

# SUBMITTING CHAPTER OUTINGS AND GENERAL EVENTS

## **EACH CHAPTER NOW HAS A UNIQUE LINK TO MAKE SUBMISSIONS TO ITS CHAPTER CALENDAR.**

Chapter links will be accessible on the ADK webpage on each calendar page. If you are unable to use these links at ADK.org, they are also available at the end of this document.

If you would like to provide feedback on the submission questions or process, please contact Joshua Ellis at [joshe@adk.org](mailto:joshe@adk.org).

To start, click on your chapter's link.

**All chapter outings must be led by trip leaders certified through ADK's current Outdoor Leadership Guide program and will be published to the calendar by the ADK team.**

General chapter events are not required to be posted to our calendar to be affiliated with our chapters, but you may add them via the links below for promotion.

Please see in-depth explanations on how to submit all event types in the following pages.

# CHAPTER OUTINGS

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## SUBMITTER INFORMATION

Information of the person submitting the outing to ADK. This is the person who will be contacted by ADK staff if there are questions or concerns. Name & Email are required, phone # is optional.

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## EVENT INFORMATION

**Outings or General Event?** Select Outing. Outings are required to be led by trip leaders certified by ADK's Outdoor Leadership program

**Event Title:** Name of the Outing

**When:** Date of the event, please select "all day" and include the start time in the description below.

**Repeat:** For an outing that will occur on multiple occasions. For most outings, this is not applicable.

**Location:** A written description including start time and meetup location for the outing.

**Hosted By:** Name of the Chapter hosting the outing.

**Region:** Geographic area where the trip will take place.

**Activity Category:** The specific activity the outing will entail (i.e., hiking, paddling, or bicycling).

**Trip Rating:** The trip rating as defined by the current OLG guide. Mileage is considered roundtrip (i.e. 2000 ft of gain and 10 mi total is a B+ outing).

**Leader:** The trip leader Name & Email are required. Phone number is optional.

# CHAPTER OUTINGS CONTINUED

**Mileage:** State in imperial units as close to the exact distance covered for the day as possible. There are many public access tools to accomplish this. If you would like assistance, please reach out ADK staff. Please specify if the mileage listed is round trip or point-to-point.

**Elevation Gain:** Explicitly state in imperial units. For paddling trips, please write “N/A.” Similarly to mileage, please reach out to ADK staff with any questions.

**Nearest Emergency Medical Facility:** Either an emergency care or urgent care unit that is closest to, and open for the duration of, the outing. Please list facility address, phone number, and general directions if your trailhead is without cell service.

**Nearest Park Ranger/ Dispatch Number:** For most emergencies dial 911. This number is helpful to make backcountry reports, such as forest fire or missing person.

**Description:** Please use objective information that is easily verifiable to describe hikes. Avoid use subjective statements, such as describing a hike as “hard” or “easy”. More tips for writing descriptions are included at the end of this document.

**Web Link:** For outings requiring registration in advance (chapter dependent)



# CHAPTER GENERAL EVENTS

## SUBMITTER INFORMATION

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Information of the person submitting the outing to ADK. Name & Email are required, phone # is optional. The event submitter must be a member of ADK.

## EVENT INFORMATION

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**Outings or General Event?** Select General Events.

**Event Title:** Name of the Event

**When:** Date & time of the Event

**Repeat:** For an event that will occur on multiple occasions. For most events, this is not applicable.

**Location:** A written description including start time and meetup location for the event.

**Hosted By:** Name of the Chapter hosting the outing.

**Leader Phone:** Organizer phone number for participants to receive more information.

**Leader Email:** Organizer email address for participants to receive more information.

# HOW TO FIND YOUR LINK

## STEP 1

SEARCH ADK.ORG IN YOUR WEB BROWSER

## STEP 2

CLICK "GET INVOLVED" ON OUR HOMEPAGE

## STEP 3

GO TO "CHAPTERS" UNDER "GET INVOLVED"

## STEP 4

SCROLL UNTIL YOU SEE THE CHAPTER FOR WHICH YOU WOULD LIKE TO SUBMIT AN EVENT, AND CLICK ON THE NAME OF THE CHAPTER

## STEP 5

ONCE ON YOUR CHAPTER'S PAGE, SCROLL DOWN AND SELECT "CALENDAR SUBMISSION FORM"

## STEP 6

FILL IN THE REQUIRED FIELDS ACCORDING TO THE GUIDELINES ON PAGES 2 & 3

## STEP 7

SUBMIT YOUR EVENT OR OUTING

\*TO EDIT A SUBMISSION, PLEASE EMAIL  
JOSHE@ADK.ORG WITH THE UPDATED DETAILS

# UNIQUE CHAPTER LINKS

PLEASE CLICK ON YOUR CHAPTER NAME  
BELOW TO GO TO YOUR UNIQUE CHAPTER'S  
SUBMISSION PAGE.

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**ADIRONDAK LOJ CHAPTER**

**ALBANY-SCHENECTADY CHAPTER**

**ALGONQUIN CHAPTER**

**BINGHAMTON CHAPTER**

**BLACK RIVER CHAPTER**

**COLD RIVER CHAPTER**

**FINGER LAKES CHAPTER**

**GENESEE VALLEY CHAPTER**

**GLENS FALLS-SARATOGA CHAPTER**

**HURRICANE CHAPTER**

**IROQUOIS CHAPTER**

# MORE UNIQUE CHAPTER LINKS

**KEENE VALLEY CHAPTER**

**LAURENTIAN CHAPTER**

**LONG ISLAND CHAPTER**

**MID-HUDSON CHAPTER**

**MOHICAN CHAPTER**

**NIAGARA FRONTIER CHAPTER**

**NORTH JERSEY RAMAPO CHAPTER**

**NORTH WOODS CHAPTER**

**NORTHVILLE-PLACID TRAIL CHAPTER**

**ONONDAGA CHAPTER**

**SHATAGEE WOODS CHAPTER**

**SUSQUEHANNA CHAPTER**

# WRITING DESCRIPTIONS

**A DESCRIPTION PROVIDES PROSPECTIVE PARTICIPANTS WITH ENOUGH RELEVANT INFORMATION ON A HIKE IN ORDER TO MAKE AN INFORMED DECISION ON WHETHER OR NOT THE HIKE IS RIGHT FOR THEM.**

It is necessary to use **objective information** when describing hikes; in other words, information that is easily verifiable and factual.

While the past experience of a trip leader is invaluable, please avoid prioritizing subjective phrases like “hard” or “easy” based on your own frame of reference. Every hiker is different, and so is every trail. “Easy” can mean vastly different things to one outdoor enthusiast than to another.

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## ACCESSIBLE HIKE DESCRIPTIONS MAY INCLUDE

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**A trip overview** that names potential hazards, such as following an unmarked and unmaintained trail, waterway or road crossings, trail junctions with minimal signage, etc., ...

**Terrain descriptions** such as vertical scrambles, steep, rolling, or mostly flat with minor inclines. Consider generating a hike profile from public access sites like caltopo.com and circulating that data to your participants. This is also a great way to calculate your mileage and gain. If you'd like help setting this up, feel free to reach out!

**Specificity** about the route and expectations. Providing the trail name and specific route can be reassuring to participants and give them the opportunity to be better prepared. This is also a chance for you to communicate waterway access and water carry recommendations.

**Avoid stating things as fact that are unpredictable**, such as pacing or time estimates. Every hiker is different, and trail conditions are always changing. There is no way to accurately predict how long an itinerary will take. We can use tools like turnaround times to set expectations for the day. Our priority is always safety, and the summits aren't going anywhere soon. Sometimes it takes more courage to turn around than it does to push on, especially for our trip leaders.