

Stevens Institute of Technology Outdoor Adventure Trip Form

This form must be submitted 3 days prior to departure.

Section 1: General Trip Information

Dates of the Trip:

From: _____ To: _____

Trip Leader: _____

Co-Leader: _____

Please list participants.

First Name

Last Name

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

Has everyone on the trip filled out an emergency contact form?

Was a checklist of equipment given to the participants?

What are the planned activities for the trip? (Ex: Backpacking, Rock Climbing, Hiking)

Are there any permits needed? If so, have these been obtained?

Is the group leader aware of all medical conditions that may affect any group member during this trip?

Is the group aware of all applicable park rules and restrictions?

Section 2- Itinerary

Please describe what you plan to do on each day of the trip.

This description should include route and trail names, mileage, types of activities, hours spent doing each activity, and, if an overnight trip, where the group will be camping.

Have backup routes and bailout points been planned? What are the names and/or locations of these?

Section 3- Checklist

Please check that the following will be available or brought on the trip:

	<u>Yes</u>	<u>No</u>
Sufficient Water	___	___
First Aid Kit	___	___
Appropriate Clothing	___	___
Shelter	___	___
Sufficient Food	___	___
Safety Equipment	___	___

Section 4- Attachments

The following documents must be provided when submitting this form:

1. If applicable, a list of any cell phone numbers or other contact information for the group members while they are on the trip.
2. A photocopy of the topographical trail map, with the planned route **highlighted**. If the planned activity does not involve hiking, please provide any similar documents, such as climbing route description and illustration, river route map, etc.
3. If permits are required, provide a photocopy of the permits.
4. Photocopies of the driver's licenses of any drivers.
5. The license plate numbers and car descriptions.
6. Location where your vehicles will be parked.