette – Long (10)
- \_\_\_\_\_ Cordlette – Short (9)
- \_\_\_\_\_ Webbing – 15-20' (10)
- \_\_\_\_\_ Prussiks (11)
- \_\_\_\_\_ Passive Gear Rack
- \_\_\_\_\_ SLCD Rack
- \_\_\_\_\_ Ice Screw Rack
- \_\_\_\_\_ Harnesses (18)

- \_\_\_\_\_ Helmets (21)
- \_\_\_\_\_ Climbing Shoes (7)
- Sizes: \_\_\_\_\_
- \_\_\_\_\_ Ice Tool Pairs (3)
- \_\_\_\_\_ Ice Axes (16)
- \_\_\_\_\_ Vertical Crampons (12)
- \_\_\_\_\_ Walking Crampons (4)
- \_\_\_\_\_ Plastic Boots

- Sizes: \_\_\_\_\_
- \_\_\_\_\_ 2' Snow Pickets (4)
- \_\_\_\_\_ 3' Snow Picket (4)
- \_\_\_\_\_ Snow Fluke (1)

**Winter Gear**

- \_\_\_\_\_ Snowshoes – Small (6)
- \_\_\_\_\_ Snowshoes – Large (7)
- \_\_\_\_\_ Adjustable Poles
- \_\_\_\_\_ Telemark Skis
  - \_\_\_\_\_ Diran 160 (1)
  - \_\_\_\_\_ Diran 170 (7)
  - \_\_\_\_\_ Diran 180 (2)
  - \_\_\_\_\_ Tacora 172 (5)
  - \_\_\_\_\_ Tacora 181 (1)
- \_\_\_\_\_ Climbing Skins (16)
- \_\_\_\_\_ Telemark Boots – Scarpa T2X
- Sizes: \_\_\_\_\_
- \_\_\_\_\_ Avalanche Probes (2)
- \_\_\_\_\_ Snow shovel (2)

- \_\_\_\_\_ Avalanche Beacons (5)
- \_\_\_\_\_ Backcountry Ski Repair Kit (1)

**Canoeing**

- \_\_\_\_\_ Tandem Canoe (7)
- \_\_\_\_\_ Mad River Teton (5)
- \_\_\_\_\_ Dagger Reflection (1)
- \_\_\_\_\_ Bell Yellowstone (1)
- \_\_\_\_\_ Aluminum (1)
- \_\_\_\_\_ Dagger Solo WW Canoe (2)
- \_\_\_\_\_ Painter Pairs
- \_\_\_\_\_ Canoe End Float Pairs (6)
- \_\_\_\_\_ Canoe Paddles (16)
- \_\_\_\_\_ Dry bag – Outfitter (11)
- \_\_\_\_\_ Dry Bag – Tuff Sack Large (5)
- \_\_\_\_\_ Dry Box - Large

**Whitewater**

- \_\_\_\_\_ Whitewater Kayak (7)
- \_\_\_\_\_ RPM(3) \_\_\_\_\_ RPMax (1)
- \_\_\_\_\_ GT 7.8(3) \_\_\_\_\_ GT 8.1(1)
- \_\_\_\_\_ Jackson Fun (1)
- \_\_\_\_\_ Whitewater Paddle (15)
- \_\_\_\_\_ WW Kayak end float pairs (6)

**Notes:**

**Sea Kayaking**

- \_\_\_\_\_ Sea Kayak (8)
- \_\_\_\_\_ Walden Passage (4)
- \_\_\_\_\_ CD Squall (1)
- \_\_\_\_\_ Necky Chatham 16 (2)
- \_\_\_\_\_ Necky Chatham 17 (1)
- \_\_\_\_\_ Sea Kayak Paddle (8)
- \_\_\_\_\_ Sea Kayak Self-Rescue Kit (8)
- \_\_\_\_\_ Sea Stow – Medium (10)
- \_\_\_\_\_ Sea Stow – Large (10)
- \_\_\_\_\_ Sea Stow –Round Bottom (8)
- \_\_\_\_\_ Sea Kayak Leader Kit

**General Paddling Gear**

- \_\_\_\_\_ PFDs (23)
- \_\_\_\_\_ SM \_\_\_\_\_ M
- \_\_\_\_\_ L \_\_\_\_\_XL
- \_\_\_\_\_ Spray Skirts
- \_\_\_\_\_ Nylon (4)
- \_\_\_\_\_ Neoprene (9)
- \_\_\_\_\_ Touring (2)

- \_\_\_\_\_ Wetsuits (12)
- \_\_\_\_\_ SM (1)
- \_\_\_\_\_ M (3)
- \_\_\_\_\_ L (4)
- \_\_\_\_\_XL (4)

- \_\_\_\_\_ Booties (15)

Sizes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- \_\_\_\_\_ Pro-tec Helmets (13)

- \_\_\_\_\_ SM \_\_\_\_\_ M
- \_\_\_\_\_ L \_\_\_\_\_XL

- \_\_\_\_\_ NRS Straps
- \_\_\_\_\_ 20' \_\_\_\_\_ 12' \_\_\_\_\_ 9'
- \_\_\_\_\_ 6' \_\_\_\_\_ 4'

- \_\_\_\_\_ Throw bags (11)
- \_\_\_\_\_ Spectra Throw bags (4)
- \_\_\_\_\_ Pin Kit (3)
- \_\_\_\_\_ Hand Pump
- \_\_\_\_\_ Trailer Loop Straps, Cables
- \_\_\_\_\_ Trailer Keys



# GreenMAP Trip/Workshop Evaluation

Name of Activity: \_\_\_\_\_ Date: \_\_\_\_\_

Leaders: \_\_\_\_\_

Are you:      GMC Student                      Faculty/Staff  
                  GreenMAP Trip Leader                  Community Member

How many GreenMAP trips have you been on? \_\_\_\_\_

My level of experience in this activity is:    Beginner      Intermediate    Advanced

RATE THE FOLLOWING:	NOT AT ALL	A LITTLE	SOME	A LOT	A GREAT DEAL
A. I learned/developed new skills	1	2	3	4	5
B. I enjoyed the experience	1	2	3	4	5
C. I gained new knowledge	1	2	3	4	5
D. I enjoyed the companionship of the group	1	2	3	4	5
E. My self-confidence improved	1	2	3	4	5
F. It was physically challenging	1	2	3	4	5

PLEASE RATE THE FOLLOWING	POOR	FAIR	OK	GOOD	EXCELLENT
G. Leader's skills were:	1	2	3	4	5
H. Leader's ability to work with people was:	1	2	3	4	5
I. Leader's ability to work with each other was:	1	2	3	4	5
I. Leader's knowledge of subject matter was:	1	2	3	4	5
J. Leader's concern for me was:	1	2	3	4	5
K. Adequate safety precautions were taken	1	2	3	4	5
L. Quality of the equipment was:	1	2	3	4	5
M. Planning for the experience was:	1	2	3	4	5
N. The experience overall was:	1	2	3	4	5



## Peer Leader Evaluation

Evaluator: \_\_\_\_\_ Evaluatee: \_\_\_\_\_

### Grading Criteria:

N/A: Not Applicable

1: Inappropriate or Not Acceptable

2: Below average, need improvement

3: Average, still needs work

4: Above Average, but not perfect

5: Exemplary

1. <b>Decision Making &amp; Problem Solving</b>	1	2	3	4	5	N/A
2. <b>Leadership</b>	1	2	3	4	5	N/A
3. <b>Group Dynamics</b>	1	2	3	4	5	N/A
4. <b>Environmental Ethic</b>	1	2	3	4	5	N/A
5. <b>Basic Camping skills</b>	1	2	3	4	5	N/A
6. <b>Food planning</b>	1	2	3	4	5	N/A
7. <b>Clothing and equipment</b>	1	2	3	4	5	N/A

Comments:

What did they do well?

What needs improvement?

Evaluate based on:

- |  |   |  |
|--|---|--|
| <p><b>Outdoor Skills</b></p> <ul style="list-style-type: none"> <li>• Technical Skills</li> <li>• Equipment care and repair</li> <li>• Rescue skills</li> <li>• Medical skills</li> <li>• Site management</li> </ul> | <p><b><u>Educational Skills</u></b></p> <ul style="list-style-type: none"> <li>• Mastery of skill being taught</li> <li>• Structured learning experience</li> <li>• Design and management of activities</li> <li>• Seamless progressions</li> </ul> | <p><b><u>Human Skills</u></b></p> <ul style="list-style-type: none"> <li>• Able to communicate GreenMAP philosophy</li> <li>• Rapport</li> <li>• Able to recognize inconsistencies</li> <li>• Able to develop awareness of inconsistencies through program design</li> </ul> |
|--|---|--|

**Educational Skills**

- Mastery of skill being taught
- Structured learning experience
- Design and management of activities
- Seamless progressions

**Human Skills**

- Able to communicate GreenMAP philosophy
- Rapport
- Able to recognize inconsistencies
- Able to develop awareness of inconsistencies through program design

**GreenMAP  
TRIP LEADER RECORD FORM**

Name: \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Volunteer Leader Contract Signed  ALPSS (completed) \_\_\_\_\_

Medical Training: \_\_\_\_\_ (date completed) \_\_\_\_\_

Van Training (completed) \_\_\_\_\_ Other Trainings/Certifications:

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*(Attach copies of all certification/training cards)*

**EVALUATION** (To Be filled out by Director)

Date \_\_\_\_\_ Rating \_\_\_\_\_

Limitations:

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Notes:

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# **APPENDIX II – NEW ENGLAND PERMIT CRITERIA**

## Green Mountain National Forest

### **Permit required for GreenMAP: YES**

### **Group Size: 10**

### **Information:**

“A special use permit is required for any outfitting or guiding use taking place on National Forest land. Outfitting is the providing of any saddle or pack animal, vehicle or boat, tents or camp gear, or similar supplies or equipment for monetary remuneration or other gain. Guiding is defined as providing, for monetary remuneration or other gain, services or assistance such as supervision, protection, education, training, packing, transportation, subsistence, interpretation, or otherwise assisting individuals or groups in their pursuit of a natural resource based outdoor activity. Hiking, ski touring, and backpacking trips are examples. Guiding includes commercial guiding, and organizational camps, private camps, and school or institutional activities, wherein the operator or guide furnishes personal services or serves as a leader, teacher, or counselor, and receives compensation for such services. Permits are required regardless of the duration of the trip. No outfitter-guide use may occur on the National Forest without a valid permit.”

### **Important Regulations & Guidelines:**

- Mud Season: trails above 3000 ft are closed from the end of winter until May 31
- General Guidelines for hiking are:
  - April 15 Trails below 1000 feet in elevation
  - May 1 Trails below 2000 feet in elevation
  - May 15 Trails below 3000 feet in elevation
  - Memorial Day All trails
- **Group Size Limits:** Any trips involving hiking on the Appalachian Trail/Long Trail (AT/LT) and in the Wilderness will have group size limited to 10 people including staff.
- **Shelters:** Groups should not monopolize shelters. Groups should not occupy more than half a shelter if other hikers are present, and ideally, should yield the shelters to other hikers.
- **Permit:** By law, trip leaders are required to carry a valid copy of the Outfitter/Guide permit with them in the National Forest, and know the applicable restrictions. Forest Service staff will be checking permits in the field, and fines may apply for non-compliance.

**Breadloaf Wilderness:** No outfitter-guide use on weekends and holidays. (Exceptions may be made for wilderness dependent activities that do not utilize the Long Trail System); No fires allowed at Skyline Lodge or within 500 feet of Skylight Pond.

**Lye Brook Wilderness:** No camping on weekends or holidays at Bourn Pond.; No outfitter-guide use at Lye Brook Falls.

**George Aiken Wilderness:** No outfitter-guide use is allowed.

**Little Rock Pond and Stratton Pond:** No camping and a one-hour time limit on “stopping” on weekends and holidays. “Stopping” refers to extended periods for eating lunch, relaxing, or “milling about”. The goal is to encourage through hikers to move quickly past the area.

**Mount Abraham:** No destination day-hikes, or stops on long distance hikes. “Stops” refers to extended periods for eating lunch, relaxing, or “milling about”; No camping at Battell Shelter on weekends and holidays.; No open fires within 500 feet of Battell Shelter.

**Deer Leap:** Group size is limited to 10 including staff. Due to safety and resource protection concerns, access is only via the old AT/LT (now the Sherburne Pass Trail) at Sherburne Pass on US Rte 4, and then up the Deer Leap Trail. No other direct access is allowed.

**Silver Lake and Falls of Lana:** No outfitter-guide use at Silver Lake on weekends and holidays; Day-use group size is limited to 10 people including staff/leaders; Camping is restricted to the Falls of Lana Picnic Area and the 15 designated campsites at Silver Lake; At Silver Lake, campsite occupancy is limited to 6 people (including leaders) per site with the exception of the group site (which has a limit of 8 people); At Falls of Lana, overnight group size is limited to 8 people including leaders.

**Nesting Closures:** Certain trails or portions of trails may be closed to protect nesting Peregrine Falcons, Great Blue Herons or other endangered and sensitive species. The closures may vary from year to year. However, based on past history, the following closures can be expected. Contact the appropriate Forest Service District office before your trip for current status of these closures and to find out if others have been made. Closures will be posted at the trail. **Please heed the dates on the posted closure notice; they supersede these dates!**

- **Rattlesnake Cliffs:** (Contact: Middlebury Ranger District – (802) 388-4362) The Rattlesnake Cliff spur trails, Aunt Jenny Trail, Upper Deer Trail, and Wildcat Trail are closed from March 1 to August 1 to protect Peregrine Falcons. Rattlesnake Cliff, Oak Ridge, Roger Fenn, Lower Deer, and the Ethan Allen Trails remain open.
- **Mount Horrid:** (Contact: Middlebury Ranger District - (802) 388-4362 or Rochester Ranger District - (802) 767-4261) The side trail from the Long Trail leading to Mount Horrid and the Mount Horrid area itself are closed from March 1 to August 1 to protect Peregrine Falcons. The Long Trail is not closed.
- **Abbey Pond Trail:** (Contact: Middlebury Ranger District - (802) 388-4362) The upper portion of the trail is closed from March 15 to August 1 to protect Great Blue Herons.

**Contact:**

Paula Olson at (802) 747-6710  
Green Mountain National Forest  
231 North Main Street  
Rutland, Vermont, 05701  
Attn: Paula Olson  
psolson@fs.fed.us.

## Vermont State Lands

### **Permit required for GreenMAP: Varies with individual managers**

#### **Group Size: VARIED**

#### **Information:**

Generally an SUP or License is needed for any use of ANR land when the activity:

1. is organized or publicized;
2. involves a fee (charged to participants);
3. alters a site or alters/removes natural resources; or
4. may conflict with other established uses such as hiking, cross country skiing, scientific research, hunting, etc.
5. when group size exceeds 10 people, including guides.

For definitions of the different types of permits and specific activities requiring a permit, please refer to the Uses of State Lands policy <http://www.vtfpr.org/lands/usesofstatelands.pdf> .

#### **Process for Obtaining a Permit**

The process for obtaining permission to use ANR lands begins with completing the Permit Application for Use of ANR Lands <http://www.vtfpr.org/lands/documents/appform.pdf> . The application is accompanied by instructions to help you through the process. This application form has interactive fields that can be completed if you have a recent version of Adobe Reader. If you do not have a recent version, a link to download the updated version is provided below. In addition, each District Office of the Department of Forests, Parks & Recreation has a License Coordinator who can assist you.

#### **Important Regulations & Guidelines:**

- Check with specific areas

#### **Contact:**

Rebecca Brown  
Department of Forests, Parks & Recreation  
103 South Main Street, 10 South  
Waterbury, VT 05671-0601  
email: [rebecca.brown@state.vt.us](mailto:rebecca.brown@state.vt.us)

District 3: Addison, Chittenden, Franklin & Grand Isle  
Counties  
Tracy Cabral, License Coordinator  
Department of Forests, Parks & Recreation  
111 West Street  
Essex Junction, VT 05452-4695  
email: [tracy.cabral@state.vt.us](mailto:tracy.cabral@state.vt.us)  
Tel: 802/879-5666 Fax: 802/878-5192

#### **OR:**

District 1: Windham & Windsor Counties  
Melissa Currier, License Coordinator  
Department of Forests, Parks & Recreation  
100 Mineral Street, Suite 304  
Springfield, VT 05156-3168  
email: [melissa.currier@state.vt.us](mailto:melissa.currier@state.vt.us)  
Tel: 802/885-8845 Fax: 802/885-8890

District 4: Lamoille, Washington & Orange Counties  
Ron Wells, License Coordinator  
Department of Forests, Parks & Recreation  
5 Perry Street, Suite 20  
Barre, VT 05641-4265  
email: [ron.wells@state.vt.us](mailto:ron.wells@state.vt.us)  
Tel: 802/476-0176 Fax: 802/476-0129

District 2: Bennington & Rutland Counties  
Patty Dean, License Coordinator  
Department of Forests, Parks & Recreation  
271 North Main Street, Suite 215  
Rutland, VT 05701  
email: [patricia.dean@state.vt.us](mailto:patricia.dean@state.vt.us)  
Tel: 802/786-3851 Fax: 802/786-3870

District 5: Caledonia, Essex & Orleans Counties  
Ellen Hinman, License Coordinator  
Department of Forests, Parks & Recreation  
1229 Portland Street, Suite 201  
St. Johnsbury, VT 05819-2099  
email: [ellen.hinman@state.vt.us](mailto:ellen.hinman@state.vt.us)  
Tel: 802/751-0123 Fax: 802/748-6687

## Adirondack Preserve

**Permit required for GreenMAP: NO (If group is under the group size limit)**

**Group Size:**

**High Peaks and other Wilderness Areas: 8**

**Other Areas: 9**

**Day Use: 15**

**Information:**

From NYDEC Rules and Regulations website:

“A *Guide* is a person who offers services for hire, part or all of which includes directing, instructing or aiding another in fishing, hunting, camping, hiking, whitewater canoeing, whitewater rafting, or rock and ice climbing.

*Guiding and the business of guiding* means providing services for hire whereby a guide directs, instructs or aids another person in fishing, hunting, camping, hiking, whitewater canoeing and rafting, or rock and ice climbing. Secondary assistance such as carrying and cooking will not be considered guiding when carried out to assist a licensed guide.”

**Important Regulations & Guidelines:**

- Bear Canisters are required
- No camping above 4000 feet at any time of the year.
- Camping between 3500 and 4000 feet is limited to designated sites only.
- Below 3500 feet, camping is allowed at designated sites or at locations at least 150 feet (46 m) from any road, trail or water source.
- In the Eastern High Peaks, campers must acquire a self-issuing visitor use permit from the trail register, and keep the permit during the duration of their stay.
- No campfires in the Eastern High Peaks Zone.
- In the Western High Peaks Zone, campfires are allowed only at designated sites or at locations at least 150 feet (46 m.) from any road, trail, or water source.
- Pets must be leashed at all times.
- Proper food and garbage storage must be observed.
- No soap or detergents in any water body.
- No disposal of food in any water body.
- No use of any motorized equipment.
- Skis or snowshoes must be used when the terrain is covered with 8 or more inches (20 cm) of snow.
- Use existing outhouses or deposit human waste in catholes dug 6 to 8 inches (15 to 20 cm) deep and at least 150 feet (46 m) from any water body.
- Quiet hours must be observed from 10:00 p.m. until 7:00 a.m.
- Possession of glass containers is prohibited.
- For group numbers above the group size, contact individual district rangers

**Contact:**

New York State Department of Environmental Conservation (NYSDEC) Regional offices

<http://www.dec.ny.gov/about/558.html>

**Region 5 Program Contact Information**

**1115 Route 86, P.O. Box 296**

**Ray Brook, NY 12977-0296**

(518) 897-1234 Ray Brook serves:

Clinton, Essex, Franklin or Hamilton

(518) 623-1240 Warrensburg serves:

Fulton, Saratoga, Warren and Washington

[r5info@gw.dec.state.ny.us](mailto:r5info@gw.dec.state.ny.us)

**Region 6 Program Contact Information**

**317 Washington St.**

**Watertown, NY 13601-3787**

(315) 785-2245 Watertown serves:

Jefferson, Lewis, and St. Lawrence

(315) 793-2554 Utica serves:

Herkimer and Oneida

[r6info@gw.dec.state.ny.us](mailto:r6info@gw.dec.state.ny.us)

## **Prohibited Areas**

*The following are on private land where we do not have permission to take groups:*

- Cone's Point
- West Rutland Quarry
- Pencil Mill (Wallace) Cliffs
- Bird's Eye Mountain  
(outside the Bird's Eye Wildlife Management Area or land owned by Ed Davis)
- Hampton Quarry

# **APPENDIX III – GREENMAP HISTORY**

## **History of GreenMAP**

Green MAP was initiated in Early June of 2001, soon after the first ever Director of Adventure Programming, Kyle Bissell joined the student life staff. In the first semester that Green MAP was in operation it offered 50 programs to the campus community. The following semester 42 were offered. Several very influential overnight trips and great day trips, an astounding number of fantastic student workers and volunteers helped keep alumni Kyle Bissell fueled, energized and determined to steer Green MAP in the direction he was aiming – the moon. (“Shoot for the moon – always. If you miss, you will become one of the stars.”)

In January of 2003 Craig Cimmons, also an alum, took over the position of Director of Adventure Programming when Kyle left. The office kept the overall theme and goals though several changes were made reflecting Craigs style and philosophy. First of all the whole program, not just the trips, were run with a sustainable recreation focus. Every decision made in the office is made looking at the direct consequences on the social, cultural, and natural environment. Another change is that the Student Directorate and Assistant Student Directorate became the Student Guides and Assistant Student Guides. As of Fall 2003 only SGs, ASGs, and Craig could lead trips for GreenMAP. The shortened version of why was so a “new” wilderness leader was not responsible for the participants well being. The Student Guides were hand picked for their experience, personalities, decision making, and communication skills.

In March 2005 Bruce Saxman became the new Director of Adventure Programming after Craig’s departure.

# **APPENDIX IV – FLEET VEHICLE POLICIES**

## **Fleet Vehicle Policies – taken from “*Policies and Procedures For the Use of all Green Mountain College Vehicles*”**

### **VII. VEHICLE PICK UP AND RETURN**

1. When vans are not in use, they should be located in the parking lot to the rear of Withey.
2. When practical, keys to a reserved vehicle are to be picked up at the Auxiliary Services Office just prior to the departure time indicated on the approved Vehicle Reservation Form. Standard office hours are 8:30 am to 5:00 pm, Monday through Friday.
3. Only the particular vehicle reserved will be provided. Each vehicle has special features to meet special needs. Taking a vehicle other than the one particularly reserved can cause difficulties in meeting the special needs of others.
4. When the Auxiliary Services office is closed, or an Auxiliary Services representative is unavailable, the Public Safety Office will distribute keys/vehicles.
5. The vehicle may not leave the parking lot prior to the departure time indicated on the Vehicle Reservation Form.
6. Keys to the College vehicle are attached to a clipboard, which includes a *Vehicle Record Sheet*, a *Bixby’s Gas Card* and a *trash bag*. The Vehicle Record Sheet (Attachment B) is the form utilized by the driver to record the MILAGE AT START and the MILAGE AT END information as shown on the odometer of the vehicle. The form also has a section in which the driver is to record any comments about the vehicle or any problems encountered with the vehicle. The Bixby gas card is to be used for fuel and expenses for the College Vehicle only.
7. Before departing, the authorized driver should make a quick inspection of the vehicle and note any visible problems on the Vehicle Record Sheet. The responsible party will be required to sign the form. Damages incurred subsequent to sign-out may be chargeable to the responsible party/department.
8. After returning, another inspection should be made and any new problems written down on the Vehicle Record Sheet prior to turning in the keys to the appropriate individuals.
9. Please be courteous to the next driver and avoid delaying the next trip by filling the gas tank and removing all trash before returning the vehicle. Charges will be applied to the responsible party/department if the vehicle is not returned fully fuelled and clean.
10. When returning to campus, all debris is to be removed from the vehicle and placed in a trash receptacle. Charges will be applied to the responsible party or department if the vehicle needs cleaning after use.
11. The completed Vehicle Record Sheet and keys are to be returned to the Auxiliary Services Office to complete the check-in process. In the event that the Auxiliary Services Office is closed, please complete the check-in process with the Public Safety Officer on duty.

**12. DO NOT KEEP THE VAN OVERNIGHT. IT MIGHT BE SCHEDULED FOR EARLY MORNING USE.**

**VIII. DRIVING GUIDELINES**

- A. Driving for long distances can be very tiring, and can lead to increased potential for accidents. Therefore, driving limits for all drives are as follows:
- Daytime Travel: 3 hours at one time
  - Nighttime Travel: 2 hours at one time
- B. Within 15 minutes of reaching a driving limit, the driver should exit the highway to a safe rest area. The driver must take at least a 15-minute break or another approved driver must assume driving responsibilities.
- C. When the total trip is expected to be completed within 30 minutes beyond the appropriate driving limit, one driver may drive the entire trip without a break. However, if poor weather or heavy traffic threatens to lengthen the trip, the driver should exit the highway to a safe rest area within the normal driving limits.
- D. No driver may exceed eight (8) total hours of driving time in any 24-hour period.
- E. No athlete shall drive a college vehicle from an athletic event within four (4) hours of the event. An exception is granted for sports competing within 30 miles of the Green Mountain College campus.
- F. In event of the primary driver being unable to complete the trip, only a person who has been certified to drive college vehicles is permitted to drive the vehicle. The primary driver, as indicated on the Vehicle Reservation Form, is responsible for enforcing this policy.

**IX. IN THE EVENT OF AN ACCIDENT**

- A. DO NOT ADMIT FAULT IN ANY ACCIDENT.
- B. An accident shall be defined as *any event which results in the damage to a vehicle or property, or injury to a person*. All registration information is in the glove compartment. It is the responsibility of the driver to call the police, fill out and submit an Accident Report Form, and obtain the necessary information (name, license number, insurance, car license plate number, etc.) from the other party.
- C. Should the vehicle be involved in an accident, the authorized driver must notify and submit the proper forms to Public Safety (ext 8911). Blank Accident Report Forms can be obtained from the Public Safety Office and are to be filled out immediately upon return to campus.

- D. In the event of costs arising due to an accident or negligent use of a College vehicle, which is not covered by insurance, non-covered cost will be assessed to the department and/or club responsible. Costs attributable to clubs and or Student Government use will be charged to Student Government.

## **X. UNAVOIDABLE DELAYS**

Should unavoidable delays be encountered during a trip, which prohibit the vehicle returning to campus on time, contact the Auxiliary Services Office (287-8340) M-F 8:00am to 5:00 pm, and/or the Public Safety Office (287-8911).

## **XI. LOSS OF DRIVING PRIVILEGES**

In addition to the policy regarding Motor Vehicle Driving Records (MVR's), please note any of the following actions may result in the loss of College vehicle driving privileges:

1. Allowing an unauthorized driver to drive the vehicle.
2. Driving to a destination other than that approved by a Dean or Department Chair as indicated on the Vehicle Reservation Form.
3. Use of the credit card for purchases other than fuel, oil, and automobile maintenance.
4. Violating state and federal traffic laws, damaging other vehicles or property, driving while intoxicated or under the influence, transporting alcohol/drugs, violating listed vehicle prohibitions, or any other illegal or irresponsible use of the vehicle.
5. Picking up a vehicle earlier than your scheduled departure time, or returning a vehicle later than the authorized return time without notifying the appropriate parties as to the problem. (See "Unavoidable Delays" above.)

## **XII. CHARGES AND FINES**

### **A. GENERAL**

- \$25.00 – If the trip is cancelled and Auxiliary Services is not notified at least 24 hours prior to the scheduled departure time.
- \$25.00 – If the vehicle is not returned on time.
- \$10.00 – If the vehicle does not have a full tank of gas.
- \$5.00- If the "Mileage In" or "Mileage Out" information on the Trip Ticket is not completed.
- \$30.00/hr – If all debris has not been removed from the vehicle or other labor is required to return the vehicle to the required Check-In Return Condition.

- B. Mileage fees will be assessed at the approved rate and at all times subsequent to implementation of the mileage fee policy as previously discussed.

- C. Please obey the speed limits, seat belt and other applicable laws in the states you are traveling. If you are stopped and fined, the fine will be your responsibility. Users of College Vehicles are responsible for any fines or penalties associated with driving and parking violations.
- D. Any unsafe, prohibited, or inappropriate use of College Vehicles, or failure to follow the rules as indicated above, may result in the loss of driving privileges and/or a service charge.

### **XIII. PROHIBITIONS**

- A. Alcohol consumption/transport is prohibited in all college vehicles.
- B. Smoking is prohibited in all college vehicles.
- C. Animals/pets are prohibited in all college vehicles.

**GreenMAP  
Volunteer Leader Contract**

This is to confirm your service as a volunteer of the GreenMAP Trip Leading at Green Mountain College. As a volunteer you are not considered an employee of the college.

During your time with GreenMAP, you will be performing the following duties:

- Planning, organizing, and leading trips for GreenMAP
- Attending training sessions
- Following GreenMAP Policies and Procedures as outlined in the GreenMAP Leader Handbook
- Picking up and Returning Fleet vehicles
- Run informational and pre-trip meetings
- Double check Equipment and Paperwork prior to departure

This position carries no remuneration and you are not eligible for any benefits other than those specifically set forth in this letter.

I will be pleased if you accept this appointment as a volunteer and make your expertise available to the GreenMAP program under the conditions outlined here and in the GreenMAP Leader Handbook.

I HAVE REVIEWED, UNDERSTAND, AND ACCEPT THE TERMS AND CONDITIONS RELATED TO MY SERVICE AS A VOLUNTEER, WHICH ARE DESCRIBED IN THIS LETTER AND IN THE GREENMAP LEADER HANDBOOK.

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<b>Volunteer Signature</b>	<b>Print Name</b>	<b>Date</b>
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Director of Adventure Programming Signature	Date
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