

# Backpacking Leaders Packet

This packet is for of Trails Club backpacking trip leaders. It includes documents describing club policies for backpacks, planning information, and all the forms needed. All leaders should read this entire document and then use the appropriate forms.

## Trails Club Policies

- **Leader Requirements** (1 page) – TCO requirements for leading a backpack.
- **Backpack Trip Rating Guide** (1 page) - A description of the trip rating system used on Trails Club backpacks

## Useful Info

- **Leader Tips** (1 page) – A How-To list to help backpack leaders Backpack Trip Rating Guide
- **Backpack Write-up for Blazer & Web** (1 page) – How to write your Trip announcements

## Forms

These are the forms used on every backpack trip. Use only one Trip Log/ Sign-up Sheet per backpack trip. When you return home mail in the Trip Log / Sign-up Sheet and Trip Report along with a check for the hiking fees you have collected. *All fees are to be collected before the trip.* These include hike fees (\$1 per day for members, \$2 per day for non-members) shared food cost, shared travel expenses, etc. Complete and carry important forms with you and please see that your participants fill out and carry their proper forms

- **Trip Log/Sign-up Sheet** (2 pages) – This is a standard sign-in sheet used on all TCO trips. It includes *Recognition of Risks* and *Declaration of Intent* statements and must be signed by all participants. Use only one Trip Log/Sign-up Sheet per trip.
- **Trip Report** (1 page) – This is a standard TCO trip report that summarizes the trip.
- **Medical Emergency Rescue Request** (1 page) – This is a form to be used in case a medical emergency rescue is needed. It prompts you for the information that should be collected BEFORE someone goes or calls for help. It needs to be carried by the leader.

## Participant forms

These are the forms that each participant must fill out. The leader is also a participant, so should fill these out as well. All participants need to carry an Emergency Contact Information form in a place that is easy to access in case of an emergency.

- **Application for Backpack** (1 page) - The Application for Backpack needs to be filled out sent to the trip leader. This registers you for the trip.
- **Emergency Contact Information** (1 page) - Complete and carry the emergency Contact Information form with you. It shows information that may be needed in case of a medical emergency.
- **Participant Feedback** (1 page) - At the end of the trip mail in the completed Participant Feedback form to the Trails Club PO box.

## Optional Trip Information

Some trips may be longer or more involved than others. The following are examples of ways to provide participants with more detail about a long trek. These are really not needed for most simple trips.

- **Sample Backpack Details/Prospectus** (6 pages)
- **Sample Distance versus Elevation Chart** (2 pages)