



## **PREPARING FOR YOUR PRE-TRIP MEETING**

- \_\_\_\_\_ Gather information that will be helpful to relay to participants: road atlas, map of area visiting, weather forecast, equipment checklists, waiver forms, and menu information.
  
- \_\_\_\_\_ Meet 30 minutes prior to the meeting with club advisor and club president to discuss and plan an agenda for the pre-trip meeting. The agenda does not have to be a detailed minute for minute - just a rough outline of what you will be doing each day. Let participants know the schedule may change due to weather or unplanned events - flexibility is always required.
  
- \_\_\_\_\_ Familiarize yourself with the equipment checklist that is required for your particular trip. It is very helpful to the participant if you can do a "show and tell" let them know how you would pack.
  
- \_\_\_\_\_ Make sure all vehicles are scheduled and a pick-up time is arranged for keys. Drivers need to be certified through Fleet Operations before they are allowed to drive the vehicles. If you need to certify the cost is \$25 per person for 12 passenger vans. The training is done on the computer with a DVD and takes about 2 hours. You will also need to watch the Safe Driver video and take a test, return the test with a copy of your drivers license to Fleet Operation.
  
- \_\_\_\_\_ Contact all participants that are signed up for the activity and remind them of the mandatory pre-trip meeting. If a person is unable to make the meeting, make sure you meet with them at a different time to discuss the information.
  
- \_\_\_\_\_ Make sure you have waiver forms, these can be obtained by contacting Joe Marrott, director of Risk Management. He will need the dates, location and specifics related to the activity.

### **IMPORTANT PHONE NUMBERS:**

Kassie Richins	Fleet Operations	863-8720
Joe Marrott	Director Risk Management	863-7977

### **HELPFUL WEB-SITES**

[www.mapquest.com](http://www.mapquest.com)

[www.weather.com](http://www.weather.com)

# PRE-TRIP MEETING AGENDA

NAME OF TRIP \_\_\_\_\_ DATES \_\_\_\_\_

## I. INTRODUCTIONS

- A. Introduce yourself, experience, and interests.
- B. Ask participants to introduce themselves and their expectations for the trip - this will give you a good idea if they are signed up for the right trip. Participants need to feel involved in the group; this is a good time to introduce an icebreaker.

## II. PERSONAL RISK/WAIVER FORM

- A. DO NOT TAKE THESE FORMS LIGHTLY, THEY ARE VERY IMPORTANT. Waiver forms let the participants know of the specific risks that are involved with the activity. Make sure you have a form for every participant, even student volunteers or student leaders.
- B. Let all participants know of the skill level required for the trip.
- C. Explain that there are no drugs or alcohol on school sponsored trips.

## III. ROLE OF TRIP LEADERS

- A. We help to get the trip planned and underway, we are not guides.
- B. Explain the "common adventure model" we are all responsible for the outcome and success of the trip. All participants share in loading and unloading, setting up camp, cooking, etc.

## IV. ITINERARY AND LOGISTICS

- A. Meeting time and place.
- B. Departure time.
- C. Estimated time of return.
- D. Details of trip

## V. EQUIPMENT

- A. Group equipment - what will be provided in the cost of the trip.
- B. Individual equipment - what is the participant expected to provide. Make sure that this is covered in detail and participants know exactly what is needed for a safe and comfortable experience.
- C. Rental equipment - if specialty equipment is needed, let participants know of rental opportunities and prices.

## VI. MENU PLAN

- A. Discuss what meals will be included in the cost of the trip and which meals the participant is responsible for. Find out food allergies.