



## Leader Trip Planning Process and Check List

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

Clean, sweep and vacuum van of trash and debris

4

**Return van keys** to security

Call (not text) Kevin Buchanan to tell him you are back on campus and if there were any issues we should know about...with the participants, vehicle...: (443) 987-8177

### 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**

[Fill out trip debrief form and bring it the meeting](#)

Debrief trip with Co-leader and coordinator (what went well, logistics, group and safety issues)

[Fill out incident or close call form \(s\)](#)

Check in trip folder