**AdventureU Club Trip Plan Template 2019**

*Include as much of these sections as possible. If a section does not make sense with regard to your particular trip, omit it.*

**Trip Overview**

* Dates and times
* A few sentences on the general overview of your trip
* Location

**Route Plan and Logistics**

* Use Google Maps and Google Earth images
* Driving directions
* Your entire trip route (distance, time, etc.)
* Any additional information about the route

**Risk Management Plan**

* Refer to the AdventureU Handbook about our risk management model and fill it out accordingly and include it in this section
* How will you prevent/mitigate the risk?
* Emergency plan
* Contingency plan

**Equipment List**

* A list of all equipment needed for this trip

**Food**

* Your entire trip menu
* Your grocery checklist

**Schedules**

* Your schedule in the days/weeks leading up to the trip
* Your trip schedule for each day

**Budget**

* Include your trip budget (see excel template)

**Instructional Skills**

* If you are planning on teaching any lessons (fire building, nature interpretation, shelter building, canoe strokes, etc.), include BOPPPS (or equivalent) templates
* See BOPPPS template

**Draft Charter**

* What are the group norms or your trip?

**Facilitation and Processing**

* Include debrief discussion ideas or templates
* How will you ensure a meaningful experience for the participants?

**Staffing Qualifications and Ratios**

* Refer to the AdventureU Handbook for guide qualifications and ratios
* Include in your trip plan how you are meeting these qualifications

**Environmental Guidelines**

* Limiting our environmental impact is very important
* How is you trip meeting these standards? LNT, participant instruction, etc.

**Program Evaluation**

* How will the AdventureU Club be able to see that your trip was successful and had value?
* Participant feedback forms (see templates), photos, testimonials, social media, surveys, questionnaires, etc.