



WESTERN OUTDOORS CLUB

TRIPPERS
MANUAL

2005 - 2006

Last modified October 12, 2005

Steps to Organize a Trip

1. Choose a destination and date and announce it to the exec. Find someone to help plan.
2. Fill out a Trips Policy form and get the trip approved by USC Manager.
3. Call campground, canoe rental, van rental, etc to get prices. Assume there will be no drivers. Divide the cost and add 10% to estimate. Run it by the Treasurer, President or VP.
4. Ask the President or VP to book a room for signups and for the pre-trip meeting (if necessary). Ask the Equipment manager for a time for equipment borrowing and return.
5. Send a description of the trip with estimated cost and signup dates to the Communications person to send out to the club.
6. Have your signups. Get a receipt book and maybe a float from the Treasurer. Make copies of the health form and trip waiver for everyone to fill out. You can also have your pre-trip meeting at the same time, if there is not too much to organize like routes and boats.
7. Book all your sites, boats, vans, etc. If you want to pay by a purchase order, get a firm quote from the company and give it to the Treasurer. Make sure you are under budget and provide a detailed budget to the Treasurer and President. If you are over budget (you shouldn't be), send out an apologetic email to the members on the trip outlining the expenses, how much extra needs to be paid, and inform them that they can back out by a certain deadline and get their money back if they want (this is bad but necessary).
8. Have a pre-trip meeting if you did not at signups. Give a presentation about the route, what to pack, zero impact camping and the alcohol policy. Make car, boat and food groups, and provide your trip leaders with maps, instructions, incident reports and first aid kits.
9. Provide USC Manager with all of the waivers, a list of the car groups with cell numbers, a group list with leaders and first aid people identified, a trip itinerary, and the information for the nearest emergency medical facility before you leave. Send copies to the Risk Management Officer and President.
10. Check the weather conditions the day before you leave. If it is going to be too dangerous to drive, cancel or postpone the trip.
11. Go on the trip and have fun! If there was significant money left over from the trip, give it back to the members at the end of the trip.
12. If there was an injury or an alcohol infraction, report it to the USC Manager within 3 days of returning from the trip.

13. Submit all expense receipts and leftover cash to the Treasurer

Trip Policies

1. All executives must act responsibly on trip. Be friendly and inclusive and follow the rules below.
2. There should be no more than two (2) people planning a trip. Communication becomes difficult and many trips have gone over budget in the past because of this.
3. **No alcohol** allowed on trips. If you see someone drinking, tell them to put it away and warn them that they will be reported to the USC if you see it again. If you see them drinking again, fill out an Incident Report, inform the drinker, and file it to the USC Manager upon return. If anyone is out of control, contact the police or park rangers.
4. Rules and regulations of the park/campground must be followed.
5. "No impact camping" guidelines must be followed.
6. The club reserves the right to refuse a member's participation in a trip/event
7. Attendance at pre-trip meetings is mandatory for all participants.
8. Clinics may be required for certain trips. These are mandatory unless the person missing the clinic gains the approval of the trip leader before the clinic date.
9. Refunds will not be issued unless the spot can be filled.
10. At least one person with up to date standard first aid and CPR must be present for every nine (9) people on a trip. Proof of first aid certification can be asked for before departing on the trip.

Sample Budget Estimate

Cost Per Person

Site Reservation (\$132 / est. 40 people)	\$3.30
Camping fees (\$4 x 2 nights)	\$8.00
Parking fees (\$3 x 2 nights / 6 people)	\$1.00
Van rental fees (\$100 / 6 people)	\$16.66
Total	\$28.96

Estimate: $\$28.96 + 10\% = \31.86 , round to $\$35.00$

Provide this to the Treasurer or President before emailing the club.

Sample Budget

Revenues

Non-drivers (27 x \$35)	\$945
Drivers (3 x \$0)	\$0
Total	\$945

Expenses

Site Reservation (\$60 x 2 nights + \$12)	\$132.00
Camping Fees (\$4 x 2 nights x 30 people)	\$240.00
Parking Fees (\$3 x 2 nights x 5 cars)	\$30.00
Van Rental Fees (\$100 x 2)	\$200.00
Total	\$602

Difference: $\$945 - \$602 = \$343$

Give back $\$343 / 27 = \12.70 , round to $\$10.00$

Total trip profit: $\$343 - 27 \times \$10 = \$73$

*Provide this to the Treasurer before leaving for the trip.
Provide them with receipts for every expense.*

Western Outdoors Club Incident Report

Today's Date: _____

Date of Incident: _____

Name of executive member, trip planner or group leader completing report:

Name(s) of persons involved in the incident and their role(s) in the incident:

Please describe in your own words what happened:

Were there police and/or park rangers involved? _____Yes _____No

Was there first aid administered at the time of the incident? _____Yes _____No

If so, please name the first aider and the person(s) on whom first aid was performed and describe the first aid administered:

Was anyone given medical care beyond first aid? _____Yes _____No

If so, please name the person, describe the care they received and identify where the care was received (i.e. name of hospital or clinic):

Please describe any follow up that occurred after the incident:

Signature of executive member, trip planner or group leader:

Date:

Signature of First Aider(s) (if applicable)

Date: