

## Outing Planning Checklist

### Before the trip:

- \_\_\_\_\_ Set the date, time, and departure and return locations with the Agency and BICO Team Leader
- \_\_\_\_\_ Prepare budget and clear with Team Leader
- \_\_\_\_\_ Verify whether additional insurance issues need to be resolved (e.g. for watercraft activities, caving, ropes courses, etc.)
- \_\_\_\_\_ Confirm leaders and volunteers
- \_\_\_\_\_ Plan transportation and make necessary van reservations
- \_\_\_\_\_ Be familiar with the outing site and the current conditions.  
Make a scouting run if necessary.
- \_\_\_\_\_ Check location of nearest hospital or medical facility
- \_\_\_\_\_ Determine equipment needed and set up pick-up time with equipment coordinator
- \_\_\_\_\_ Hold a pre-trip meeting, if necessary and possible
- \_\_\_\_\_ Obtain permission and medical release forms through agency
- \_\_\_\_\_ Purchase and prepare food (keep receipts)
- \_\_\_\_\_ Plan for sanitation (rest stop en route, plan for outdoor sanitation, etc.)
- \_\_\_\_\_ Confirm pick-up time and location with participants

### The day of the trip:

Obtain and keep with you on the outing:

- \_\_\_\_\_ first aid kit(s)
- \_\_\_\_\_ permission slips (including volunteers)
- \_\_\_\_\_ medical release forms (including volunteers)
- \_\_\_\_\_ cellular phone
- \_\_\_\_\_ other equipment which you have determined you need
- \_\_\_\_\_ insurance forms
- \_\_\_\_\_ water bottles
- \_\_\_\_\_ food (including snacks en route)
- \_\_\_\_\_ Report any accidents to Co-Chair immediately and complete insurance forms

### After your return:

- \_\_\_\_\_ Clean and return equipment as soon as possible, no later than the Wednesday following the outing.
- \_\_\_\_\_ Complete any necessary insurance reports immediately
- \_\_\_\_\_ Complete trip report. Please return trip report within one week of the trip.

It is essential that we know the exact number of participants (leaders, volunteers, and students). We must pay our insurance based on participation.