

Recreation Trip & Environmental Education day Planning Tool

A risk management resource for leaders and program managers

Recreational Trip Planning Model

IDENTIFY

Goals/Outcomes for the trip

EVALUATE

if you achieved your intended goals

PERFORM

the activity!

SCA's Mission:

To build the next generation of conservation leaders and inspire lifelong stewardship of our environment and communities by engaging young people in hands-on service to the land.

ASSESS

participants and leaders

SELECT

activity and location

Manager or Risk Management Approval

IDENTIFY & MITIGATE

hazards (physical and emotional)

INTENTIONAL TRIP PLANNING STEP	EXAMPLE ACTIVITY: HIKING TRIP TO BUILD SKILLS AND TEAMWORK
Identify how this aligns with SCA's Mission	Fun, Teambuilding, Technical Skill Development, Confidence. Leave No Trace Ethics: specifically micro-trash on trail (and cleaning it up) and planning ahead/preparing.
Assess Participants + Leaders skills and	Novice students, quiet and shy, limited fitness and limited experience navigating off-trail Experienced leaders but stronger in technical skills than educational skills
Select Activity/Location	Self-guided off-trail hike to summit of <i>Mount Desperation</i> , Washington Cascades (not a technical ascent, but challenging navigation with map and compass through dense brush and talus), submit ERP
Identify + Mitigate Hazards, complete EE Planner, Outfitter Profile (if needed) and ERP	 Getting lost (Be attentive as leaders) Slipping on dense wet slide alder (Caution students in advance; leaders be intentional about your placement within the group) Mountain weather (monitor and retreat if needed) Group dynamics (Frame goals and encourage teamwork)
Perform Activity – manage risks	Be sure to position selves for intervention, and offer adequate tools and instruction so students can succeed.
Evaluate actual results and debrief	Ask students to identify what they learned, and end with an activity where students offer thanks or praise to a team-mate

INTENTIONAL TRIP PLANNING STEP	FILL OUT FOR EVERY EE DAY AND SUBMIT TO SUPERVISOR
Identify how this aligns with SCA's Mission	
What are the specific goals/outcomes	
Assess Participants + Leaders skills and limitations. How do these pose safety risks	
Select Activity/Location	
Identify + Mitigate Hazards, complete EE Planner, ERP, and Outfitter Profile (if needed)	
Perform Activity – manage risks	
Evaluate actual results and debrief	

Tier III: Unlisted activities

Requiring approval from Safety & Training Dept. Send to SafetyandTraining@thesca.org

Tier II: Listed activities requiring

Outfitter Profile system, requires approval from Safety & Training Dept.
Send to SafetyandTraining@thesca.org

Tier I: Listed activities requiring Supervisor approval

Tier I Examples: Supervisor Approval	Tier II & III Examples: Outfitter Profile
Hiking	Rock climbing
Swimming in a lake or quarry	Whitewater paddling
Lake canoeing	Sea kayaking
Climbing gym	Ropes Course
Backpacking	Horseback riding
Biking	Paddleboarding
Fishing or chartered fishing boat	
	Any unlisted activities in the Field Guide
	will need Safety & Training Dept. approval

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