

This information should be presented before every Sierra Club outing. While some topics may require less detail on a short day hike, each topic should be covered. The information can be presented in any order, and some topics may be covered during pre-outing communication.

1. **Welcome and Introductions**
 - Gather the group together and introduce yourself/other leaders.
 - Set a welcoming tone by asking participants to introduce themselves, and tell their preferred pronouns and where they are from. Consider an ice-breaker or “fun fact.”
2. **Roles and Expectations**
 - Explain the leader’s role and responsibility to the group.
 - Set or reaffirm the leader’s expectations for the outing.
 - Ask participants for their expectations and concerns.
3. **Complete Paperwork and Sign Waivers**
 - Present the liability waiver, and make sure that all participants sign it. They should have an opportunity to read it before signing.
 - Be sure to have medical authorization forms for all unaccompanied minors.
4. **Land Acknowledgement: Recognize the original inhabitants of the area.**
5. **Conservation Message**
 - Introduce the issue you plan to discuss, materials you plan to hand out, etc.
6. **Route Plan and Conduct Along Route**
 - Describe the day’s route and travel plan.
 - Designate “point and sweep” and set rules for group travel, e.g. stop at intersections.
 - Explain “Pack it in/Pack it out” and other Leave No Trace highlights that apply to your outing.
7. **Safety Issues**
 - Explain what to do if separated from the group.
 - Describe the inherent and environmental risks involved in this activity.
 - Make sure all participants are comfortable with the risks.
 - Explain why hydration is important.
8. **First Aid**
 - Inform participants as to which leader carries the first aid kit.
 - Ask if anyone has medical issues that you should know about – request that they discuss it with you privately.
 - Describe proper foot and blister care.
9. **Equipment and Water/Food**
 - Make sure that all participants have proper clothing, gear, water, and food.
10. **Answer any last-minute questions, and then set out!**

Ending an Outing

- Check the sign-in sheet or trip roster to ensure all participants are accounted for.
- Invite non-members to join. Have Rainbow Sierrans cards and SC brochures with you.
- Make sure everyone has a way home.
- Thank them for their participation, and invite them to join a future outing.