Outdoor Program Expedition Checklist

Before your trip:

- Submit the Leader Information Form on the Outdoor Program’s Website  
  ◦ This should be filled out by Sunday the week before the sign-ups begin
- Reserve a First Aid Kit and any other group gear needed from the Outdoor Program
- Set up a pre-trip meeting with Bryan to discuss important trip details  
  ◦ Set up an appointment through his google calendar
- Submit the Campus Safety Form on the Outdoor Program’s Website
- Send a pre-trip email to participants  
  ◦ This should be sent out a the day before your trip  
  ◦ This email should include:
    - The time and meeting place you are leaving from the day of your trip
    - What participants should bring on the trip
    - The time you expect to arrive back to campus  
- *If it is an overnight trip, you are required to have a PRE-TRIP meeting with your participants (this can be done the day before or the day of the trip)  
  ◦ Do this outside of the OP office so that participants can reserve individual gear.
- *If there is a large number of ASP students going on your trip and there is a waiver with an outfitted guide, coordinate with TIUA to provide a translator so that they understand what they are signing.

The day of the expedition/during the expedition:

- Check out a SPOT from Campus Safety, pick up first aid kit and other gear  
  *Weekend trips must pick these up on Friday by 5pm
- Pick up Van Packet from the Facilities Management Office  
  *Weekend trips must pick this up on Friday by 3pm
- Print out maps (do not do electronically) and a list of trip participants
- Make sure you have an Accident Report Form with you
- Fill out the van packet before leaving and once returning (millage and gas)
- Refuel van using the gas cards in the van packet, put receipts in the van packet

After the expedition

- Return Van packet to Facilities Management Office, upon return to campus
- Return SPOT, First Aid Kit and any other rented gear
- Fill out a Post-Trip form (in order to receive a stipend this must be turned in)
- *If there was an accident, the Accident Report Form must be turned in within 24 hours

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