

# Outing & Trip Leader's Guide

Explore. Educate. Protect.

# Overview

The Outing & Trip Leader's Guide helps ADK provide:

- **Consistency** across all ADK-led programming
- Improved leader and participant **safety**
- More **welcoming and inclusive** experiences
- Additional **training and professional development** for leaders.

# Core Components

- Organization-wide leader standards
- Organization-wide trip ratings
- Pre-trip preparation
- Trip risk management
- Trip follow-up



# Decision-Making Timeline

**DEC**

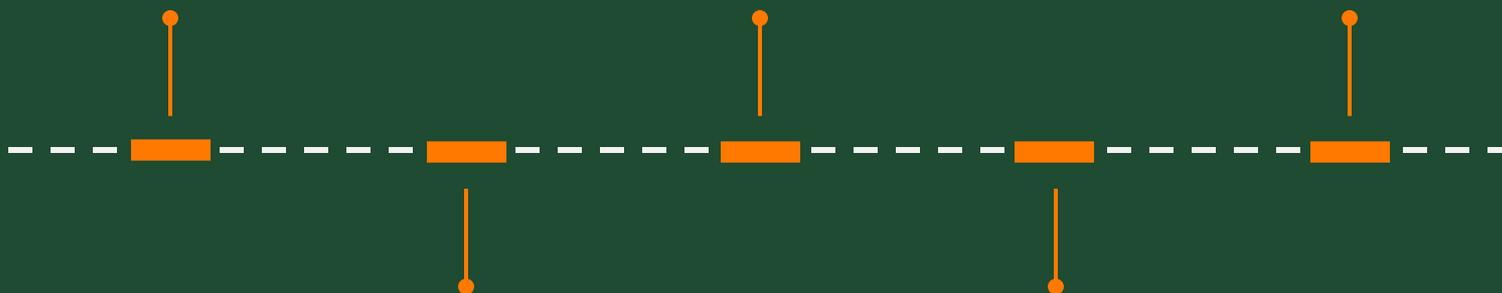
Advisory Council votes to move  
guide to Board

**MAR**

Additional feedback  
incorporated into guide

**MAY**

Guide communicated to  
Advisory Council, membership



**JAN/FEB**

Staff review and provide  
feedback; Executive director  
reviews and shares with  
Advisory Council

**APR**

Board unanimously passes  
guide; President Tom Andrews  
announces by letter

# Training by Levels

## Level 1:

- Leave No Trace Awareness Workshop
- Sexual Harassment Training

## Level 2: (Level 1 +)

- Outdoor Leadership 101
- Map and Compass Fundamentals
- Basic First Aid

## Level 3: (Level 2+)

- Wilderness First Aid
- Leave No Trace Trainer



# Implementation Timeline

**June 1,  
2023**

**December 31,  
2023**

**December 31,  
2024**

**Level 1**

**6 Months**

**Level 2**

**18 Months**

**Level 3**

**18 Months**

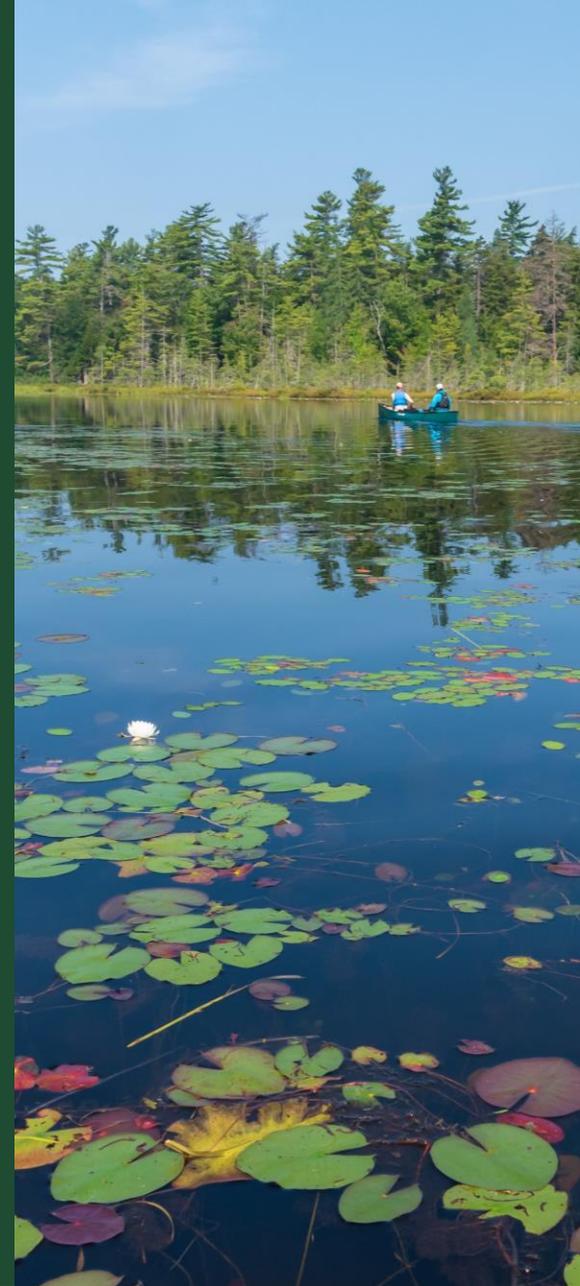
# Communication Plan: Advisory Council

Council members to communicate  
to their chapters:

- Chapter meetings
- Email communication
- Newsletters, etc.

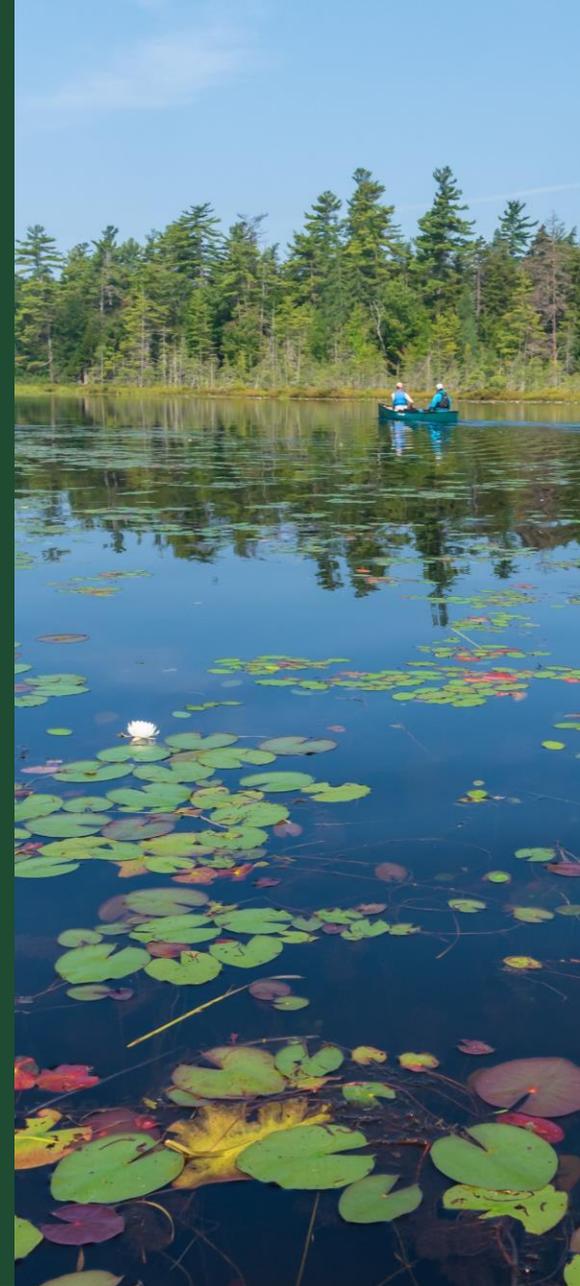
Questions from members:

- answered by Council Members
- Council leadership
- Staff



# Communication Plan: Staff

- Organization-level:
  - Website notice
  - Email to all members
  - Social media posts
  - Notice in Fall issue of *Adirondac*
  - Presentation to Advisory Council



# Roles & Responsibilities

- Advisory Council
  - Lead rollout and communication at chapter level
  - Answer questions from members
  - Ensure accountability
- Staff
  - Support chapter leadership with issues
  - Manage organization-wide communication
  - Track certifications
  - Offer courses

# Certification Management

- Short Term
  - AC member communicates chapter leader list to staff
  - Volunteer leaders to gather certifications
  - Stewardship Manager Kayla White ([kaylaw@adk.org](mailto:kaylaw@adk.org)) to receive and manage certification packets
- Long Term
  - Certifications are uploaded by individuals to software
  - Automatically attached to profiles in searchable database
  - Staff and chapter leadership have ability to view

# Training: Level One

Sexual Harassment: (annual)

<https://www.nyc.gov/site/cchr/law/sexual-harassment-training.page>

OR: certificate of SH training from work or other volunteer effort.

Leave No Trace: (one-time)

[https://lnt.org/courses/online\\_awareness\\_take\\_action.html5/](https://lnt.org/courses/online_awareness_take_action.html5/)

OR: certificate of completion from any Leave No Trace awareness workshop.

# Training: Level Two

## Outdoor Leadership 101: (one-time)

- Currently offered 10/22 at Heart Lake
- Plans to offer in November (OLG training weekend)
- Will be offered as online course additional 4x for leaders (Fall 2023-2024)
- Can use certificate of completion for substantively equivalent course (outline must be evaluated by ADK Education staff)

## Map and Compass: (one-time)

- Currently offered 5/27, 5/28, 9/17, 10/15
- Plans to offer in November (OLG training weekend)
- Will be offered as online course additional 4x for leaders (Fall 2023-2024)
- Can use certificate of completion for substantively equivalent course (outline must be evaluated by ADK Education staff)

# Training: Level Two

## Basic First Aid: (period of certification varies by provider)

- Can use American Red Cross First Aid and CPR online training (asynchronous, cost \$37).
- Can use any accredited First Aid program with a certificate of completion (American Heart Association, Red Cross, etc.)
- Plans to offer in November (OLG training weekend). Cost of certification is \$25

# Training: Level Three

## Leave No Trace Trainer: (one-time)

- Currently offered 7/29-30 at Heart Lake
- Plans to offer in November (OLG training weekend)
- ADK Education will offer 1 additional in 2023; 3 in 2024
- List of courses nation-wide, including online courses, here:
  - <https://lnt.org/event/?event-category=trainer-courses>
- Chapters will enough leaders may want to train Master Educators who can offer trainers locally
  - ADK Master Educator courses offered: 8/9-13; 9/13-17
  - <https://lnt.org/event/>

# Training: Level Three

Wilderness First Aid: (period of certification varies by provider)

- ADK Education will offer 2 in fall 2023; 5 in 2024
- List of courses: (Other accredited providers accepted)
  - <https://adk.org/skills-workshops/>
  - <https://www.wildmed.com/wilderness-medicine-search-rescue-training-schedule/>
  - <https://wildsafe.org/courses/wilderness-medicine/wilderness-first-aid/>
  - <https://soloschools.com/sponsored-wilderness-first-aid-wfa/>

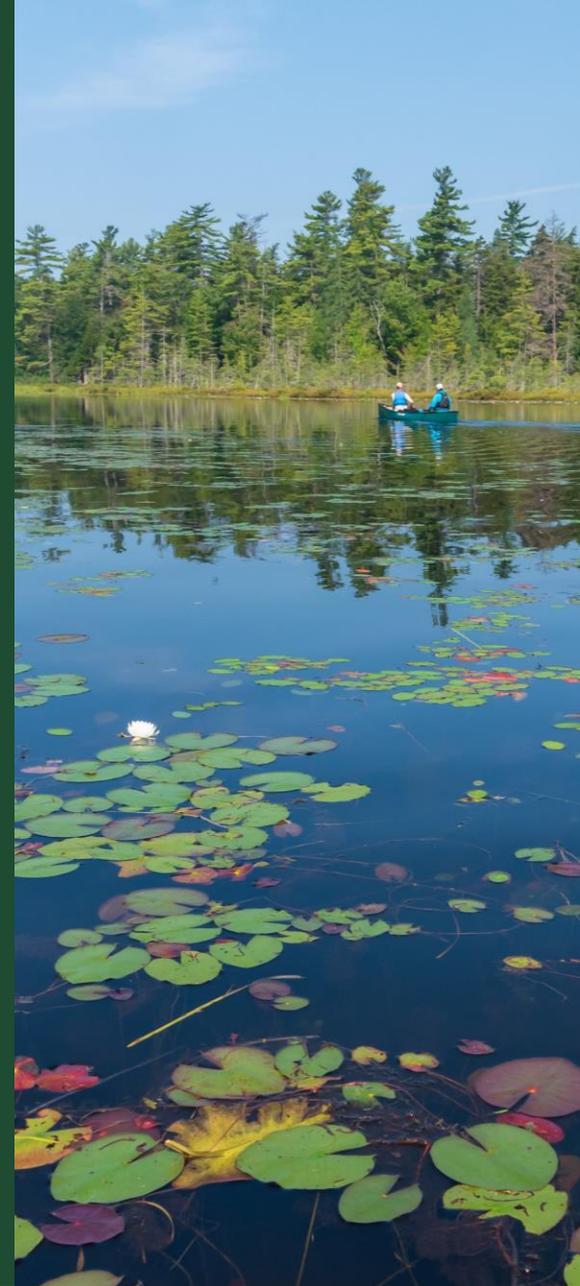
# Training: OLG Weekend

To be held in November 2023; if successful, will be held again in April and November 2024

- ADK Education staff will offer Outdoor Leadership 101, Map and Compass Fundamentals, Leave No Trace Trainer, and American Heart Association Basic First Aid and CPR
- Lodging and trainings provided free of charge

# Communication Plan: Staff Trainings

- Organization-level:
  - Email notice to Advisory Council to distribute to Chapters
  - Email to all chapter chairs
  - Notice in Fall issue of *Adirondac*



# Who pays for training?

- Education staff will offer the Outdoor Leadership 101, Map and Compass Fundamentals, and Leave No Trace Trainer course for free for outings leaders a set number of times/year
- Any courses that require payment (WFA, non-ADK courses) should be reimbursed to the individual leaders by the chapter (and budgeted accordingly)

A group of hikers is seen from behind, standing on a wooden boardwalk that extends over a calm pond. They are wearing backpacks and hats, looking out over a lush green wetland area. In the distance, there are rolling green mountains under a blue sky with scattered white clouds. A small wooden gazebo is visible on the far side of the pond. The overall scene is peaceful and scenic, suggesting a natural area for hiking and education.

Questions?

Explore. Educate. Protect.