

Leadership Experience Checklist for Fort Collins CMC Leaders-in-Training
(scan and email completed form to Fort Collins Group Safety and Leadership Chairman)

Print Name of candidate leader:	
Name of Leader In Training Trip:	
Date of Trip	
Print Leaders Name:	
Leader signature for approval:	
First Aid Training (attach copy of card)	
Month and Year of Leader Training	

Checklist

Item	Comments
<u>Preparatory</u>	
<input type="checkbox"/> Trip awareness/scouting <input type="checkbox"/> Participant Needs Determined (e.g. ice axe, wind gear, skills, guests allowed) <input type="checkbox"/> Participant screening (If able to do) <input type="checkbox"/> Trip participant list organized <input type="checkbox"/> Plan prepared (time, weather, contingencies)	
<u>Parking Lot</u>	
<input type="checkbox"/> Waiver forms signed by guests <input type="checkbox"/> Verify participants present (are you leaving someone) <input type="checkbox"/> Review special instructions for trip <input type="checkbox"/> Map or directions to trailhead <input type="checkbox"/> Verify participants have everything, cars locked.	
<u>Trailhead</u>	
<input type="checkbox"/> Introductions <input type="checkbox"/> Explanation of trip (route, pace, expectations— including group staying together) <input type="checkbox"/> Rear leader assigned	
<u>On Trail</u>	
<input type="checkbox"/> Route finding <input type="checkbox"/> Group interaction and cohesiveness, keeping group together <input type="checkbox"/> Taking care of people (e.g., water, breaks, checking on slower participants) <input type="checkbox"/> Head counts <input type="checkbox"/> Safety <input type="checkbox"/> Leave no trace	
<u>After trip</u>	
<input type="checkbox"/> Trip report (including passing on any special comments such as problems with participants)	