Appendix B

**Outdoor Activity Planning Sheet**

*Note:*Use this sheet to plan *Outdoor Explorers* events two to four weeks before the activity date. Revisit the plan approximately one week before the event to make adjustments due to changes in weather conditions, participant numbers, mentor needs and so forth.

**ACTIVITY LEADERS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**WHEN: Deciding Date and Time of Your Activity**

Possible activity date(s) \_\_FINAL activity date(s):

Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Estimated activity time length: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**WHERE: Decide Your Activity Location & Contact the Site**

Possible activity location(s):

FINAL activity location:

Human impact concerns and plan to minimize: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**WHAT: Decide Your Activity Focus**

Possible outdoor activities (i.e. hiking, snowshoeing, etc.)

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

Who can provide training in skills and/or equipment before activity?

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

**TEACHING OPPORTUNITIES**

Possible teaching opportunities/topics: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Resources for improving topic background (books, website, person): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**OUTDOOR EQUIPMENT**

Special outdoor gear needs: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Possible sources for rental or borrowing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**SAFETY HEADS-UP** (Use *Safety Meeting Log*; Appendix C)

Special safety concerns: \_\_\_\_\_\_\_\_

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

Specific safety training required for volunteers (if any): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**TASKS**

(Not all activities will include all outlined tasks; add or delete as needed.)

**What: \_\_\_\_\_\_\_\_\_\_ Who: \_\_\_\_\_\_\_\_\_\_\_ Completed (√)**

Facilities \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Snacks \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Meals \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Gear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Access (road conditions, maps, etc.) \_\_\_\_\_\_\_\_

Fees, permits, permission, etc. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Communication w/OEMP partners \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First-aid kit(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency plan \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Training \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Publicity

**BEFORE**

🞎 Decide on activity leaders

🞎 When is the activity going to take place?

🞎 Where will the activity take place?

🞎 What will you be doing?

🞎 Contact site to get permission, find out if there are any fees, and collaborate on activity

🞎 Budget: Gear, Transportation, food, etc.

🞎 Write trip overview for OEMP partners. Include activity meeting time, location, methods of transportation (carpool, bus, individual, etc.), what you’ll be doing, estimated length of the activity, and what they need to bring/wear (including water and snacks). Share information w/partners.

**BEFORE**

🞎 Make sure someone is CPR/First Aid certified and you have a first aid kit for the activity. Prepare *Safety Meeting Log* and be ready for tailgate meeting with mentors and, later, all participants.

🞎 Gather any gear, maps, or other equipment needed

🞎 Confirm logistics with everyone involved, one week prior to the activity

**AFTER**

* Complete “Post-Activity” Evaluations
* Return any borrowed or rented gear
* Write a summary of how the activity went on the blog. Post pictures if you have any but pay attention to partner organizational policies.
* Give update to partners about how it went, lessons learned, etc.