

**DEPARTMENT OF RECREATIONAL SPORTS**  
**UGA OUTDOOR RECREATION – TRIPS & CLINICS – PRE TRIP PROCEDURES**

**Purpose:** The purpose of this document is to outline the standard procedure by which trip leaders propose, plan, and prepare to depart for an outdoor trip.

**Scope:** The trips and clinics program runs between 40 – 80 different outdoor adventure trips and clinics annually. While every trip and clinic has unique features and challenges, each of these activities should follow a similar planning process.

**Pre-trip procedures:**

I. PROPOSING A TRIP

- a. All trip leaders will be required to submit two (2) trip proposals each semester, one short (clinic, half day, full day trip) and one long (1 night, 2 or more nights). Trip proposals for spring semester will be due mid-October, and trip proposals for summer/fall will be due mid-March.
- b. A complete trip proposal will include a trip cost estimate form and a trip itinerary and log
  - i. The trip cost estimate form will project the anticipated costs of the trip, including fuel, vehicle usage, trip leader pay, food, outfitter costs, camping/park entry fees, etc.
  - ii. The trip itinerary and log will provide an overview of the trip itself, including the activity, the difficulty, time of year, contact information for the area, anticipated route, gear needs, special considerations for the trip, and an emergency action plan.

II. TRIP PLANNING - AT LEAST 30 DAYS PRIOR TO TRIP DEPARTURE

- a. Once a trip has been approved and trip leaders have been assigned the lead the trip, the trip leaders responsible will need to complete the following actions:
  - i. Identify necessary permits or camping reservations; contact the appropriate park services (if applicable), and provide the Assistant Director or Graduate Assistant with the required information to reserve the site. This task should be done as soon as possible. It is the responsibility of the trip leader to identify and follow the appropriate permitting process when submitting their trip proposal.
  - ii. Reserve group gear from the ORC; this includes tents, cooking gear, water purification systems, bear bags, dromedaries, first aid kits, paddling/climbing/caving gear (if applicable), and PERSONAL camping gear (for trip leaders only—participants must reserve and pay for their own personal camping gear).
  - iii. Confirm with the Graduate Assistant that trip transportation has been reserved. This includes UGA transportation (trip vehicles) as well as any necessary shuttles.

### III. TRIP PREPARATION – WEEK OF DEPARTURE

- a. Approximately one week before the trip departure, the trip leaders should confirm that minimum enrollment has been met. If minimum enrollment has been satisfied, the trip leaders will need to complete the following duties prior to departure:
  - i. Pre-trip meeting AND follow-up email with trip information
    1. On the Monday prior to the trip departure, either the trip leaders or a Trips Manager will contact participants by email to remind them of the pre-trip meeting.
    2. Pre-trip meetings typically take place on the Tuesday or Wednesday prior to trip departure. Pre-trip meetings will take between 45 minutes to 2 hours depending on the type of trip.
    3. Pre-trip meetings generally cover:
      - a. Overview of trip (activity, skill level, notable features of the area, etc.)
      - b. Date/time/location of departure and return
      - c. Packing list
      - d. Food list (see “Food in the Wilderness” handout)
      - e. General “get to know you” activity (i.e. name game)
      - f. UGA Trips and Clinics policies (alcohol/drug use, cell phones, LNT principles, expedition behavior, etc.)
      - g. General questions/concerns
        - i. Depending on the type of trip, trip leaders may need to practice specific skills with their trip participants (i.e. teach belaying on a climbing trip; teach how to use ascenders on a vertical caving trip; wet exits out of a whitewater or touring kayak, etc.)
    4. Trip leaders should send this information out in a follow-up email to trip participants after the pre-trip meeting.
  - ii. Food shopping
    1. UGA Outdoor Recreation generally provides at least 1 group dinner on overnight trips. Trip leaders will need to plan accordingly to find time to shop for groceries prior to trip departure.
    2. Trip leaders will need to submit a “REQUEST FOR PETTY CASH CHECK” from the Rec Sports business office at least 24 hour prior to check pickup.
    3. The petty cash check will be made out to a local grocery store with the check amount left blank. Trip leaders will fill in this amount once they are ready to check out.
    4. Trip leaders need to remember to bring a tax exempt certificate with them when they shop for groceries.

5. Once grocery shopping is complete, the trip leaders will submit the receipt and Petty Cash Check Justification Form (usually attached to the check when the trip leaders pick the check up from the business office) to the Assistant Director within 24 hours.
  6. Trip leaders will be held financially responsible for any food purchases that do not have a corresponding receipt.
- iii. Trip folders
1. The Trips Managers will have created a trip folder for each trip and clinic. The trip folder contains:
    - a. Participant roster (includes health history, personal contact info, and emergency contact info)
    - b. Trip control form
    - c. Orange pay slips
    - d. Post trip evaluation (for trip leaders)
    - e. Trip evaluation (for participants)
    - f. Extra PEDB forms (for students in the Outdoor Adventure PE class)
    - g. Relevant confirmation information for permits, camping, outfitters, etc.
    - h. Extra incident report/SOAP notes
- iv. Trip departure packet
1. The trip departure packet will include a clipboard that contains van keys/van bag and the trip folder.
  2. Trip leaders can pick up their trip departure packets from the ORC on the Thursday prior to their trip departure.

**All questions or concerns pertaining to pre-trip procedures should be directed to the Graduate Assistant or Assistant Director for Outdoor Recreation**