

## Trip Notes & Registration Forms



Attention: Trip Leaders, VPOs & Interested Parties

Ever wondered how to get your overnight trips “out there” for all GO members to see? Here’s how...

- Prepare your Trip Notes & Registration Form. Sample forms are available on the Corporate website at: <http://www.greatoutdoors.org/admin.shtml>
- Include all the details a potential trip member would want to know. See the checklist on the 2<sup>nd</sup> page
- Once written, pass your Trip Notes by your Chapter’s approval process – VPO, President, Core Group, etc.
- Most Trip Leaders produce their Trip Notes using Word software. That format is OK, but we need something that works for those who do not own Word software. Therefore, we ask that your final version be converted into a .PDF file. If your Chapter can’t convert the file, send it to our Corp. Webmaster and they will try to convert it into a .PDF file for you. Use this email: [webmaster@greatoutdoors.org](mailto:webmaster@greatoutdoors.org) The Corporate Webmaster will return a .PDF file to you for posting on your Chapter’s website or he can load it onto the Corp. Website as well. We prefer that the Trip Notes be published on a Chapter’s website and other Chapters link to the one site vs. having multiple copies on different website (Chapter, Corporate, Facebook, etc.).
- You can also learn about preparing Trip Notes & Registration Forms at an ***Outdoors Experience*** training course - <http://www.greatoutdoors.org/wilderness.shtml>
- Once in a .PDF format, send it to your Chapter’s webmaster for posting on your Chapter’s website calendar.
- To announce your Trip, your VPO (or Trip Leader) should then send your Chapter’s website Trip Notes link to our email distribution list: [TripNotes@GreatOutdoors.org](mailto:TripNotes@GreatOutdoors.org). The email should have a brief description of your trip and the dates along with the website link to your Trip Notes. This information will automatically be sent to the other Chapter VPOs, Newsletter Editors, Webmasters and the Corporate Outings Chair.
- The Corporate Outings Chair will then add the Trip Notes link and update our Corporate Calendar located at: <http://www.greatoutdoors.org/calendar>
- Chapters should also update your Chapter’s Google Calendar overnight event and include a link to your Trip Notes. Check with the Corporate Webmaster if you need assistance.

### Trip Notes & Registration Form Checklist

	Trip Leader(s) contact information – name, email and/or phone listed
	List both start and end dates. Include any optional additional dates and costs if applicable.
	Include a Registration Form deadline due date.
	List campground street address. Include a Google (or other) link to the campground. Include a GPS coordinate if known. List major directions or special instructions.
	Check In Time / Check Out Time
	Include how/where to make payments – e.g., send a check to: xyz, click on a link for PayPal payments, etc.
	List activities planned/included in event – meals, hikes, 4x4 trips, local attractions, etc.
	Pet policy. Cost per day (if any), leash length requirements, etc. Do pet owners need to bring proof of license and/or vaccinations?
	Are RVs allowed? List if any RV connections are available (water, sewer, dump or electricity) and any fees. List any maximum RV length. Ask if RV owners are planning to bring a tow vehicle and get the length of both to make sure they will fit in individual sites. List any RV generator policy, times, etc.
	If individual campsites have limited parking, explain any overflow parking area/distance from group, extra fees (who pays them – when and where), etc. If RVs are allowed, where will they park – e.g., individual sites, in a different area, etc.
	Will tents and RVs share sites?
	List a cancellation policy. List both dates and amounts if applicable. Will weather cancellation refunds be issued. One method is to say: “Refunds only if sold out with wait list.”
	List any “day use” fee and clearly describe what it covers. Is the fee for a single day, per day, etc.
	If any tours are planned, provide details including money campers should pay in advance or during your event.
	Are showers provided? Will campers need to bring quarters or buy tokens somewhere?
	Does the campground have flush toilets, pit toilets, etc.?
	If a potluck is planned, should campers bring any item or an item by name category.
	Should campers bring firewood? If so, list how much? E.g., Bring 1 bundle per person.
	If water activities are planned or are nearby, inform campers of any fees. Remind them to bring a swimsuit, towel, etc.
	List any items a camper should bring. A common one used is the 10 Essentials listed on the GOLA site: <a href="http://www.greatoutdoorsla.org/essen.html">http://www.greatoutdoorsla.org/essen.html</a>
	Include a website link to campground’s website if desired.
	Include a website link to any park brochure if desired.
	Describe the expected weather and any special clothing campers should consider bringing.
	Describe or list any nearby restaurants/grocery stores. Not everyone wants to cook over a campfire.
	If 4x4 events are planned, do drivers need to bring extra fuel, is there a gas station nearby, etc.
	If hikes are involved, include distances, difficulty, special equipment required, etc.
	Does the campground have WiFi service? If so, is there a cost? Do only certain carriers work at the campground?
	Include the GO motto on your Trip Notes: “Great Friends, Great Times, Great Outdoors”
	Trip Notes with photos and full descriptions will help sell your trip.
	If you have the option to register new members on your Registration Form, include a statement such as: “New members may choose which GO Chapter to join:_____”
	Do not demand to know any medical conditions. Instead, include something such as this statement: “Note: If registrant has any medical conditions that we should be aware of, please advise the Trip Leader and/or list special notes on the reverse of this form.”
	Include this statement on your registration form: “Health Problems/allergies: <i>It is the responsibility of participants to carry on their person a record of significant allergies, medications and medical history in the event of a medical emergency.</i> ”

Include the current GO liability statement:

(see Appendix C - <http://www.greatoutdoors.org/admin/GObylaws.pdf>)

Acknowledgment of Outing Member Responsibility, Express Assumption of Risk, and Release of Liability

I understand that the activities engaged in by Great Outdoors, and specifically this activity, may involve dangers inherent in all outdoor activities, and by signing below, I, except as expressly prohibited by California statutory and case law, do expressly assume all risks and dangers of such activities and specifically this activity, and do hereby expressly release and hold harmless Great Outdoors Inc., including its event leaders, officers, agents, employees, administrators and assigns, from any and all liability for injury or death arising from said activities and specifically this activity, and agree to defend any lawsuits against any of them arising from those activities and specifically this activity.