

Val's Advanced Trip Checklist

1+ Year in advance of your trip

- Choose your trip location and do reconnaissance. Note:
 - Driving time
 - Trailhead camping and amenities
 - Potential camping sites on the trip, as well as places you can't advise camping
 - Key risks
 - Water sources
 - Route, w/ incremental mileage between camps
 - Permitting ranger station, process, trailhead quota and permit limit
- Secure your co-leader and first aider. This might be the same person. But for your first trip (with mentor), best if you have 2 back-ups.

9 months to 1 year in advance of trip

- Fill out Training/Trip Proposal on Google Docs (Backpacking/2018-19 Class proposals template)
 - Class level: ADV
 - Location:
 - Start date: this is your first planning meeting
 - End date/Trip Date: This is your trip date
 - Girl Capacity
 - Adult Capacity: this will not include you or your co-leader/first-aider.
 - Total Capacity: This does not include you or your co-leader/first aider. Be sure to subtract you & your Co- from your permit limit to determine your total capacity (registrants)
 - Include a description that will be used on the Registration website, including pre-requisites, mileage, and a broad overview of the features of your trip. Label your trip EASY, MODERATE, STRENUOUS.
- Prepare your confirmation packet: (see Google Docs: Backpacking/Confirmation Packets/Advanced Backpacking for template)
 - Cover page – Broad overview of the trip & At-A-Glance Important Dates
 - Include dates for all pre-trip meetings, mandatory conditioning hikes and pack check/gear exchange ~ 2 nights prior to your trip
 - Trip Summary (see sample)
 - Comprehensive Gear List for Adv Trips (see Google Docs sample in Val's folder)
 - Participant Commitment Form for Adv. Trips
 - Council will provide:
 - High Adventure Health Hx
 - Transportation Form for adults
 - Permission Slip for overnight trips
 - Annual Permission Form (2 pages)
 - Possibly Trail Descriptions with incremental mileage for itinerary planning
 - Send your Confirmation Packet to designated Council staff

9 months prior to your trip

- Periodically review your participant roster
 - Ascertain who is registered and whether or not they meet the pre-requisites for your trip
 - Determine if you need to solicit more girls/adults to fill open spots
 - If necessary, send emails/call individuals who you think would augment the group in a positive way, and beg them to come .
 - Discuss your participants with the other trainers to determine ability and overall impression from those who've trained or led these individuals.
 - If you are uncertain about a registrant's ability to participate, email or phone for more information.

1 – 2 months prior to your PRE-TRIP MEETING

- Email your group and welcome them to your trip
 - Re-state all mandatory meetings
 - Tell them what you need them to bring to the first meeting
 - All paperwork
 - Map?
 - Any money?
 - Give them an idea of what you'll be covering at the first meeting
- Write up your 1st Planning Meeting agenda (see Google Docs, Val's folder)
 - If your trip requires only one meeting, you'll have a lot to accomplish in one evening: Map review, Itinerary Planning, Gear, Cook Groups, Getting to know you activity, Key Risks/Concerns, Expected Trail/weather conditions, Roster Review for Accuracy
 - If your trip is more complex, you'll want 2 or 3 meetings: (See Google Doc, Val's Folder for meeting agendas).
- Get your trip topo maps

1 Week Prior to your PRE-TRIP MEETING:

- Send an email meeting reminder to your group
- Arrange day/time to pick up the room key
- Print out copies of agenda, and any other meeting handouts that aren't in your confirmation packet. If you need Council to make these copies, send them in for printing 2 WEEKS PRIOR TO YOUR MEETING.
- If you want your Co to cover any of the agenda material, let her know in advance of the meeting
- Create a trip roster with fields for Name, Adult/Girl, Contact #, Emergency Contact and #, First Aid Certs, itemized paperwork and money collections

Pre-Trip Meeting

- Follow your agenda faithfully
- Start with a Meet & Greet
- Ask your Co to collect and check off the paperwork for you, or any money you are collecting, against the roster
- Pass your roster to your group so they can (neatly) fill in the information you don't already have, or correct information
- Always send a summary Wrap Up email after the meeting. Print and keep as a record, plus your to-do list for after the meeting.

Wilderness Permit

- Request your permit immediately on the first day allowable. Recreation.gov is exactly 6 months in advance of your trip (7 a.m.).
 - Set up your recreation.gov trip profile in advance so that when the clock strikes 7 a.m., all you need to do is click on “Buy Permit.
 - Search Inyo National Forest – Wilderness Permits
- State Wilderness: 8 weeks in advance
- National Parks: all different. Check their website for specifics.
- Sierra National Forest – mail 1 year in advance

Pre-Trip Meeting #2 & #3

Group Pack Check & Gear/Food Exchange

- Schedule 2 nights before you leave on your trip

Planning Meeting Agenda Topics -- spread over 1 – 3 meetings (plus pack checks), depending on the complexity of the trip

Note: After each meeting, send a comprehensive summary email to your group of all discussed, plus leftover business (e.g., money/paperwork collection). Print, highlight “to-dos” and save in your trip folder

1. Collect paperwork (multiple copies for leader/co-leaders) (track on a spreadsheet)
 - High Adventure Health History
 - Annual Permission Form
 - Overnight Permission Form
 - Transportation Form (adults)
2. Check first aid/CPR certifications for your group
3. Collecting money (campgrounds, fees, carpools, re-supplies, etc.)
4. Trip summary overview
 - Big picture – review location w/ online/paper maps
 - Ins & outs – trailhead access for trip (and safety outs)
 - Girl-Plan daily itinerary (hillmap.com great for mileage increments)
5. Review & modify (as necessary) the [ADV Comprehensive Gear List](#)
([Google Docs: Val R. ADV Trip Planning](#))
 - group gear assignments
 - equipment needs (rent? borrow?)
6. Address Key Risks & Concerns
 - Round table discussions work best, take notes or use white board
 - Discuss each risk, and your prevention strategies
 - Discuss each concern and your prevention/management strategies
 - Does any extra discussion need to take place?
 - Animal safety (e.g., bear aware strategies)
 - Conditioning & Fitness
 - Progression & Teamwork
 - Individual contributions to the group dynamic, or skills & knowledge
 - WAG bags
 - Re-supply skills
 - Inter-personal skills on long treks
7. Carpool management (inc. \$\$ division) – nice if you can assign this to your co-leader
8. Cook Groups & menu planning (use menu planner w/ dates for best results)
9. Safety Management Plan – handout and safety discussion (strategies/plans in case of an emergency)
10. Pack checks – best done 2 nights before trip
 - Divide community gear
 - Divide cook group food
 - Weigh packs, fit as necessary
 - Travel itinerary: carpools, driving instructions, meal plans for on the road

Girl Scout Mt. Whitney Trip - 2019
Sample Trip Summary – for confirmation packet

Distance: 70 miles
Start: Horseshoe Meadows, west of Lone Pine
Finish: Onion Valley, west of Independence
When: July 25 - August 4, 2019
Leader: Val Ross
Co-Leaders: Ann Funk, Karen Linehan
Permit limit: 15 people

Trip Requirements for all participants:

- Minimum age: 16
- Certified in first aid & CPR, WFA *highly* recommended
- Successful completion of high-altitude, multi-day backpacking trip over 11,000 feet, 30 – 40 miles
- Attend conditioning hikes and take personal responsibility for hiking fitness (able to manage 10 – 15 miles on a **day hike**.)

Important/Mandatory Dates:

- December, 2018 -- Make reservation with Rock Creek Pack Station, \$200 deposit
- January 16 -- Review trip & plan itinerary @ Balboa, 6 p.m. **Paperwork & \$50 non-refundable re-supply fee due.**
- January 26 -- Val gets the wilderness permit
- March 28 -- Planning meeting @ Balboa, 6 p.m.
- April -- Car shuttle decision/reservation made
- May 4 -- Planning meeting @ Balboa, 6 p.m.
- July 21 -- Shake-down day hike (all day, will run late)
- July 23 -- Gear/Food Exchange, group pack check meeting @ Val's, 6:30 p.m.

Broad Itinerary for Whitney trip:

July 23 Pack checks / Equipment checks/ Food exchange @ Val's
July 25: Drive to Lone Pine (lunch, pick up dinner sandwiches, pick up permit, toiletries at hostel?)
Manage our own trailhead car shuttle?
Deliver re-supply boxes to Rock Creek Pack Station in Horseshoe Meadows
Camp overnight at Horseshoe Meadows, walk-in campsites

July 26: Backpack trip commences

Aug. 4: Hike out, eat! Shower at hostel and buy souvenirs in Lone Pine, drive home **Preparation:**

Conditioning: Essential that we arrive at Horseshoe Meadows ready to backpack 6 - 10 miles a day at elevations between 10,000 - 15,000 feet. Please take this seriously.

Acclimation: Please take advantage of every opportunity to backpack/hike above 10,000 feet prior to our trip. (San Jacinto, San Geronio, Mt. Baldy, San Bernardino Pk., etc.)

Pack Weight: Please evaluate every item in your pack for weight. Try to lower your base pack weight (minus food and water) to 20 - 25 pounds.

Estimated Costs:

- Permit: Council paid -- \$15/person
- Lodging: \$1-2/person -- (\$6 for one campsite at Cottonwood Lakes trailhead)
- Shuttle: Estimated \$30/person (approx. \$300 divided among number of participants). Alternatively, we might be able to manage our own trailhead shuttle.
- Re-Supply:** Estimated less than \$200/person (\$1,987 divided among number of participants). **Please note: due to the non-refundable nature of the deposit, a \$50 deposit is due 1/16, non-refundable if you cancel, unless your spot is filled.**
- Trail maps: \$9 (on Amazon) for Tom Harrison’s “Whitney High Country Trail Map” (each person needs this map). Val will have one complete set of 7.5 minute maps for everyone’s use on the trip)
- Travel Incidentals:
 - Meals: Approx. 6 meals on the road
 - Souvenirs: t-shirt, patches, etc.
 - Gas Money: calculated donation to the driver, amount TBD
 - Mt. Whitney Hostel shower: \$7 includes towel & soap
- Gear: Attached Comprehensive Gear List for Adv. Trip
Note: 3-person tents, stoves, water filters, bear canister, cookpots, etc. are available at no charge through the Council backpack training program
- Food: Varies per person

Websites: Inyo National Forest: www.fs.fed.us/r5/inyo/recreation/wild

Support Information:

- **Trailhead shuttle** from Horseshoe Mdws. To Onion Valley: Robert Ennis (insured) (760-876-1915) Permit #: 22306 - P
2019 Cost for valet parking, 3 cars: \$__TBD_
Reservation made: _____ Deposit made: _____ Balance due: _____
- **Pack horse food re-supply:** Rock Creek Pack Station (at trailhead) (760) 872-8331
\$1987 to Crabtree Meadow Deposit made: _____
Reservation made: _____ Balance due: _____

Important Phone #s:

- Val’s Cell Phone: (619) 733-8046 Phone will be on for travel days
- InterAgency Visitor Center: (760-876-6200) Pick up permit here in Lone Pine

Sample Menu Planner for meeting distribution

Itinerary	Breakfast	Lunch	Dinner	Snacks/drinks, etc.
Day 1 Drive Day	On the road	PU sandwich	PU sandwich	
Day 2 7 m. to Piute Creek xing				+Emergency Dinner
Day 3 4 miles to JMTx Goddard Cyn				
Day 4 7.5 m. to Colby Meadow				
Day 5 Layover Day hike				
Day 6 12 m. to Piute xing				
Day 7 7 miles to Th Drive home			On the road	