

# Activity Leader Checklist 2019

## Before arrival at the Event

- READ YOU LEADER/INFO PACKET. We will attempt to supply the leader/info packet in ample time to doing so.
- Make sure you fully understand the activity as laid out in the leader/info packet.
- Contact the chair-people of the event at [Event@MosaicOutdoor.org](mailto:Event@MosaicOutdoor.org) if you have any questions or concerns
- OWN your activity. Use the internet to really get to know the activity.
- The final version of the leader/info packet will be supplied to you when you arrive. There is no reason to print it out unless you made your own notes on it.

## Lead the Meet Your Leader meeting.

- We will hold morning activity first then afternoon second for any half day activities.
- Only activity out of camp will have a Meet You Leader Meeting.
- Give pertinent info on what they are doing the next day to make sure everyone is ready/fit for the activity planned. Make sure everyone in your group understands the details:
  - weather conditions/changes to plans
  - Distance from camp
  - Length of activity
  - How strenuous will the activity be?
  - Anything else you learned in your research
  - list of what to bring and not to bring
  - Lunch – Pack at camp or not
- Establish teams/buddies as needed.
- To give everyone a last chance to back out. This is the time to have the person back out if they are not comfortable — not the day of the activity.
- Make sure everyone understands the transportation plan.
  - All drivers and leaders are instructed to LEAVE ON TIME; **DO NOT WAIT FOR ANYONE FOR ANY REASON.**
  - There are NO Refunds for No shows or people missing their activity due to missing their Mosaic supplied transportation.
  - Make sure everyone knows:
    - Which vehicle they are going on.
    - Meeting location.
      - All buses will meet in the circle in the front of the Dining hall.
      - All vans will meet up the hill in front of the **TBD**
      - All private cars will drive down from the parking area and meet their group for loading in front of the long crafts building. Keep out of the way of any buses.
      - Some activities had multiple vehicles and parked in different locations. Introduce any drivers/bus captains (as applicable) and physically split the group to fit in the vehicles. Make sure the drivers have a list of passengers for their vehicle.
    - Meeting time should be at least 20 minutes before the planned departure time.
- Ask anyone who has a medical issue that you should be aware of to come to see you after this meeting.
  - Asthma, Diabetes, High Blood Pressure, Serious Allergic Reactions to anything, Use an Epinephrine Pen, Pregnant, Joint or Muscles Issues, Seizures, or any other medical issues.
- Access the group and adjust if needed.
  - As you are meeting with your group, take the time to look around.
    - Is anyone obviously not fit to attend your activity
    - Anyone have medical issues to address that might be a safety issue.
    - Is everyone on your list at the meeting?
      - If a participant misses the meet your leader meeting, you have the right not to let them attend the activity the next day.
  - Is anyone not on your list asking to join you? Handle these at the end of the meeting and work it out with Mindy Tumarkin.

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## Morning of Activity

- Bring EVERYTHING you need for your activity to breakfast. As a leader, you most likely WILL NOT HAVE TIME to make it back to your cabin.
- Make sure you bring:
  - All leader packets for the day that you are leading
  - Any maps
  - Sign in sheet
  - Any paperwork required by the vendor
    - Release forms/Waivers for each person.
    - Checks or Cash
  - Whistle (activity-dependent)
  - Flashlight (activity-dependent)
  - Be sure you have the following from our Quartermasters (Barry Segal 301-706-3063)
  - Radios (activity-dependent)
  - First Aid Kit (activity-dependent)
  - Clipboard
- If you are traveling in a Mosaic Passenger Van, then your package will be in the van.
- If you are traveling in a bus or private car, then you will find the package in the office. Make sure to take the one labeled for your activity. Call Barry at 301-706-3063 if you have an issue.

## Before You Leave Camp

- Group up at your vehicle(s). Check-in everyone by name with the supplied list. Not just by headcount. This will give you a chance to put a face to a name.
- Account for anyone who is not on the list.
- Make sure everyone has paid for any activity (if there is a charge) before leaving. If they are not on the list given to you, then expect that they have not paid for that activity. They should have a payment slip from Mindy if they made any changes the night before. Take note of any issues and report back to Mindy when you back in camp.
- Make sure all drivers understand the route and have a navigator to help them.
- Make sure the navigator understands how to use a GPS unit.
- Make sure you have cell phone numbers for all leaders, drivers in your group with you. You will be supplied a list, but it would be good to exchange numbers, so it is on in your phone.
- Check to make sure everyone is properly dressed for the activity. **Anyone not properly dressed should not be allowed to board the vehicle.** This includes proper shoes.
- Make sure everyone has the proper amount of water for the activity.
- Work with your Bus Captain (when applicable) to get all groups on the bus and the road on time.
- **LEAVE ON TIME!!! DO NOT WAIT FOR ANYONE FOR ANY REASON.** Any delay of the schedule will be compounded as the day progress and can affect the whole camp in the end. There are NO refunds for NO SHOWS OR MISSED TRANSPORTATION. Co-Chairs of the Event will deal with any complaints about this policy.

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## Once you arrive on site at your activity

- Recount to make sure you have everyone
- Regroup in a circle and do an icebreaker:
  - Go around and have everyone say:
    - Name
    - Hometown
    - What they expect to get out of today's activity
    - Something else (be creative on a topic). i.e., if it is a paddle, then tell us about past paddle experience.
- Go over once more what to expect
- Hand out any maps or pamphlets provide to you in your leader packet.
- Designate a leader (you) and a sweep. Make sure leader and sweep have radios and understand how to use them. Test radios before heading out. (activity-dependent)
- Make sure everyone understands the rules of the trail (activity-dependent)
  - No going off on your own
  - If you need a bio break, let the leader know to stop. Leave your pack on the trail to make sure we know your off trail.
  - Make sure everyone understands not to go in front of the leader or behind the sweep.
  - Everyone is to stop at all intersections of trails. Then wait until the last person has sufficient time to rest before heading back out.
- Ask that anyone who has a medical issue should make you aware of this issue either publicly or privately.
  - Define if anyone is carrying an Epi-pen and specifically where is that pen is located.

## On the hike, paddle or peddle

- Set a comfortable pace. The slowest member of your group sets the pace; therefore, it is important to screen your participants **BEFORE** you leave.
- **Count & recount-** You are responsible for the safety of your group. Count 'em when you leave camp. Count 'em at the trailhead, count 'em at breaks & at lunch, count 'em at all intersections, count 'em before heading back to camp.
- **Stop at all trail junctions** - Keep people from getting lost. Stop at all trail junctions for people to regroup. Again, give the last person a rest before proceeding.
- **If someone is missing** – Stop the group, yell, use your whistle, if no one shows up, retrace your steps to the last known location & let the camp by calling 888-MOSAICS to know ASAP so we can contact the proper authorities to begin search & rescue. Note the location on your map where the person was lost. **STRESS THAT NO ONE GOES IN FRONT OF LEADER OR LEAVES GROUP UNANNOUNCED.**
- **Take breaks as needed** – A five-minute break will refresh the group, remind people to drink water, and can also be used for the bathroom (separation breaks). Do not forget to count 'em at the break.
- **Use your radios (activity-dependent)**– Check in occasionally with your co-leader to see if everything is okay. **It reinforces communication as well as making sure the radios will work in an emergency**
- Please encourage your group to act in an **environmentally responsible** way, such as picking up trash along the way & staying on the trail.
- **Don't forget to have fun yourself!**

## When you get to the end of your activity

- Count em' to make sure everyone is back. Report any missing people to Mosaic.
- Circle up and ask everyone to tell what was their high-point and their low-point of the activity. This will give you a true sense if everyone had a good time or not.
- Make sure everyone hydrates. The body tends to suck up liquids when at rest just after a workout.
- Make sure any bio breaks are attended to before getting into the vehicles for the ride back to camp.

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## Leader Debrief Form

- On the way back to camp or as soon as you arrive, please spend time filling out your leader debrief form.
- Indicate the time you returned
- Write down your thoughts as a leader how the day went while they are still fresh in mind.
- Rate the day on a scale from 1 to 10 - 10 is highest.
  - Indicate any issues that may need to be addressed. Make sure to fill out an incident report form if needed.  
**Please personally deliver incident report forms ASAP to a chairperson and discuss what happened and what is your recommendations.**
- List any materials you used in the first aid kit; Let the quartermaster know if we need to resupply missing items in the first aid kit. Any use of a first aid kit requires an incident report.
- Return all Medical Information Envelopes to the quartermaster and/or into the marked bin in the office. **ANY OPENED MEDICAL INFORMATION ENVELOPES WILL REQUIRE AN INCIDENT REPORT EXPLAINS WHY IT WAS OPENED.**
- Turn in the leader debrief form in the marked basket in the office. Please note the co-chairs may not be able to read these forms until later that night. Make sure to personally make sure we are aware of an issue that needs our attention.

## When you arrive back in camp

- Bring your gear to the office ONLY if you are in a private car or on a bus; **LEAVE ALL MATERIALS (Keys, Radios, First Aid Kit, Etc.) IN THE VAN.**
- **DO NOT LOCK THE MOSAIC VAN**
- We will have a master sign in the board in the office.
  - Please sign in once you have arrived under your activity
  - Provide an overall rating of the activity on scale 1-10. Ten is the highest.
  - Sign in that your vehicle arrived.
  - Confirm if the other vehicles are back as well if there were multiple vehicles on the activity. Do not assume. Please confirm before signing a vehicle in.
  - Check off an indicator that there is an issue or incident we should check up with.