



# OUTINGS POLICY AND PROCEDURES

Revised May 2013

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## I. Definition of an Outing

An outing is any club activity of more than one day's consecutive duration, consisting of a minimum of four participants, including the leaders. However backpacks follow their own separate guidelines. Backpacking guidelines are found in our website Backpacking section at [www.trailsclub.org](http://www.trailsclub.org).

## II. Outing Policies

- A.** Outings should reflect the stated purposes of Trails Club of Oregon, which are “to foster and stimulate interest in hiking, climbing, skiing, camping and other similar outdoor activities; to promote activities of a social and recreational nature for the benefit and enjoyment of its members and generally to encourage and promote the physical and mental capacities of its members.”
- B.** The Trips Trustee provides approval and oversight of all Trails Club Outings. All approved outing are to be reported to the Board of Trustee prior to the announcement as a Trails Club of Oregon event.
- C.** Outing dates should be coordinated with the Vice-President to avoid conflicts with other club events.
- D.** All outings are to be revenue neutral or to provide a small return to the club to cover the costs of club resources used. The Trails Club goal is for all outings to be economical.
- E.** Outing costs are to include the current Trails Club daily trip fees. All Trails Club members and members of other Federation of Western Outdoor Clubs organizations, pay the daily trip fee. FWOC member organizations are listed in the Trails Club Directory and on the FWOC website at [www.federationofwesternoutdoorclubs.org](http://www.federationofwesternoutdoorclubs.org).
- F.** The Leader and a maximum of one Assistant Leader are exempt from the daily trip fees.
- G.** All other outing costs are to be divided equally among the participants, including the Leader.
- H.** Non-members pay the current non-member daily trip fee.
- I.** Non-members shall be charged an additional amount over and above the outing fee for members.
- J.** The cost of gas for vehicle(s) hauling group supplies and equipment to the outing and back from the outing will be included in the outing fees paid by all participants.
- K.** Members have priority over non-members for places on an outing during the first 30 days of registration. After 30 days, outing reservations will be open to non-members.
- L.** Applications and deposits postmarked prior to the registration opening date will be returned to senders.
- M.** An outing reservation is not confirmed until the application forms and the deposit have been received. The forms and deposits are to be mailed to the club's PO Box and are recorded according to the postmark dates. All checks should be made payable to “Trails Club of Oregon.” Confirmations will be communicated to applicants after their reservations have been received and processed by the outing leader.
- N.** The Leader can decline an applicant's reservation.
- O.** Once the outing is filled, applicants are given the option to be placed on an Alternates List or to have their application and deposit returned. Deposits from people on the Alternates List are held and returned, if not used, once the outing is completed.
- P.** Deposits from applicants that have confirmed spaces on the outing are non-refundable.
- Q.** The final payment must be received no later than the deadline or the space will be given to the first person on the Alternates List.
- R.** If a participant cancels an outing reservation after the final payment has been made, a replacement person from the Alternates List who has been approved by the Leader fills the place. A reimbursement of the participant's final payment will be made once the outing is complete.

- S.** When vacancies cannot be filled, the drop out's final payment will be used to cover any related costs. Any excess will be refunded only after all the outing expenses are accounted for and the amount exceeds the refund minimum.
- T.** The minimum refund is \$25.00. Refunds due to cancellation of the outing or for overages are processed after all the outing expenses are accounted for and the amount per person exceeds the refund minimum.
- U.** The recommended carpool reimbursement donation to the volunteer driver is the same as for other club events.
- V.** Use of any substance, or being under the influence of any substance that may impair a participant's judgment, is not allowed during any Trails Club outing activities.
- W.** All other Trails Club rules apply during the duration of the outing. Daily camp chores are shared equally by all outing participants, unless otherwise specified. The Leader may ask any participant unwilling to follow club rules to leave the outing.
- X.** "Tag-Alongs" Policy: It is Trails Club policy that all individuals who are part of the outing, or who are closely associated with the outing, are to be considered participants in the outing, subject to all the procedures and policies described in these Policies and Procedures. For example, if a person wants to share campsites or other lodgings with the outing group, but not attend or participate in outing activities, that person is still to be considered a participant in the outing.

### **III. Requirements for Outing Leaders**

The Trails Club recommends that all outings have both a Leader and an Assistant Leader who form the leadership team. The Assistant Leader should be involved with the planning and preparation of the outing from the beginning. The viability of an outing must not depend solely on the Leader. The Assistant Leader must be capable of taking over if the Leader must leave the outing. It is recommended, but not required, that the Leader or the Assistant Leader will have traveled to the area prior to the outing.

The Leader and the Assistant Leader(s) must meet the following leadership qualifications:

- A.** They must be Trails Club members.
- B.** They must have demonstrated ability and experience in leading groups of active adults. They must be able to provide for adequate safety, be able to direct firmly but diplomatically, and make appropriate decisions regarding group management.
- C.** The Leader or the Assistant Leader(s) must meet leadership requirements for the proposed outing activities or make arrangements to have a qualified leader accept responsibility for the activity in question (e.g., climbing, trail trip, Nordic skiing, kayaking, etc.).
- D.** The Outing Leader and Assistant Leader are strongly encouraged to be certified in American Red Cross or American Heart Association Standard First Aid and CPR at the time of the outing.
- E.** The Leader shall either participate in all of the outing's events or ensure that the participants have sufficient information and leadership to participate without the leader.

### **IV. Planning an Outing**

#### **A. Basic Research on the Proposed Outing**

1. The Leader and Assistant Leader(s) should decide where and what the participants will be doing, research the costs, what permits are needed and the size of the group allowed for the activities. If

they have not been to the location, they need to know how to get information needed to lead the outing. They must also consider the experience and skills participants will need.

2. Anyone proposing an outing should discuss their plan with the Outing Coordinator as soon as possible. This will help the Outing Coordinator avoid conflicts in outing scheduling. All the details do not need to be nailed down for the initial discussion – mostly the potential date, location, and purpose of the outing.

3. Check on available dates for an outing with the Vice President. After Trips Trustee has approved and reported the outing to the Board, the Vice President will add the outing to the club's master calendar.

## **B. Pre-Outing Forms**

Once you have researched your outing and made initial contact with the Outings Committee, complete the following:

### **Form A: Outing Proposal**

### **Form B: Determining the Outing of the Cost**

#### **Form A: Outing Proposal**

This form covers basic information regarding the outing. You can add additional pages to provide more information as needed. Contact the Outing Committee chair for assistance if desired.

Following is an explanation of some of the items on this form:

1. The **Name** that you choose for your outing will be on all the announcements and on the information that you provide. It should not be too long but should catch attention and be descriptive.
2. **Number of Days** includes the travel days when the travel expenses are included in the cost of the outing. The travel day is also counted when there is information or other meeting on the day that participants travel to the outing site. "Number of days" also includes the final day of the outing when the travel is included or if there are any outing activities on that day.
3. **Leader Qualifications** includes your outdoor skills, knowledge of the area you plan to visit, prior leadership experiences, certifications. Focus on the qualifications needed to lead this particular outing. If you have led many similar outings you do not need to list every outing.
4. **Challenges** could include trails with exposure, long hiking days, elevation gains exceeding 3,000 feet, distances longer than 14 miles per day, hiking cross country, frequent stream crossings, etc.
5. **Possible Dangers** refers to dangers that participants might encounter. For example, hiking at high attitudes presents some dangers that should be listed.
6. **Trip Prerequisites** refers to the skills or experience participants need in order to join the outing. An example could be an ability to hike a certain number of miles per day.

#### **Form B: Determining the Cost of the Outing**

This form is to help you compute the probable cost of an outing. You submit the completed form along with the Outing Proposal form to the Outing Chair when you apply for outing approval. Most outings will have a range of probable costs dependent upon the number of participants.

### **Determining Group Costs**

Items with stars \* (Lines 1, 2, 3, 4, 5, 6, 7, 8) are not included in computing the outing cost **when these items will be paid directly to the vendor by the individual outing participants**. Line 1, for example, asks for transportation costs. You use this line if the Leader is arranging group transportation but you would not list the transportation costs if each individual pays for his or her ticket themselves. Line 8 lists miscellaneous costs covered by the outing. An example would be the cost of entrance to a park or museum or for a sightseeing trip.

### **C. Outing Announcement**

This is the notice that will be published in the monthly newsletter and on the website. Articles should include:

- name and description of the outing, including location
- dates of the outing
- names of the leader and assistant leader(s) and how to contact them
- range of anticipated cost
- amount of the deposit and the application forms to be submitted to the club's PO Box
- any deadlines, including the registration opening dates
- description of the outing activities and any participant requirements
- accommodations, meals, transportation, entrance fees, etc., included in outing cost

This announcement should be around 150 words. Because the Trails Club is a not-for-profit organization rather than a commercial guiding operation, outings may not be advertised in any commercial way, such as in a newspaper, magazine, or other publication. Leaders may inform whomever they wish about their outing; however, the only printed promotion for the outing is to be in the Trails Club newsletter and on the Trails Club website unless the outing is an approved joint venture with another not-for-profit organization.

### **D. Registration and Financial Tracking**

1. Applicants are required to mail a completed Outing Participant Application (Form C), Medical Form (Form D) and their deposit to the club's post office box no earlier than the registration start date in order to be considered for the outing.
2. The Administrative Assistant will keep the originals and forward copies of the Application and Medical Forms to the Leader, while holding the deposit and Release of Liability page from the Application. The Leader will review the Application and Medical forms to determine if the participant is capable of joining the outing.
3. The Outing Leader will inform the Administrative Assistant (and the Applicant) if an application has been accepted or declined.
4. A list of member and non-member participants, alternates, outing fees, deposits and final payments will be maintained until the outing is completed.
5. The Treasurer will record outing financial activity in separate income and expense accounts for each outing. The Treasurer will provide the Leader (upon request) a detailed report of the outing's income and expenses.

### **V. Outing Approval to Two Weeks Prior To Departure**

- A.** Pick an Assistant Leader as soon as possible, if this has not already been done. Let the Trips

Trustee know of your choice as soon as possible.

**B.** The Leader has the responsibility and authority for screening outing applicants. The Leader may deny the participation of any person who would not be compatible with the outing's expectations. It is extremely important, for a successful outing, that the group members are competent to do the planned activities.

**C.** The Leader will arrange for payments to vendors using the Trails Club Revenue and Disbursement Voucher form. All payments made to vendors or reimbursements to the leadership team will come from the Treasurer. In order to authorize a payment, complete a Revenue and Disbursement Voucher and mail it the Trails club's PO Box. Verification of the expense such as a copy of a contract or a receipt for the expense must be included. The Trips Trustee must approve the voucher before it can be paid. It is important to submit vouchers as early as possible, especially if there is a deadline for payments.

**D.** Identify leaders for trail trips planned during the outing.

**E.** Give the participants the information needed to make travel plans as soon as possible when you are not arranging transportation.

**F.** If you expect any participants who are also medical personnel to assume some responsibility in case of illness or injury during the outing, you need to discuss this with these participants before the outing starts and obtain their consent.

**G.** Arrange for a pre-outing meeting for all participants, as necessary. It is best to schedule this meeting as early as possible after knowing that the outing will go. Provide participants with a list of names of other outing members in order that they may contact each other to arrange carpools, share equipment, etc. Bring maps, pictures, books, etc., to the meeting to share. Provide the essential information in written as well as verbal form. Send this information to any participants who could not attend the meeting.

**H.** You may want to schedule some conditioning hikes for participants. This is a good way for the group to bond. If you are aware of a local event or program that would be of interest to participants, you may want to invite them to attend.

**I.** Advise the participants what sort of first aid kit is needed. Group first aid items might be carried by a number of the participants so that the leader(s) do not have to carry all of them. Be sure that you understand what items are needed for the type of activity that you are planning.

**J.** Provide participants a list of equipment and clothing needed for outing activities.

**K.** Advise participants as to anticipated weather and level of fitness needed for the activities.

**L.** Leaders should ensure they are prepared to handle critical incidents, such as identifying the location of the nearest hospital to the outing area.

### **Understanding the Trails Club Outing Participant Application (Form C) and the Medical Form (Form D)**

The Outing Participant Application Form includes the Release of Liability Form. Be sure that all of the requested information is provided. If an applicant leaves areas on either of these forms blank you, should question the applicant. Applicants sometimes leave off very important health information which could later adversely affect the entire outing group. Lack of candor by participants can also endanger the applicant in an emergency. You must be very careful that confidential medical information is not allowed to become public information. Do not discuss this information with others without getting permission from the applicant. Do not leave the Medical Forms where others could have easy access to them. If you have prerequisites for the trip, be sure that the applicants have included information regarding the prerequisite on the application.

The Administrative Assistant will keep the originals of the Outing Participant Application Form (including the Release of Liability Form) and the Medical Form on file. The Leader is to take copies of the participants' Medical Forms on the outing and maintain them in a secure location that protects the participants' privacy. The Leader should encourage participants to carry a copy of their Medical Information form during the entire outing.

## **VI. Two Weeks Before the Outing Begins**

Send a detailed itinerary with the emergency contact numbers (telephone, fax, and email) for all locations to the Trips Trustee and the Trails Club's Administrative Assistant using the Trails Club Final Outing Form (Form E).

## **VII. During the Outing**

**A.** Take the Medical Forms (Form D) for the participants with you in case of illness or injury.

The Leader should also carry Medical Emergency Rescue Request Cards.

**B.** Once the outing has begun, the Leader should establish and maintain the group's cohesiveness. Nightly meetings to discuss the day's activities and plan for the next day are encouraged. Plan to eat most meals together. This preserves group identity and provides the opportunity to share impressions of each day's experience. When applicable, tent sites should be placed in the same general area to promote communication and togetherness. At the conclusion of the outing, a final meal with the group at a pre-selected location is a great way to complete the outing and to celebrate success together.

**C.** Be prepared to deal with such problems as fatigue, illness, inclement weather, and equipment failure. Have a plan in place for emergencies. Advise participants to tell the leader if they become ill or have had an injury.

**D.** Assign to outing members responsibilities such as setting the pace, sweeping, selecting the campsite, maintaining the trip log, taking group pictures, etc., so that you do not have to do everything. The outing should be an experience in which everyone participates; outings are not guided tours.

**E.** Be flexible. Sometimes your planned itinerary will not work as you originally intended. When necessary, be willing to change your plans. Have alternatives in mind.

**F.** Maintain group harmony. On any outing, the variety of personalities may make it difficult to avoid occasional conflicts or differences of opinion. Nevertheless, it is important that you do everything you can to maintain group harmony and camaraderie.

**G.** If a participant is unable to perform the needed activities of the outing, the Leader may have to intercede. As Leader, you are responsible for the entire group and you have the authority to deny participation in the activity, if in your judgment the participant could constitute a hazard either to him/herself or to the group. The leader may call upon the entire group or any member of the group for assistance in controlling individuals with behavioral problems.

**H.** Carry a Trip Report/Incident and Accident Form with you on the outing. You can download this from the Trails Club website and it is included in the Trip Leader packet. Before the outing, familiarize yourself with the reporting responsibilities in case of injury, death, and other incidents.

**I.** If there is an incident or accident during the outing, follow the Trails Club procedures for reporting. Reportable incidents include death, injuries, near injuries to persons participating in the outing and any rescue attempt by an outing participant. When in doubt, report it. In the case of a fatality, or grave injury you must make every effort to contact the Trails Club President or Trips

Trustee immediately by telephone or email if phone is not feasible. In the case of less severe injuries or non-injury incidents affecting the safety or health of an outing participant you must make every effort to submit a report within three days of the incident using the Incident and Accident Reporting Form.

**J.** At the end of the outing it is helpful if the Leader will mention how important it is that members respond by completing an Outing Evaluation. The Outing Leader and the Trips Trustee depend upon feedback from the Outing Evaluation (Form F) to help plan future outings and to improve the offerings.

### **VIII. After the Outing**

**A.** Prepare and submit reports.

**B.** Send Outing Evaluation forms to the participants.

**C.** Plan an outing reunion if you wish. Outing fees may be used to cover some or all of this expense.

**D.** Arrange for refund payments to participants who dropped out of the outing.

**E.** In the event that the revenue for the outing exceeded the total costs, the Leader can consider requesting that the balance be returned to the participants. (See: II Outing Policies S and T.)

**F.** Consider a presentation of your outing for a monthly Adventures and Travels program.

**G.** If there was an incident or accident reported, you may be asked later for more information from the President or Trips Trustee. All information is to be treated as confidential and will not be divulged to persons besides the President and Trips Trustee.

**H.** Destroy the Medical Form (Form D) that was submitted by the participants or return the form to the participant.

**I.** Provide the completed Outing Evaluation forms from participants to the Trips Trustee.

**J.** Write a trip report for publication in the "Trail Blazer" and on the Trails Club website.

Group pictures and other photos from the outing are desirable. All submitted photos must identify the individuals in the picture and give photographer credit.



**APPENDIX**

**Form A: Outing Proposal**

**Form B: Determining the Cost of the Outing**

**Form C: Outing Participant Application**

**Form D: Outing Participant Medical Information**

**Form E: Final Outing Form**

**Form F: Participant's Outing Evaluation**

**Form G: Standard Outing Messages**

**TRAILS CLUB OUTING PROPOSAL FORM** (Please print)

Name of Outing: \_\_\_\_\_ Date submitted: \_\_\_\_\_

Dates of Outing: \_\_\_\_\_ Number of Days: \_\_\_\_\_

**LEADER INFORMATION**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

First Aid Expiration date \_\_\_\_\_ CPR Expiration date \_\_\_\_\_

Leader qualifications (skills, experience, and education) related to this outing

**ASSISTANT LEADER INFORMATION**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

First Aid Expiration date \_\_\_\_\_ CPR Expiration date \_\_\_\_\_

Leader qualifications (skills, experience, and education) related to this outing

**TRAILS CLUB OUTING PROPOSAL FORM** (Please print)

General Description of Outing:

Location (can list or attach itinerary if known):

Planned Activities:

Travel Agents, Outfitter or Guides if any:

Name Contact information


Challenges:

**TRAILS CLUB OUTING PROPOSAL FORM** (Please print)

Possible Dangers:

Transportation Plans (is this included in cost?) Driving mileage \_\_\_\_\_

Equipment needed to participate:

Minimum number participants: \_\_\_\_\_ Max number participants: \_\_\_\_\_

Minimum age of participant: \_\_\_\_\_

Trip prerequisites

Deposit Required: \_\_\_\_\_

Deadline for signing up \_\_\_\_\_

Range of Cost (from Form B)

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## DETERMINING THE COST OF THE OUTING

Contact the Outings Coordinator for questions about completing this form.

NAME OF OUTING \_\_\_\_\_ DATE PREPARED \_\_\_\_\_

LEADER \_\_\_\_\_ OUTING DATES \_\_\_\_\_

**Filling out this form will give you important information about the fee charged each participant.**

**If some of the outing expenses are paid directly to a vendor by the participant, or paid by the participant himself, list those cost separately. They will not be counted on this form.**

**In the article to publicize your outing please include:**

**The outing fee for members and for non-members.**

**Anything that will be paid out of pocket by participants.**

**This part lists shared expenses.** Shared expenses are marked with an asterisk (\*). If your outing is not using some of these categories, please leave these lines blank.

1. \*Transportation of participants \$ \_\_\_\_\_
2. \*Fuel for vehicle(s) hauling group supplies and equipment to the outing and back. If vehicle is being used for delivery of goods only one way, then count only those miles. Use \$0.15 per mile (or more if leader considers it appropriate) to determine this cost. \$ \_\_\_\_\_
3. \*Lodging \$ \_\_\_\_\_
4. \*Meals \$ \_\_\_\_\_
5. \*Guides/Outfitters \$ \_\_\_\_\_
6. \*Camping Fees \$ \_\_\_\_\_
7. \*Permits \$ \_\_\_\_\_
8. \*Misc. /Other \$ \_\_\_\_\_
9. Total costs (add lines 1 thru 8 together) \$ \_\_\_\_\_
10. **If club resources are being used in lines 1-8, multiply each of these lines by .05.**  
Check with Outings Coordinator if you have questions about this.  
This will include money advanced by the club to pay for hotel or

campsite reservations, new equipment, etc.

What is the total extra amount for appropriate lines 1-8? \$ \_\_\_\_\_

**11. Total cost of shared group expenses (line 9 plus line 10) \$ \_\_\_\_\_**

05-29-2013, Form B

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**This next part will determine how much each individual person pays as an outing fee**

Included is each person's part of group expenses, plus club daily activity fees, plus a surcharge for non-members.

**First we will find the amount each club member or member of FWOOC organizations pays.**

12. The least number of people you want on the outing is \_\_\_\_\_.

Examples: Twelve people on a wilderness outing, 30 people staying in cabins, etc.

Divide line 11 by this number. \$ \_\_\_\_\_

13. The number of activity days is \_\_\_\_\_.

Example: For five days of hiking the answer is 5.

14. For each activity day add \$1.

Example: For five days the answer is \$5. \$ \_\_\_\_\_

**15. Add lines 12 and 14.**

**This is the estimated outing fee per club member. \$ \_\_\_\_\_**

*Please note: The outing leader and one assistant leader are exempt from paying daily activity fees (line 14).*

**This is the amount each non-member pays.**

16. Enter the dollar amount on line 12. \$ \_\_\_\_\_

17. Line 16 multiplied by 1.15 (15% surcharge for non-members) \$ \_\_\_\_\_

18. The number of activity days from line 13 is \_\_\_\_\_.

19. For each activity day add \$2.

Example: For five days of hiking the answer is \$10. \$ \_\_\_\_\_

**20. Add lines 17 and 19.**

**This is the estimated fee per non-member. \$ \_\_\_\_\_**

**Lines 15 and 20 show your estimated fee per participant using the least number of people you want on the outing.**

**Some outings may have room for many more than the minimum number of participants. That could greatly bring down the cost per person. You can adjust your outing fees with this in mind. However, we recommend using amounts somewhat closer to lines 15 and 20. This will bring in a little more money for your outing. Then all your expenses are more likely to be covered, even unexpected ones.**

(Outing Coordinator: Modify this title as needed before placing on our Trails Club website or printing. Use for all outings.)

**TRAILS CLUB (outing title) PARTICIPANT APPLICATION**

(Also modify or delete these next few lines as needed before placing on our Trails Club website or printing. Use for all outings.)

(example) Sign up for one session:

(example) Session I (Aug. 5-12, 2012) Bill Kingsbury, leader\_\_\_\_\_

(example) Session II Aug. 12-19, 2012 Gary Holman, leader\_\_\_\_\_

(example) By applying for this outing, I agree to the following requirements for the outing: I will help with daily group camp chores, I will camp with the group, and I will have a minimum of three people on the daily hikes or other activities.

**(example) The Trails Club is not responsible for providing or arranging your outing transportation to or from the entry trailhead.**

(Use the following information for all outings)

Please print your answers clearly.

Membership Status (select one): Club Member  FWOC Member  Non-Member

Applicant Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

E-Mail: \_\_\_\_\_ DOB: \_\_\_\_\_

Experience as relates to this outing: Please list training and experience such as other outings attended current fitness program, etc. Attach an additional page if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any medical or physical condition the leader should be aware of: \_\_\_\_\_

\_\_\_\_\_

Have you passed a recent First Aid Class? \_\_\_\_\_ When? \_\_\_\_\_ CPR Class? \_\_\_\_\_ When? \_\_\_\_\_

**RECOGNITION OF RISKS**

The Trails Club of Oregon was organized in 1915 and currently promotes the enjoyment of outdoor activities such as trail hiking, mountain and rock climbing, skiing, cycling, swimming, camping, and other similar activities involving the out-of-doors. While the club has had an excellent safety record, it is the responsibility of the Trails Club of Oregon to inform you that these activities, although peaceful in nature, can be dangerous and as such can cause severe injury and even death due to conditions and forces which we cannot predict. Having made you aware of these facts, the Trails Club of Oregon believes you must make your own decision regarding participation in these activities.

**DECLARATION OF INTENT**

I acknowledge that the Trails Club of Oregon has apprised me of the dangers and hazards, hidden or apparent, in the various activities it sponsors, as outlined above, and I elect to accept such risks and undertake these activities on my own responsibility. My signature below signifies I hereby, for myself, my heirs, and personal representatives, release and forever discharge the Trails Club of Oregon and its elected officers from any claims or demands for resultant injuries or even death, sustained by me, while participating in a Club sponsored event. Furthermore, I am financially responsible for the costs of any medical treatment or evacuations, requested by me or others on my behalf, should I become seriously ill or injured.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of parent or guardian if applicant is under 18 \_\_\_\_\_ Date \_\_\_\_\_

10/19/2012, Form D

(Outing Coordinator: Modify this title as needed before placing on our Trails Club website or printing. Use for all outings.)

### TRAILS CLUB (outing title) MEDICAL INFORMATION

(Also modify or delete these next few lines as needed before placing on our Trails Club website or printing. Use for all outings.)

(example) Sign up for one session:

(example) Session I (Aug. 5-12, 2012) Bill Kingsbury, leader \_\_\_\_\_

(example) Session II Aug. 12-19, 2012 Gary Holman, leader \_\_\_\_\_

(Use the following information for all outings)

Please print your answers clearly. This form will be kept confidential.

Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

#### Emergency Contact

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone number(s) \_\_\_\_\_

**Doctor's Name:** \_\_\_\_\_

Clinic Name & Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

#### Medical Insurance

Name: \_\_\_\_\_ Group/Policy#: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**The following information is necessary before participation in this Trails Club Outing. It is essential to have this information in case of illness or accident. Attach additional page if necessary.**

1. Do you have any current medical problems, issues or limitations? No \_\_\_\_ Yes \_\_\_\_

If yes, please explain:

2. Have you had any previous medical conditions of which we should be aware? No \_\_\_\_ Yes \_\_\_\_

If yes, please explain:

3. List your current prescriptions, natural, and over-the-counter medication (aspirin & etc.) that you are now taking or have taken in the last few months: (drug name, dosage and frequency).

\_\_\_\_\_  
\_\_\_\_\_

4. Allergies to food, medications, or the environment? No \_\_\_\_ Yes \_\_\_\_ Please list:

5. Current tetanus immunization? No \_\_\_\_ Yes \_\_\_\_ Please list date:

**The Outing leader will keep a copy of this during the outing in case it is needed. Please keep a copy of this completed form with you at all times during the outing.**



Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of parent or guardian if applicant is under 18 \_\_\_\_\_ Date \_\_\_\_\_

Form E

## TRAILS CLUB FINAL OUTING FORM

NAME OF OUTING \_\_\_\_\_

DATES OF OUTING \_\_\_\_\_

NAME OF LEADER AND ASSISTANT \_\_\_\_\_

\_\_\_\_\_

NAMES OF PARTICIPANTS – (attach list to form)

FINAL ITENERARY - IF DIFFERENT FROM THAT ON OUTING PROPOSAL  
(Please include phone numbers, if applicable, where the group can be reached in an emergency)

LIST OF HIKES DURING THE OUTING

LIST OF OTHER ACTIVITIES

Please submit this form to the Trails Club Administrative Assistant and Trips Trustee prior to departure.

Form F

## TRAILS CLUB PARTICIPANT OUTING EVALUATION

To Trails Club Outing Participants:

The Outing Committee and leaders of your recent outing need your feedback. In order to improve future outings, please answer the following questions. A prompt response is appreciated. Please give to the Outing Leader or mail to: Trails Club of Oregon, PO Box 1243, Portland, OR 97207. Thank you, the Outing Committee

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Name of Outing: \_\_\_\_\_ Outing Dates \_\_\_\_\_

Leader: \_\_\_\_\_ Asst. Leader: \_\_\_\_\_

1. Was the outing well planned and were you adequately informed of what was required of you to participate in this outing (i.e. equipment, fitness level, etc.)? \_\_\_\_\_

2. Was the leadership competent and knowledgeable? Were they receptive to feedback from the group, before and during the outing? \_\_\_\_\_

3. Would you join other outings led by these same leaders? \_\_\_\_\_

4. Were any emergencies and/or unexpected events handled effectively? \_\_\_\_\_

5. What did you enjoy most about the outing? \_\_\_\_\_

6. What could have been improved or different? \_\_\_\_\_

7. Do you feel you received good value for your money? \_\_\_\_\_

8. On a scale of 1 (poor) to 10 (excellent) please "grade" this outing. \_\_\_\_\_

9. How did you hear about this outing? \_\_\_\_\_

10. If you are a Trails Club member, would you be interested in Leading or assisting an outing?  
Yes \_\_\_\_\_ \* Maybe \_\_\_\_\_ \* No \_\_\_\_\_

\* Please provide your name and phone # or contact the Outing Committee Chair.

## STANDARD OUTING MESSAGES

### OUTING APPLICATION RECEIPT

Hello! Your application for the \_\_\_(name)\_\_\_ Outing has been received and is being reviewed by the Outing Leader. You will be informed by \_\_\_(date)\_\_\_ regarding the status of your application.

### OUTING CONFIRMATION

Welcome to the \_\_\_(name)\_\_\_ Outing! Your application has been accepted and you are confirmed as a participant on the outing, which will occur on \_\_\_\_\_(dates)\_\_\_\_\_.

The balance of your outing payment is \$ \_\_\_(amount)\_\_\_ and it is due on \_\_\_\_\_(date)\_\_\_\_\_. Your check should be made payable to Trails Club of Ore. and should be submitted to:

Trails Club of Oregon  
P.O. Box 1243  
Portland, OR 97207

A pre-outing meeting has been scheduled for \_\_\_\_\_(date)\_\_\_ at \_\_\_(time)\_\_\_ at \_\_\_(location name and address)\_\_\_\_\_. It is vitally important that all participants attend this meeting to receive detailed information about the outing and to make final travel plans. If you are unable to attend the pre-outing meeting, please contact the Leader at \_\_\_\_\_(phone number and/or email)\_\_\_ to make arrangements to receive the information.

If you need to cancel your outing participation, please contact the Leader as soon as possible so your space can be filled by someone else.

### OUTING CONFIRMATION (ALTERNATE LIST)

I'm sorry to inform you that the \_\_\_(name)\_\_\_ Outing is full. You have two options:

(1) You can ask that your application and deposit be held and that your name be placed on the Alternates Roster. Experience has shown that participants do change their minds after initially being confirmed on an outing. If you choose to have your name placed on the Alternates Roster, your application and deposit will be held until the outing commences. If, at any time, you wish to be removed from the Alternates Roster, you can request that your application and deposit be returned and your name will be removed from the Alternates Roster.

(2) You can decline to have your name placed on the Alternates Roster. Your application and deposit will be returned immediately.

### OUTING DENIAL

I'm sorry to inform you that your application has not been accepted for the \_\_\_(name)\_\_\_

Outing. Upon review, it has been determined that your participation would not be compatible with the Trails Club's expectations for the outing. Your application and deposit are being returned to you.

Written by Susan Saul, Outings Coordinator