

PUGET SOUND OUTDOORS

Leader Trip Planning Process and Check List

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		Plan	Your	Trip!		
	SEND PROPOSAL to PSO Coordinators pso@ups.edu	and	Pre-Brief Meeting With PSO Trip Coordinator to discuss your trip proposal			PSO email goes out advertising YOUR trip
	Tabling in the Sub 11am-1pm	Mandatory Participant Pre- TRIP MEETING 8:00 pm in the Expy		Equipment check and/or food buying and packing Final Trip Check- in with Coordinator	TRIP See trip planning checklist for more details	
Check gear back in with the Expy staff	DEBRIEF your trip with a PSO Trip Coordinator					

Trip Planning Checklist

Trip Proposal and Planning

1

Have an idea for a trip or a co-leader and a day trip or weekend trip in mind...yeah!

What is the trip about (objective/theme...gourmet cooking, ? Who is it aimed at? What are the risks involved?

Fill out a [trip proposal](#) with the basics and email it to the PSO Trips Coordinator – Oliva Drukker and Hadley Reine psa@pugetsound.edu

Pre-brief discussion with co-leader(s) [Leader Discussion and Pre-Brief form](#)

Food – How many meals are you providing and what are your ideas, recipes, themes for the trip food?

Pre-Brief meeting with the PSO Coordinator

Please schedule the meeting *Wednesday or Thursday the week before* the trip (not the week of your trip)

Meet with coordinator(s) and review trip proposal – what questions come up?

Discuss current weather and relevant trip conditions

Discuss Co-Leader Discussion and Pre-Brief and form

2

Trail maps – 2 complete sets

Plan *Pre-trip meeting* and equipment check meeting if applicable

Plan trip food and complete [food calculator](#)

Trip Folder review and check out

P-Card + Key Packet can be picked up from Cyndy at Stu-Dev daily before 5:00PM

Final Pre-Trip Logistics – On Thursday

Individual equipment checked for overnight trips

Group Equipment OR Day trip box signed out and checked out from the Expeditionary

3

Final trip conditions check: driving, trail, road, snow, water

Review Vehicle plan

Permits in trip folder

Post trip!

Fill Gas tank on the way back at any gas station in Tacoma

Put group equipment (no individual rental equipment) on your shelf

-Clean Pots and Pans

-Road kill food goes in the road kill box in the fridge

-Leave any wet tents or tarps stuffed- hang them up Monday w/ expy staff

4

Clean, sweep and vacuum van of trash and debris

Return van keys to security

Call Justin to tell him you are back on campus and if there were any issues we should know about...with the participants, vehicle...: 253-230-7901

On Monday:

Clean and check-in equipment in with the Expy staff

Return P-Card and Key Packet to Cyndy at Stu-Dev

Trip Debrief with Coordinator

5

- | | |
|---|--|
| <input type="checkbox"/> Fill out trip debrief form and bring it the meeting | |
| <input type="checkbox"/> Debrief trip with Co-leader and coordinator (what went well, logistics, group and safety issues) | |
| <input type="checkbox"/> Fill out incident or close call form (s) | |
| <input type="checkbox"/> Check in trip folder | |