

Table of Contents

Program Overview	2
Training	4
Outreach	7
Talking Points	7
Sample E-mails	8
Trips	9
Planning.....	9
Logistics.....	13
During the Trip	16
After the Trip.....	18
Reporting and Retention	19
Trip Reporting	19
Retention and Follow Up	20
Sample E-mails.....	20
Work Plans	22
Sample Trip Agendas	24
Afterschool/Evening Campfire	24
Day Canoe	25
Day Hike	26
Camping/Overnight.....	27
YMAP.....	29
Fact Sheets	32
Blue Hills Reservation.....	32
AMC Cardigan Lodge.....	33
Harold Parker State Forest.....	34
Noble View Outdoor Center	35
Ponkapoag Pond	36
Appendices	37



Appalachian Mountain Club

Established in 1876, the Appalachian Mountain Club (AMC) is the oldest nonprofit conservation and recreation organization in the country. The Club's mission is to promote the protection, enjoyment and wise use of the mountains, rivers, and trails of the Appalachian region. With nearly 90,000 members, the AMC has become a leader in Northeast conservation, recreation, and education and through activities that include research, educational programming, trail stewardship, volunteer projects, public service programs and publications.

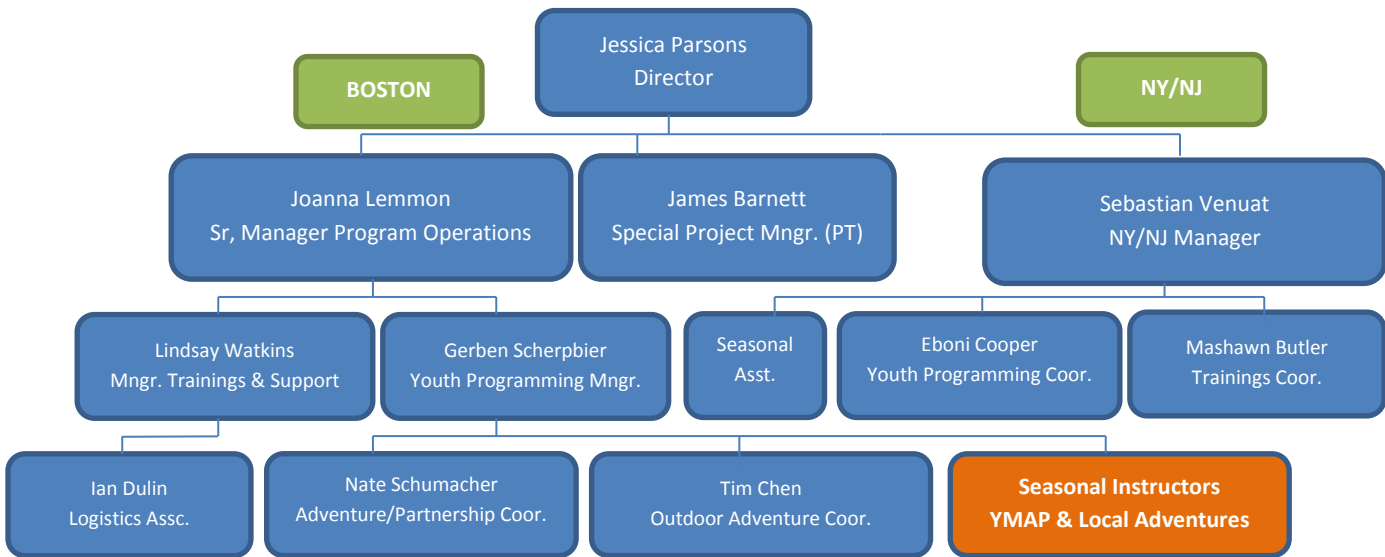
Youth Opportunities Program

As part of its mission, AMC is committed to reducing barriers to active outdoor participation by youth, expanding the opportunities for environmental education, and making it easier for parents and adult leaders to introduce kids to the outdoors. We believe that fostering a connection with nature among today's youth is a necessary component in building the next generation of outdoor enthusiasts and conservationists. The AMC helps establish and maintain these connections through various youth programs and initiatives. The **Youth Opportunities Program (YOP)** is one such initiative that focuses on engaging urban youth through outdoor recreation.

YOP promotes youth development and environmental awareness through participation in outdoor adventures such as camping, hiking, backpacking, canoeing, and winter sports. Since 1968, the Youth Opportunities Program has introduced over 250,000 youth to the outdoors. This success is a result of the YOP model: by providing outdoor leadership training to urban youth workers and teachers throughout New England, New York, and New Jersey, and by supporting them with the resources they need to independently lead their groups on outdoor adventures, we can reach more youth in more communities. YOP is committed to making the outdoors accessible to youth who have not traditionally had access to these opportunities. Our trainings and support ensure that young people enjoy meaningful outdoor experiences with adults who know them and their unique needs.

Because participation in these types of outdoor activities has traditionally been limited to those with greater financial resources, YOP prioritizes agencies serving youth from urban and lower-income communities. By providing scholarships, free equipment loans, and discounted lodging, YOP makes it possible for diverse groups of young people to access these impactful outdoor experiences. YOP is committed to providing the support that youth workers need to make outdoor trips a reality!

YOP staff structure



Direct Service objectives

YOP operates out of two locations: AMC headquarters in Boston, and the New York City office. The Boston office houses Administrators, Trainings & Support staff, as well as the **Direct Service team**. Direct service works to provide support for various youth outings through consultation, workshops, organizing outings, and by acting as a co-leader on trips when appropriate.

Inherent in YOP's model is the goal of making youth workers more self-sufficient in their ability to independently lead youth outdoors. Direct Service staff helps achieve this goal by acting as a model of best practices for members who are developing their outdoor leadership skills. Thus, members benefiting from Direct Service often:

- Have recently taken one of our flagship Outdoor Leadership Trainings (OLT)
- Have not led a trip or participated in a workshop for some time
- Have not received relevant training or are otherwise unfamiliar with a particular outdoor activity
- Are a Summit Site partner or garner some other special agency consideration

Seasonal Programs

Many YOP initiatives are grant funded, pulling resources from a single or group of donors. Our Summer Seasonal programs, *Local Adventures* and the *Youth Mountain Adventure Project*, both fall under the YMAP grant. While the objectives of this grant pertain to both services, each program approaches those objectives from a specific angle.

Local Adventures: Hiking, canoeing, and camping on day trips and overnight trips in the Boston area. These trips serve well as a first trip for recently trained members, or members who are not yet prepared for an extended adventure. Upon completing a Local Adventures trip, Seasonal Staff will follow up with

Training

AMC New Staff Training

Schedule a time with Human Resources to complete the following trainings:

- Working with Minors
- Sexual Harassment
- Blood Borne Pathogens

Van Training

Joanna Lemmon is the YOP fleet manager, and will guide you through the process of becoming certified to drive the 12-passenger YOP van. Three components must be completed to allow you to drive the van:

- Online DOT course: There are two portions. It is about 2 hours long, fairly straightforward, with a test at the end. It can be done in the office.
- DOT Physical: Be sure to make an appointment for your physical in the first week. You will receive a DOT certification card that must be brought with you whenever you drive the van. Joanna will make a copy to keep in the van binder.
- Driving Test: This is very straightforward, conducted by Joanna in the YOP van. It is usually done on your way to or from a gear site.

In addition, be sure you get enough practice to be comfortable driving around the city on your own or with YOP staff before you have any youth in the van. Ask for a demonstration of the trailer hitch, and practice driving and parking with it attached so that you are aware of the extra space. At Harold Parker, learn how to attach the canoe trailer to the van. Practice navigating the roads, parking, and backing up with the canoes attached. Do not be afraid to ask for more practice time.

**Refer to the Appendix for specifics on Van Policies.*

Gear Sites

YOP has several remote gear sites where, as a seasonal instructor, you will spend much of your time. These are managed by the Logistics and Trip Support Associate, Ian Dulin. The Local Adventure Instructor will do most programming at Ponkapoag Camp in the Blue Hills or Harold Parker State Forest in North Andover. These are both equipped for programming such as day hiking, canoeing, and camping, with gear to accommodate up to 20 youth. Schedule a time in the first couple of weeks to visit both of these sites and become familiar with the protocols, gear, activities, and amenities. You may help with the set-up at these places, as they are both shut down for the winter season. Ian will show you around Ponkapoag. Nate is your best resource for Harold Parker, as he does a lot of programming with his Lowell-Lawrence partners there, and is the contact person for the DCR. Later in the season you may want to visit Noble View, an AMC facility in Western Mass where YOP also has a gear shed and does programming. You may do an overnight with a group there, or help out with Fall Fest in early October. The YMAP Instructor will spend every week up at Cardigan Lodge in New Hampshire. Set a time with Nate to go up and visit the facility, meet the staff, and become familiar with the trails and amenities in

the area. You will be responsible for setting up your own “gear shed” in a designated room at Cardigan where you can keep gear for your programs each week.

Outdoor Leadership Training

The OLT is, in a word, awesome, and you will hear a lot about it when you start at YOP. Without giving too much away, it is the training that all youth workers must go through to become a YOP member. Staff members also take the training when they begin at YOP, to become familiar with the YOP model and instill the values and outdoor skills that are at the core of YOP. You will spend 5 days hiking, backpacking, and learning outdoor skills up in the White Mountains in a small group of about 7 people, with two instructors. Go into it with an open mind, a willingness to learn, and ready to have fun. It is important piece of your staff training, but also an adventure in which you will be personally challenged and meet some amazing people.

YOP Workshops

YOP has an abundance of workshops beyond the OLT, planned and executed by Lindsay and our amazing volunteers. These two will be especially valuable in your training, and should be taken in the first month, ideally before you start leading trips:

- Games Workshop:** This is a great ½ day training that takes place right at the AMC headquarters. You will learn some go-to games and initiatives that YOP staff love to use in their programming. It is also a chance to connect to YOP members and do some outreach if possible.
- Canoe Workshop:** This workshop usually takes place at Ponkapoag Pond in June and Harold Parker in August, but take the earlier one. It teaches all the basic safety, strokes, and techniques involved in canoeing. Even if you are already an expert in this area, you will learn some great canoe games to do with youth, and become familiar with cool places to explore on the pond.

After you have completed these two workshops, take a look through the YOP catalogue and see what else is available that you might be interested. There are many workshops that are great not only for your development as a YOP Instructor, but also for your own personal outdoor leadership. River Canoeing takes place in July if you want to learn how to do a multi-day canoe trip. For further experience backpacking, consider Leave No Trace in September, or Advanced Backpacking in October. If you want to stay involved in the YOP community as a volunteer instructor after your time as seasonal staff, sign up for Instructor Training in October. Winter Explorations in January is an awesome training to learn how to snowshoe, cross-country ski, and winter hike.

<p>Comments/Changes/Funny moments/Ruminations for this section</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

Outreach

Who to Contact?

The Local Adventures program is meant to *assist* youth workers who need more guidance getting their youth outdoors after their OLT. While there are many members interested in benefitting from Local Adventures offerings over the summer, Local Adventures prioritizes members who are new, have been inactive, or lacking resources and support to lead trips on their own. If there is still room in the calendar, it is okay to schedule trips with partners or those who have already done Local Adventures or other direct service trips, but we do want to encourage them to start doing independent trips as well. Start by contacting:

- OLT participants from the previous year who have yet to lead any trips with youth
- Each round of newly-trained OLT participants of the current year (May, June, August, September)
- Inactive YOP members who may be interested in getting involved with YOP again
- Other interested youth workers who may lack the resources to lead independent trips (like gear or transportation)

How to do Outreach?

- **Email:** Get lists of new members after each OLT, and check in with Lindsay for existing members to email.
- **In-Person:** Market Local Adventures at the Trip Planning Workshop and at the OLT.
- **Cold Calling:** Not getting enough of a response via email? Cold call! Focus on the newly trained members who have YOP fresh on their minds, or check-in with Lindsay for specific members to target.

*Tip: Check-In with the Direct Service staff before contacting members who are partners, as they may already have a trip in the works.

Talking Points: In-Person and Phone

- Introduce yourself as the Local Adventure Instructor for YOP.
- Ask about their OLT experience. Have they started thinking about/planning any trips already? What support do they have? What support do they need?
- Explain the support YOP can provide through Local Adventures: trip planning, gear, food, transportation, site, co-leader.
- What are the Local Adventures trip options? Give a brief overview of day canoeing, day hiking, overnight camping, and campfire dinner options.
- What is the co-lead model? Work with the YOP member to plan/lead an outdoor trip. Emphasize the expectation of a reciprocal trip, and the reason for those trips.
- Are they interested? Plan a date and location if possible, and follow up with an email about the details and forms. Or, set a time to follow-up with potential dates and activities. (Refer to the next section of the manual for next steps in planning a trip.)

Sample Outreach Email

Hello 2016 OLT participants! *(customize to audience)*

Are you interested in getting your youth outdoors this summer? The YOP Local Adventures program would love to help you plan a fun outdoor trip!

YOP can typically provide gear, food (one meal/snacks), transportation (12 passenger van when available), and a site for your adventure. I am available not only to help you plan out all the details, but also to co-lead the trip with you and provide extra support and leadership in order to best meet the needs of your youth. Here are a couple of our most popular trip options:

- 1) **Day Canoeing:** Choose between our two locations at Harold Parker in North Andover or Ponkapoag Camp in the Blue Hills for a fun day on the water. Youth will first participate in fun team-building games and learn the basics of paddling and canoe safety, before hitting the water for some canoe games and pond exploration. We will share a meal back on shore, or paddle across the pond to eat at the beach. *(5+ hrs)*
- 2) **Day Hike:** Choose between a hike in the Blue Hills for a local destination with excellent views of the Boston skyline, or go to Mt. Wachusett for a challenging climb to the top of a gorgeous summit. Youth will learn trail etiquette and proper hike preparation, as well as practice with map and compass skills. We will play some fun games along the way, and enjoy a tasty trail lunch together at the top. *(5+ hrs)*
- 3) **Overnight Camping:** Enjoy a night in the wilderness with your youth! Harold Parker in North Andover and Ponkapoag Camp in the Blue Hills are both fully-equipped sites that offer the solitude of the wilderness with close proximity to Boston. Arrive the first day and learn how to set up camp, then enjoy an afternoon hike around the pond. Youth will cook dinner on camp stoves, help build a campfire, and go on a night walk before sleeping in their tents—perhaps for the first time! The next day we will cook breakfast and break down camp, then spend several hours learning to canoe on the pond. *(1.5 days)*
- 4) **Campfire Dinner:** Looking for a fun after school or evening activity with your youth? Let YOP bring you to one of our greater Boston destinations at Ponkapoag Camp or Harold Parker for a couple hours of outdoor fun. Youth will work together to build a campfire and cook dinner on camp stoves, and enjoy their tasty creations around the fire. We will then embark on a night walk during which youth will learn about night vision, nocturnal animal patterns, and the moon and stars through fun games and hands-on activities...and maybe some s'mores and hot chocolate to end the evening! *(3+ hrs)*

Let me know if you have any questions, or want to get something in the works!

Best,

Name & Contact Info

Comments/Changes/Funny moments/Ruminations for this section

Planning and Leading a Trip

Planning

First Steps

So, you did some outreach and have a YOP member who is interested in doing a Local Adventure – great! Now what?

- **Do your research.** Check the YOP member’s leader profile in ETO. What training have they received? What workshops have they attended? YOP members with only a hiking profile can still do canoeing and camping trips with you on the trip, but you want to be aware of their training and capabilities as a leader. If they are relatively inexperienced, Local Adventures is a great chance for them to develop new outdoor leadership skills. If any YOP staff has worked with the member in the past, ask about their leadership style, agency programming, past trips, etc.
- **Understand the agency.** What is their mission? Who are the youth they work with? What are the goals of this trip (teambuilding, outdoor skills, etc.), and how does that fit in with their mission? Some of this info may be in ETO, but finding it may also call for a conversation with the member.
- **Explain the co-lead model.** You are not a guide, but working with the YOP member to support them and help meet the needs of their group. You will need their input in planning the trip. They will be responsible for leading at least one game or activity during the trip. *Longer trips may warrant a meeting to discuss this relationship, in which case you may refer to the Co-leader Meeting appendix for talking points.* After the trip, they are expected to lead a reciprocal trip independently and submit a trip report to YOP. For this trip, they may still borrow gear or course—they just won’t have a YOP staff co-leader, van, etc.
- **Make a plan.** Confirm a date, location, and activity for the Local Adventure with the YOP member. Check Kids-In-Huts, AMC YOP Adventures Calendar, and YOP (van) Calendar for availability.

**Tip: It is probably best to have a phone conversation with the YOP member so that they can fully understand the YOP model, and you can fully understand their goals for the trip.*

Booking a Trip

After you confirm the trip with the YOP member, it is important to complete the reservation by marking it in the proper places.

- **Kids-in-Huts:** If using an AMC (Ponkapoag, Harold Parker, etc.), fill out the necessary information on the KIH Spreadsheet. Ian can help if you have questions
- **Calendar:** Mark the trip on your own calendar, the AMC YOP Adventures Calendar, and the YOP Calendar (if using the van).
- **Local Adventures Spreadsheet:** Enter the trip into the Local Adventures Spreadsheet for reporting purposes. Add a line for a reciprocal trip to be filled in at a later date. (See previous year’s Trip Reports filed in Direct Service folder for examples).
- **S-Drive:** Create a folder in Local Adventures on the S-drive in which to save all forms, agendas, fact sheets, etc.

Specific YMAP Considerations

Many of the initial trip planning duties—outreach, scheduling, reservations—are taken care of by the YMAP Coordinator (Nate) before the Seasonal Instructor arrives at YOP. However, you will take over trip planning specifics, such as:

- Planning logistics
- Creating an itinerary
- Meeting with co-leader/co-leader communications
- Compiling EAP
- Menu planning

Trip Planning Details

Once you have confirmed a trip with the YOP member, you will need to work with them to plan the details of the trip. This can be done with a phone call at a later date, or via email (*See the sample email template below*). No matter which method you choose, you will need to discuss the following:

- What is the timeframe for your trip?
- Do they need transportation to and from their agency? What is their address?
- Is YOP providing food? Are their allergies, restrictions, or preferences?
- Will youth or adults need to borrow YOP gear for the trip (boots, clothing, raingear, etc.)?
- How many youth will be on the trip? What is the age range? How many staff?
- Is there a specific game or activity the YOP member would like to lead on the trip?
- What is their contact info for the day of the trip?
- Have they thought about what they will do for a reciprocal trip?
- Who is their agency on-call staff?

Forms to Send

It is important to follow up and send forms as soon as you confirm the trip, as the YOP member and youth will need time to fill them out before the trip. Ideally you will receive these forms 3 days in advance of the trip, but it's often the case that you'll receive them the day before or once you actually arrive at the agency. You may choose to send the AMC forms and size list immediately, and the Agenda and Fact Sheet after you have gotten all necessary information from the YOP member. A packet of all trip forms can be found in the Forms folder so that you can send them as an attachment to the YOP member.

- AMC Health Questionnaire:** This form **MUST** be filled out completely by all participants, with copies faxed 3 days prior to the trip. Check all forms for completeness, allergies, and medical conditions of which to be aware. Mark those concerns on the group roster for easy access. The YOP member must bring the originals on the trip. These are to be carried with you at all times during the trip.
- AMC Liability Form:** This **MUST** be signed by all participants and guardians (if a minor), with originals brought by the YOP member on the day of the trip. Check for signatures!
- AMC Photo Release:** This **MUST** be signed by all participants, with originals brought by the YOP member on the day of the trip. Be aware of any participants who did not give release when taking photos for reporting. If these aren't filled out, the trip can still happen, but photos will not be allowed to be used or published publicly.
- Size List:** Will you be bringing boots and/or clothing for youth to borrow during the trip? Send a size list for participants, and be sure the YOP member sends it back 3 days prior to the trip, so that you can pack gear.
- Agenda:** After you have discussed all the details of the trip with the YOP member (timeline, activities, etc.), put together an agenda with a specific itinerary for the trip, a to-do list with tasks for you and the YOP member, contact info, etc. Send it to the YOP member for feedback. *For sample trip templates, see the Appendix.*
- Fact Sheet:** After you have discussed all the details of the trip with the YOP member, put together a Fact Sheet for the YOP member to give to all participants before the trip. Include an overview of the day, what youth should pack, YOP trip policies, risk management, etc.

Sample Trip Planning Email Template

Hi **YOP Member**,

[Attach Forms Packet (medical, photo, waiver), size list, agenda/itinerary (if already made), fact sheet (if already made)]

I'm writing to confirm your upcoming Local Adventures trip with YOP on (**date**) at (**location**). I wanted to confirm some details to be sure we have all the information we need for the trip to be a success! In this email is some basic information about what you can expect from the Local Adventures program, and what we expect from you. There are also some questions for you to start thinking about so that we can plan out details for the day. Let me know if you have any questions!

Attached you will find the forms and waivers that need to be filled out by all participants, and a size list for necessary gear. These forms should be filled out and returned 3 days before our trip. Once we confirm the details of the trip, I will send you a fact sheet to give to your youth, as well as an agenda/itinerary for the trip.

Questions for you: (edit based on what you already know)

1. What is your timeframe for the trip? (arrival and departure)
2. Do you need transportation? (YOP has a 12 passenger van this is often available) If so, what is your address to be picked up at?
3. Would you like YOP to provide a meal and/or snacks for the trip? Are there any food preferences, dietary restrictions, or allergies?
4. Will youth need to borrow YOP gear for the trip (boots, clothing, raingear, etc.)?
5. How many youth will be participating in this trip? What is the age range?
6. How many staff will be on the trip?
7. Anything in particular you'd like youth to see? Themes for the trip? Goals?
8. Is there a specific game or activity you would like to lead on the trip?
9. What is your cell phone number to be reached on the day of the trip?
10. As part of the Local Adventure program, YOP members agree to lead a reciprocal outing on their own in exchange for the custom trip we lead with them. This can be as simple as a day hike or teambuilding games outside that use YOP training – really any trip with your youth that you can fill out a trip report for to send to YOP. Have you thought about what you will do for your reciprocal trip?
11. Anything else YOP should know about your program or youth before the trip?
12. Is there an agency staff willing to be on-call during our trip in the event of an emergency?

YOP Staff will Provide: (edit as needed)

1. YOP staff to co-lead the trip: **Name and Contact Info**
2. Transportation to and from **Site** (if needed)
3. 1 meal and a snack(if needed)
4. All equipment needed for program participants (water bottles, rain gear, day packs, water, boots, etc.)
5. Making necessary reservations

Expectations of YOP Member:

1. All youth and adults attending the trip must complete the AMC's medical form, liability waiver, and photo release (attached) to participate in the trip. **Please scan/email or fax (617-523-0722) a copy of the MEDICAL FORM ONLY to us at least 3 days before the trip. All original forms should be presented to YOP staff at the beginning of the trip.**
2. YOP members are an integral part of the trip planning process and the trip itself; YOP staff are not "guides," but act as co-leaders with the YOP member before and during the trip. Please provide us with as much insight as possible regarding the group and your expectations/goals for the trip.
3. YOP members should set expectations for the group and prepare the group for the day's activities. This includes setting guidelines for behavior, facilitating setting group goals, and ensuring participants know the plan for the trip. Please provide participants with the attached fact sheet for the trip.
4. YOP members should plan to lead at least 1 game/activity during the trip. Please plan this with the YOP co-leader and let us know if you need ideas or help!
5. In exchange for participating in a Local Adventures program, YOP members are expected to lead another trip with youth independently of YOP and submit a trip report for that outing. I will follow up on this sometime in the weeks following our trip together.

Reminders for the group:

- Give an overview of the day (basically the same as what's on the fact sheet), including any particulars about the activities
- Reminder of what kids should wear/bring
- YOP will bring a first aid kit, sun screen and bug spray, and all necessary outdoor gear.
- YOP cannot guarantee the safety of electronics and valuables on this trip and encourage youth to leave these items at home or securely locked in the van. YOP is not responsible for electronics and other valuables. YOP has a no cell phone policy while on any co-led trip; please make sure your youth know this ahead of time. If a participant needs to bring their phone, please be sure it is in a Ziploc or waterproof bag.

I am looking forward to working with you on this trip!

Best,

Your Name

Contact Info

Sample e-mail for first contact with YMAP participant member

Hi YMAP participant member,

I wanted to take a moment to introduce myself before **agency name**'s adventure with YOP. I'm **YMAP Instructor**, the YMAP Instructor for the summer. I'm looking forward to communicating in the coming weeks, and even more excited to be bringing your group up to Cardigan in **July/August!**

As we both begin thinking about your trip, it'd be helpful to have a check-in meeting sometime beforehand to discuss a few things: trip logistics, co-leading dynamics, hopes & dreams, etc. I'd also like to schedule a pre-trip meeting with your group to discuss expectations and make some preparations for our adventure. A good chunk of my summer is already booked up, as I'll be taking other groups up to Cardigan Tuesday-Friday each week; but, I'm usually available for these meetings on Mondays, one week before the trip, either from 10-noon or 1-3. Our trip is **date**, so would you like to set up a meeting on **date one week before**? The pre-trip should be done in person. The co-leader discussion can be done immediately after, or over the phone—whichever works best for you.

Looking forward to hearing from you and leading with you!

Your Name

Logistics

Food

YOP can provide **1 meal and a snack** for Local Adventures programs. For a day trip, this might be trail mix and sandwiches to pack on a hike. For an evening program, this might be a dinner that youth cook themselves on the camp stoves while an adult supervises. The agency will need to provide any additional meals, though you may want to give them suggestions and menu ideas.

- Restrictions: Are there any allergies or dietary restrictions in the group? How severe? For example, if someone is vegetarian or gluten intolerant, you will need to have meatless and gluten-free options. However, if someone has a severe peanut allergy, you probably want to avoid peanut products altogether. For all allergies, be sure to have separate utensils and dishes. If staying at a lodge, allergy concerns need to be communicated to lodge staff.
- Preferences: Have you talked to the YOP member about what their youth might be interested in eating or making? If you are cooking on the camp

Specific YMAP Considerations

YOP is responsible for *all* meal planning and food purchasing on YMAP trips (the budget accounts for this). You can still work with the YOP member to plan a menu, keeping in mind individual restrictions or specific requests, but it's helpful to stick to a fairly regular menu. Check the *Menu Ideas* appendix for ideas.

You will have access to a refrigerator and food bins at Cardigan, so you can store leftovers for subsequent weeks. Consider making a bulk food/materials purchase before your first trip to curb future food costs, then another bulk purchase during your week in the office. This will make grocery runs much easier!

In the past, some YMAP Instructors have relied on food delivery services, such as Peapod, to make purchases instead of weekly grocery store visits. Be sure to schedule the food drop off for a time when you are in the office, or can coordinate with another staff member who can help.

Peapod account: ndamore@outdoors.org
123yop321

PLEASE CHANGE THE BILLING/CONTACT INFO EACH YEAR ☺

stoves, youth will take more ownership and investment if they've had a say in the menu.

- Quantity: How many people are you feeding? How active will participants be? Think about how much of each item you will need to meet the needs of the group, but not be wasteful. Check the food bins and fridge to see what items are already on hand.
- Grocery Shopping: Set a time to go to the grocery store. Decide if it will be easiest for you to go near the AMC building and bring items back to the YOP fridge or if it is more convenient to go to a place near where you live. Make a shopping list before you go!
- Menu: For specific menu ideas, check the appendix! *Think energy rich and easy to prepare.*

Gear

It is important to be properly prepared for all YOP trips! As an instructor, you are responsible for mitigating risk by having the proper equipment to be ready for any situation or emergency that may arise. You must ALWAYS have your Instructor Pack at hand, with the following items included:

Instructor Pack

- First Aid Kit
- Instructor Manual
- EAP including med forms for all participants and staff (and your own!)
- Emergency communication device (phone/radio)
- Repair Kit
- P-Cord
- Ground pad
- Tarp & ground cloth
- Map and/or guidebook
- Camera (charged!)
- Recommended: bug spray & sun lotion
- Recommended: bandanas, throwables, etc. for games and icebreakers

**Check your Instructor Manual for additional items you may need on backpacking and canoeing trips.*

**Tip: Do not pack and unpack your instructor pack for each trip. Keep the gear you will always use in your pack at your desk, and switch out extra things you need for each trip.*

Youth Gear: For most Local Adventures, you will not need to pack much personal gear for youth. Ponkapoag and Harold Parker are equipped with all necessary camping and canoeing gear, water bottles, daypacks, as well as raingear and insulation layers in a variety of sizes. Youth can generally wear their own active clothing (t-shirt and gym shorts), sturdy sneakers, and/or shoes that can get wet (not flip flops!) for activities at these sites. Still, be sure to include a clothing recommendation for youth in the fact sheet and email to the YOP member.

**For specific lists of equipment available at Ponkapoag, Harold Parker, and Noble View, see the Fact Sheets in the Appendix.*

Specific YMAP Considerations

The gear closet at Cardigan should be stocked with plenty of staple items (backpacks, water bottles, camping/backpacking gear, canoe gear, game materials, etc.). You should only have to pull clothing and boots each week, unless you need to replace gear or add to current inventory for some reason. Otherwise, think of the Cardigan closet as a temporary Gear Site. We do share that closet with A Mountain Classroom, so be sure to respect their gear when you're fishing around in there!

For longer day hikes or overnights that are not at a gear site, you may need to pack additional items for youth. Be sure to check with the YOP member to see what they need, and send them a size sheet to be filled out for participants. Items you may need:

- Daypacks
- Water bottles
- Boots and wool socks
- Raingear
- Insulation layers
- Hats, gloves, etc.
- Sleeping bags, sleeping pads, tents, tarps

**For specific gear lists for different types of trips, see your Instructor Manual.*

Transportation

If the YOP group needs transportation for the trip, follow these guidelines:

- YOP has a 12-passenger van. At most, you can drive yourself, the YOP member, and ten youth. Remember, there must be at least one other adult in the van with you. With gear, things can get stuffy (and aren't safety compliant!), so consider using the trailer.
- If the group is larger than this, they can provide extra transportation on their own. Be sure to provide them with the address, directions, etc. if this is the case.
- Check the YOP Calendar to make sure the van is available. Reserve the date(s) you need the van on the calendar.
- YOP has no designated parking spots, so the van rotates between staff members in driveways and on-street parking. Check who has the van before you, and make a plan to get it from them. Check who has the van after you, and make a plan to get it to them or have it parked in the meantime.
- Check with the YOP member to see if there are any special directions for getting to or parking at their agency.
- Follow all van protocols and fill out van forms. Report any incidents to the Fleet Manager, Joanna Lemmon.
- Do not forget to fill up gas in the van for the next person using it!

Some YOP groups can provide their own transportation. A few things to keep in mind:

- Provide the YOP member with proper directions and codes to get to the trip site.
- Make sure you can fit all necessary gear in your vehicle. If not, you may still need to drive the van.
- Meet them on site in your own vehicle. Plan to be there a few minutes early.
- Do not forget to track mileage for your expense report to get reimbursed!

Emergency Action Plan

Safety is a top priority on all YOP trips. Any trip that is longer than 4 hours or more than a ¼ mile from the nearest road MUST have a complete Emergency Action Plan. When putting together your EAP, follow these guidelines:

- Review all forms and waivers, which should be sent in 3 days prior:
 - Are the Photo and Risk Release forms signed by participants?

- Are there any allergies of which to be aware? Are there any medical concerns that would inhibit a youth from participating in the trip?
- Do you need to follow up with the YOP member at all?

File the Photo and Risk Releases. Make copies of the Health Questionnaires.

- Find a staff to be on-call for the duration of the trip. Be sure you have their contact information, and give them a brief overview of the trip.
- Put together the physical EAP. Include the documents listed below.
- Give one copy of the EAP to your on-call staff, and put another on Jessica's door (total of 3 copies). Bring a copy (with the original medical forms) with you on the trip.**

Specific YMAP Considerations

During your orientation and training at Cardigan, YOP staff will cover radio policies and procedures for emergencies. You are to carry a long-distance radio at all times on YMAP trips (except during the canoe portion). This radio connects you directly with staff at Cardigan Lodge.

Documents to include in the EAP:

- EAP Cover Sheet:** This should be filled out to reflect the date and location of your trip, youth contact information, and agency contact information.
- EAP Crisis Communication Plan:** Use a template from the S-drive to create your EAP. If it is a common AMC destination (Ponkapoag, Harold Parker, etc.), hospital and location information should be up-to-date. If not, add it in. Be sure to edit on-call staff, date, agency, and contact information.
- Participant List:** Clearly indicate agency leaders and YOP staff. List allergies, medications, and other notes on this list.
- Completed Medical Forms:** Include Health Questionnaires for ALL participants, including youth, staff members, and yourself. Review the medical forms prior to the trip and follow up with the YOP member with any concerns. The EAP you bring on the trip should have the original forms. Make copies for the other EAPs.
- Agenda:** Include the itinerary you have for the trip, with a specific timeline for arrival and departure. Include a hiking/backpacking route map if applicable.
- Route List:** Describing the route you expect to take, and an alternate/bail out options (if necessary).

During the Trip

Safety Briefing

A safety briefing must be done at the beginning of each YOP trip. From the AMC ARMS Manual: "AMC staff must inform participants of the goals, requirements, and expectations of each program, itinerary, inherent risks and dangers, level of difficulty, terrain, expected behavior, etc."

- Discuss the risks involved in each specific trip activity, and proper behavior to mitigate said risks.
- Discuss personal accountability: water, food, and gear management
- Discuss the risks of Lyme disease, and the YOP policy of checking for ticks every 12 hours. Pass around the Tick Identification Card.
- Ensure all participants have the proper gear and footwear (no open-toed shoes, properly fitting flotation devices, etc.)

**Ask for youth input and suggestions when discussing risks and behavior. They are more likely to internalize the behavior if they participate in the conversation rather than you listing off rules.*

Ice-Breakers

Start off the trip with an Icebreaker to get youth moving around and comfortable with you, each other, and their environment. Keep in mind the goal of the trip, the agency, and what you know about the youth. For example, if the youth do not know each other well (perhaps this is the first day of a summer camp), a “name game” might be the best option. If they have been working together for a long time, a challenge or initiative might be more appropriate. See the “Field Guide” for specific games and activities to choose from.

**The icebreaker could be a good place to allow leadership on part of the YOP member. Ask if they would like to plan and lead an icebreaker for the trip. Offer ideas and suggestions if they need some assistance.*

Full-Value Contract

A Full-Value Contract (FVC) is a way to discuss and represent those values which participants do and do not want to be included in the trip. They can range from a single word (“teamwork,” “cooperation,” “laughter,” “open-mindedness,” “self-care,” etc.) to a phrase or sentence (“push yourself out of your comfort zone”). Allow all participants some time to think about a value they want to share, and then open up each suggestion for discussion. Ask youth to expand on their word or phrase if necessary. Ask if everyone in the group agrees on that value, or if there is dissension. Add in your own input if you feel something is missing, but allow youth to lead most of the discussion.

Use your discretion for how to implement the FVC based on the trip length, goals, etc. On a short trip, a short conversation is probably the best method for the FVC (the “Five Finger Contract” is a good one). On a longer trip (a full day or overnight), create some sort of totem or representation of the FVC. This can be a group flag that gets hung up at the campsite, a blow-up animal that gets carried on the hike, a Frisbee that gets passed between participants, etc. As one of our goals for these trips is to make YOP members more self-sufficient by giving them a chance to connect with youth in a different way, it may be helpful to allow the members to run this activity. In this case, you should still be an active part of the process. Remind participants of the FVC throughout the trip, especially when you see a value being displayed or disregarded. You may also revisit the FVC to help facilitate debriefing and processing activities.

Cell-Phones

The standard YOP policy is to not allow cell phones on trips; they must be left at home or locked in the van. Discuss this policy with the YOP member beforehand. At your discretion, you and the YOP member may decide to amend this policy and allow youth to have their phones to take photos, or only use during designated times, or have on them to let family members know of expected arrival time, etc. Whatever you decide, be sure that you and the YOP member are on the same page, and that they set these expectations for their youth before and during the trip. Make sure that the member informs parents of this as well

Specific YMAP Considerations

The YMAP trip format is specifically designed to push youth outside of their comfort zone while ensuring them that they have a community of their peers and leaders to support them. As such, it is unofficial policy to allow *no phone usage* once the group has arrived at Cardigan (they won't have service anyway!). Advise them to make a final call home when you stop at the gas station on your way up.

YOP Member

Remember the co-lead model! You are not the guide on the trip, so be sure that you and the YOP member are working together to lead youth outdoors. Some things to keep in mind:

- Did the YOP member lead at least one game or activity during the trip?
- Check-in with the YOP member throughout the trip to be sure you are on the same page. For longer trips, it may be helpful to build these chats into your schedule.

- Keep the larger context of the agency, youth worker, and program goals in mind throughout the trip. Consider how you may alter programming to accomplish this.
- When the trip is over, thank the YOP member and decide on a time to talk over the phone or in person to give them specific feedback about the trip and their leadership.

Closure

A trip Closing Activity is important for both youth processing and YOP reporting. Every trip should end with a closing activity to allow youth to process and debrief their experience. This gives them a chance to reflect on and internalize what they've learned or some idea they'll take back with them. Allow time for individual processing as well as open discussion. Choose your debrief method based on the goals and length of the trip. It can be simple popcorn sharing, or something more structured or hands-on. You might even consider recording the discussion. *Consult the Field Guide for descriptions of different debrief activities.* Bring the proper "Participant Evaluation" form based on the program you are running, and allow youth some time to fill it out. These quotes and statistics are extremely important for grant reports and feedback for improving YOP services.

Specific YMAP Considerations

Youth will go through a number of highs and lows on YMAP outings (and all longer trips for that matter). So conducting regular debrief activities, similar to the "closure activity" discussed here, can be a powerful experience for youth and their leaders. Encourage the YOP member to take the lead on these activities. For debrief activity ideas, contact your Curriculum Manual.

After the Trip

On-Call

Immediately call your On-Call person to let them know the trip is over. Don't forget!

Food

Bring all leftovers back to the office as soon as possible! If you cannot make it back to the office right away, put it in your fridge at home – but do not let it rot in the van! Once back at the office, put perishables in the fridge with a date, and make sure they are eaten or discarded before they go bad. If another staff could use the leftovers on an upcoming trip, let them know. Put non-perishables in the proper office bins. Be sure to clean out coolers, and wash water bottles and dishes, scrub stoves, etc.

Gear

Did you use gear from the Ponkapoag or Harold Parker gear sheds? Make sure it is clean and dry! If some of it needs to be brought back to the office for cleaning or repair, let Ian know, and make a point to bring it with you on your next trip out there. Bring all office gear back to the gear room. If you have wet gear, call ahead to have someone set up drying lines in the office. Wash, dry, and return it to their proper homes as soon as possible, so that other groups can use it. We do not want dirty laundry lying around! If anything needs repair, let Ian know or take care of it yourself.

Forms

Remember to get all original copies of medical forms and waivers from the YOP member, and bring them back to the office. File them in a secure location decided upon with your supervisor, as they will need to be kept for many years to come. If you run trips with the same youth within the year, you can use their forms again. Put copies of the EAP in the office shred bins.

Reporting and Retention

Trip Reporting

A huge part of YOP, and of Summer Seasonal positions, is reporting. Numbers, stories, and photos are vital for grants. They get organized and compiled in grant reports so that we can continue to get funding and sustain (perhaps even expand) YOP programs – and help get even more youth get outdoors!

Numbers

- Enter a trip report into ETO. Check with the YOP member if you are unsure of demographics. Make sure that all information that is provided gets logged in ETO. Take the extra time to answer the open-form questions as well.
- Enter trip data into Local Adventures spreadsheet. Create a line for a reciprocal trip to be entered at a later date.
- Ask if full time staff would like for you to create graphics for the numbers you've reported. These are created according to what funders hope to see out of our programs.

Stories

- Record trip highlights, youth quotes, and anecdotes into "Trip Quotes" document, and save in the trip folder. Make a note of any that may be particularly useful for grant reports.
- Hand all Trip Evaluation forms filled out by youth to James. He uses them to help evaluate YOP's impact.
- If you've recorded any interviews or discussions with individuals or groups, transcribe them.
- Document any other post-trip successes (articles, emails, thank you letters, blogs, etc.). If you've not received letters from a few groups, you may want to seek them out (it sounds silly, but funders love to see them!)

Expenses

- Enter trip expenses into Direct Service Budget spreadsheet. (See previous years' file for an example of this document)
- File personal trip expenses and receipts into "AMC Staff Travel Reimbursement Form."
- Submit Reimbursement Form and receipts **all in one document** to APMA@outdoor.org. This can be done monthly; it does not need to be submitted for every trip. AMC uses a third party, Mineral Tree, to conduct reimbursements. You can expect a check 1-2 weeks after submitting for reimbursement.

Forms

- Properly file all participant forms (medical, risk, photo) for the EAP in a secure location decided upon with your supervisor. They are kept for many years!
- Put copies of the EAP in the office shred bin.
- File any incident reports if necessary. Be sure to tell your supervisor!

Photos

- Upload all photos to the P-drive in Local Adventures or YMAP. Label new trip folder with agency/date.
- Edit photos using Picassa. Delete all blurry/unusable photos.

- Label any pictures with participants who have no photo releases as “NO RELEASE” in the name.
- Put great photos in “Best Of” photo folder for the year you’re working.
- Upload photos onto Google Drive to share with youth worker.

Retention and Follow-Up

Thank-You Email

Send a follow-up email to the YOP member as soon as you have time back in the office. Be sure to cover the following topics:

- Thank the YOP member for helping to put together the trip. Mention a personal highlight from the outing.
- Send a link for photos. Ask if they have any other photos or stories to share.
- Schedule a time for a debrief phone call to discuss the trip.
- Remind the YOP member of the expectation of a reciprocal trip. Send them a link to fill out a trip report when completed.

Retention

Do not forget to follow-up with the YOP member in the weeks after the trip.

- Conduct the post-trip phone call. Ask for feedback from the YOP member. Share your thoughts on their strengths, areas of improvement, next steps, etc. Ask for feedback from them as well! You may even want to provide them with our Adult Feedback Form.
- Check-in with the YOP member periodically if they have not completed a reciprocal trip. Record it in the ETO database and Local Adventures spreadsheet when they do.
- Offer your assistance in making suggestions for future trips, appointments to pick up gear, Kids-In-Huts Reservations, etc. for future trips they do independently.

Sample Follow-Up Email Template

Hi **YOP Member**,

Thanks so much for your help in putting together a great trip last week. It was great to hike, laugh, and be outdoors with you and your youth, and to see them all working together to make the campfire and meal. I hope everyone had a great time! ***Customize based on specific experience*

I’ve compiled some photos of the trip. You should be able to view and download them at this **LINK**. Let me know if you have any trouble. Do you have any other photos of the trip you would like to share with YOP?

Do you have some time this week for a debrief phone-call? I would love to talk with you more about the trip, provide some feedback, hear your thoughts, and discuss some next steps for you and your agency. I am available **(give several date and time options)** – let me know if any of those times work for you!

As we talked about, we ask that YOP members lead a reciprocal trip independently following the co-lead Local Adventure. It can be a similar trip to the one we did together, or as simple as exploring a local park with your youth. Do you have ideas of what you would like to do and when? I would be happy to discuss some options with you. After the trip, you can fill out a trip report here: **LINK**. It is much appreciated!

Best,

Your Name

Work Plan: Local Adventure Instructor

Department	2017 Program Objective(s)	May	June	July	August	September	October
Training	Learn all YOP protocols to safely and effectively lead trips	Complete new staff training Become van certified Attend May OLT	Learn trip protocols; EAP & on-call training Visit gear sites	Learn on-call protocols; EAP training Mid-season check-in with supervisor			Debrief Local Adventure position
	Learn equipment management		Train on gear pulling Cardigan training with Nate and other Seasonal staff Attend pond canoeing workshop; games workshop				
	Attend other workshops as time allows for professional development			Optional: river canoe workshop		Optional: Leave No Trace Workshop	
	Fill summer and fall Local Adventures schedule	Market "sunset paddle," "full moon hike," etc. for shoulder months	Meet June OLT participants at Lonesome to market Local Adventures	Finalize summer schedule	Reach out to August OLT participants about Local Adventures	Reach out to September OLT participants about Local Adventures	
Outreach	Prioritize new and inactive YOP members when scheduling trips	Market Local Adventures at Lonesome Lake on OLT	Email June OLT participants about Local Adventures Market Local Adventures at trip planning workshop and OLT reunion	Market BHI trips	Begin marketing fall trips (dates for full moon night hikes, sunset paddles, campfire dinners, etc.) Market Fall Fest to new groups	Finalize fall schedule Finalize Fall Fest details	
		Email May OLT participants Email previous year's OLT participants who have not done trips	Book at least 5 summer trips with new OLT members				
		Co-lead/shadow 1+ trip with YOP staff; Lead 2 trips	Lead 8 trips	Lead 8 trips Lead 1 YMAP trip	Lead 8 trips	Lead 5 trips	Lead 5 trips
		Implement co-leader model to train youth worker to lead independent trips Assist with youth events	Logistics assistant training with Trainings & Support staff			Assist with workshops	Assist with Fall Fest
Reporting & Retention	Gather materials for grants	Learn reporting model & receive ETO training	Report on all Local Adventures trips	Report on all Local Adventures trips	Report on all Local Adventures trips	Report on all Local Adventures trips	Report on all Local Adventures trips
	Accurately record trip photos, numbers, budget, stories, etc.						
	Enter trip reports for reciprocal trips	Send retention emails after initial outing (on-going)	Ensure all participants from Local Adventures have done reciprocal trips	Ensure all participants from Local Adventures have done reciprocal trips	Ensure all participants from Local Adventures have done reciprocal trips	Gather information for YMAP grant	Ensure all participants from Local Adventures have done reciprocal trips

Work Plan: Summer YMAP Instructor

Department	2017 Program Objective(s)	June	July	August	September
Training	Learn all YOP protocols to safely and effectively lead trips	Complete new staff training; learn emergency/on-call procedures Become van certified Attend June OLT Pond Canoeing wksp., Games wksp.	Check-ins with YMAP coordinator (ongoing) Receive ETO training	Check-ins with YMAP coordinator (ongoing)	Debrief YMAP Adventure instructor position with coordinator/YOP staff
	Complete Outdoor Leadership Training; attend other relevant workshops as time allows				
	Learn and practice YOP-specific practices, protocols, and outdoor leadership	Shadow and co-lead Direct Service staff on adventures Visit Cardigan; set up gear closet; gear room training Specific site/gear management at Cardigan Lodge and surrounding facilities			
Outreach	Assist in filling Summer 2017 YMAP schedule	Work with coordinator and make first contact with members	Plan pre-trip meetings (ongoing)		
	Pre-trip organization and co-leadership logistics	Establish contact with YMAP participants to become familiar with organizations; initial trip planning	Phone calls/in person conversation with member participants (ongoing)	Phone calls/in person conversation with member participants (ongoing)	
Trips	Lead 7 YMAP trips, including weekly pre-trip meetings; 1 week in office as Local Adventures Instructor	Set pre-trip schedule for first few weeks; create system for weekly food purchases	Lead 3-4 YMAP trips; Monday pre-trip; EAP; gear pulls (ongoing); Friday on Monday food purchases (ongoing)	Lead 3-4 YMAP trips	
	Gear/site management at Cardigan Lodge, surrounding properties, and NH Audubon Society (canoe); maintain positive relationship with staff on site	Complete 3-day training and orientation trip to Cardigan Lodge with YMAP coordinator	Organization and maintenance of gear in YMAP closet; inventory of food items; make purchases for upcoming weeks	Return all gear from Cardigan gear shed after final YMAP trip	
	Implement co-leader model to help improve youth worker's outdoor leadership skills	Pre-trip conversation with co-instructor to go over schedule, theme, and to assign tasks/activities (ongoing)	Assign tasks when building weekly itinerary (ongoing)		
	Use LOD model for youth when appropriate to promote leadership development	Work with co-leader to decide when applicable (ongoing)			
	Gather reporting materials via photos, recording debriefs, administering evaluations, collecting youth letters	Browse 2016 report; become familiar with eval materials and debrief activities	Upload photos to p-drive; share with members; log evals; transcribe audio (ongoing)	Upload remaining photos; log evals; transcribe audio	
Reporting & Retention	Assist other events/workshops/direct service trips during off weeks/months	Review 2016 grant report; learn p-drive organization	Serve as Local Adventures instructor during week in office Report on July YMAP trips during week in office	Report on August YMAP trips	Assist Trainings & Support staff with workshops Best-Of photos and quotes; chart evaluations; other graphics
	Gather and organize grant reporting materials (photos, evals, quotes, etc.)	Learn Advance Payment and Reimbursement request policies	Keep all receipts from YMAP purchases; submit as needed (ongoing)	Submit all receipts/expense reports	Full YMAP expense report
	Report expenses	Complete ETO training	Enter trips and pre-trips into ETO (ongoing)		Review ETO entries (may use for grants)
	Accurately record trips in ETO	Become familiar with trip summary format; browse previous grant reports	Write summaries for first few trips	Write summaries for remaining trips	Compile and organize all data, photos, evals, etc.; Work with YMAP coordinator for specific tasks re: grant reporting
	Assist in drafting YMAP Grant Report	Conduct outreach to ensure reciprocal trips; feedback to members (if appropriate)	Outreach/retention message to member participants	Outreach/retention message to member participants	Ensure all co-leaders have led reciprocal trips & submit trip reports



Agency Name

Ponkapoag/Harold Parker Campfire Trip

Date and Time

- 4:00p Depart from agency
- 4:30p Arrive at **Ponkapoag Pond/Harold Parker**
Unpack gear/food from van
Group Icebreaker
Quick tour, safety, group expectations
- 5:00p Group 1: Build campfire
Group 2: start cooking on the camp stoves
- 5:45p Eat Dinner: (**burritos, campfire nachos, pasta etc.**)
- 6:15p Dessert: (**s'mores, baked apples, campfire éclairs**)
Campfire games (**one led by YOP member**)
Clean-up
- 7:00p Watch sunset on the pond (**alter based on time of year**)
- 7:15p Night Walk: Short walk on path beside the pond
-Expectations: quiet, single file, no use of lights, no scaring
-Moon and Stars: "**Light on the right, soon to be bright**"
-1-2 Animal Adaptation Activities: "**Bat-Moth,**" "**Deer Ears,**" "**Owl Ears**"
-1-2 Vision Adaptation Activities: "**Disappearing Face**" (**rods & cones**), **paint chips (night vision)**
-Closing: **Triboluminescence and/or "Pirate Eye"**
- 8:15p Debrief activity
Load van
- 8:30p Departure
- 9:00p Arrive back at agency

To-Do List: **YOP Member**

- Send participant count
- Let YOP know of any food preferences or allergies
- Fax/email medical forms (first 2 pages) by (**3 days prior to trip**)
- Bring original forms on the trip
- Remind participants about appropriate footwear and clothing
- Set expectations for students
- Lead one icebreaker or activity on trip
- Provide extra transportation if there are more than 12 people (**if needed**)

To-Do List: **Your Name**

- Provide transportation (**if needed**)
- Provide dinner
- Assist in group management
- Facilitate campfire, activities, etc.
- Lead night walk activities

Contact Info

- Member:** (best # to reach day of work/other number)
- You:** (work number)
(cell number)

Sample YOP Gear List

- **Night Walk kit (lifesavers, bandanas, shakers, crayons & paper)**
- **Stoves & fuel (2 each)**
- **Frying pan, 2 pots**
- **Spoons, spatulas, tongs**
- **Silverware, hot cups, paper plates**
- **Tins, paper towels, garbage bags**
- **Dishwashing gear if necessary**
- **Water in dromedary**
- **Lighter, newspaper, kindling, cash**
- **Instructor Pack**

Sample Food Menu

- **Tortillas**
- **Beans & rice**
- **Chicken**
- **Peppers & onions; corn; lettuce**
- **Salsa, guacamole, sour cream**
- **Chips**
- **Graham crackers, chocolate, marshmallows, candy**
- **Olive oil & spice kit**
- **Hot chocolate**



Agency Name

Ponkapoag/Harold Parker Canoe Trip

Date and Time

- 9:30a Depart from Agency
- 10:00a Arrive at **Ponkapoag Pond/Harold Parker**
Unpack gear/food from van
Group Icebreaker
Quick tour, safety, group expectations
- 10:30a Issue/explain PFDs and paddles at gear shed
Bring canoes to dock
Go over canoe safety, getting in/out of a canoe, etc.
Practice basic strokes on land
Bring snacks and water into the canoes
- 11:15a Canoeing on pond
Practice basic strokes, communication, & turning
Games: duct tape tag
- 12:15p Lunch on the beach
Ponkapoag: Bring food on canoes to beach across pond
Harold Parker: return to beach to eat
1 group initiative/game on land **(led by YOP member)**
- 1:00p Explore the pond on canoes
Games: canoe races &/or stinky fish
- 1:30p Practice t-rescues
- 2:15p Return to shore
Put away canoes, paddles & PFDs
Debrief activity
- 3:00p Departure
- 3:30p Arrive back at agency

To-Do List: **YOP Member**

- Send participant count
- Let YOP know of any food preferences or allergies
- Fax/email medical forms (first 2 pages) by **(3 days prior to trip)**
- Bring original forms on the trip
- Remind participants about appropriate footwear and clothing
- Set expectations for students
- Lead one icebreaker or activity on trip
- Provide extra transportation if there are more than 12 people **(if needed)**

To-Do List: **Your Name**

- Provide transportation **(if needed)**
- Provide lunch/snacks
- Assist in group management
- Facilitate tour, safety, activities, etc.
- Teach and lead canoeing safety and activities

Contact Info

- Member:** (best # to reach day of)
(work/other number)
- You:** (work number)
(cell number)

Sample YOP Gear List

- Canoes, paddles, PFDs, duct tape, throwables, dry bag: **ALL IN SHED**
- Water bottles
- Water in dromedary
- Sunscreen & bug spray
- Instructor Pack

*Must bring throw rope, bailer, and extra paddle in instructor canoe!

Sample Food Menu

- Lunch meat
- Cheese
- Condiments
- Tortillas
- Hummus
- Carrots & apples
- PB & J
- Chips & popcorn
- Oreos



Agency Name

Blue Hills Day Hike

Date and Time

- 9:30a Depart from Agency
- 10:00a Arrive at **Houghton's Pond** in Blue Hills
 Discuss safety, trail etiquette, expectations
 Issue water bottles, packs, & gear
 Group icebreaker game & stretching circle
- 10:30a Teach basics of using a compass in field by Houghton's Pond
 Practice taking a bearing & following a bearing
 Walk in shapes (equilateral triangle, rectangle, etc.) by following a bearing
 Compass Games: "Fred Says" (Simon Says with a compass)
 (see attached pages for map & compass sample lesson plan)
- 11:30a Hike to Elliot Tower (**Houghton's Path to Skyline Trail**)
 Youth can alternate as lead and sweep, etc.
 Trail games & activities along the way
- 12:30p Lunch at Elliot Tower
 Teach map reading at the pavilion
 (see attached pages for map & compass sample lesson plan)
- 1:30p Orient youth with map and compass at the top of the tower
- 1:30p Allow youth to use maps to find a route back to Houghton's Pond
- 2:30ap Arrive back at Houghton's Pond
 Debrief activity
- 3:00p Departure
- 3:30p Arrive back at agency

To-Do List: YOP Member

- Send participant count
- Let YOP know of any food preferences or allergies
- Fax/email medical forms (first 2 pages) by (3 days prior to trip)
- Bring original forms on the trip
- Remind participants about appropriate footwear and clothing
- Set expectations for students
- Lead one icebreaker or activity on trip
- Provide extra transportation if there are more than 12 people (if needed)

To-Do List: Your Name

- Provide transportation (if needed)
- Provide lunch/snacks
- Assist in group management
- Facilitate safety, activities, trail etiquette, etc.
- Lead map and compass activities on hike

Contact Info

- Member:** (best # to reach day of)
(work/other number)
- You:** (work number)
(cell number)

Sample YOP Gear List

- Daypacks
- Rain gear
- Boots & socks (if youth do not have sturdy shoes)
- Water bottles
- Throwables/game materials
- Maps & compasses
- Instructor Pack

Sample Food Menu

- Lunch meat
- Cheese
- Condiments
- Tortillas
- Hummus
- Carrots & apples
- PB & J
- Trail mix/bars
- Oreos



Agency Name

Ponkapoag/Harold Parker Camping Trip

Date and Time

Day 1

- 11:00a Depart from agency
- 11:30a Arrive at Ponkapoag Pond/Harold Parker
 - Unpack gear/food from van
 - Group Icebreaker (led by YOP member)
 - Safety & group expectations
 - Full-Value Contract (YOP member)
- 12:30p Simple lunch (sandwiches) at picnic tables
- 1:00p Visit gear shed – get tents, sleeping bags, pads, and cookware
 - Tent set-up demonstration
 - Youth set up tents in groups
- 2:30p Issue/explain PFDs and paddles at gear shed
 - Bring canoes to dock
 - Go over canoe safety, getting in/out of a canoe, etc.
 - Practice basic strokes on land
 - Bring snacks and water into the canoes
- 3:15p Canoeing on pond
 - Practice basic strokes, communication, & turning
 - Games: duct tape tag
- 4:30p Explore the pond on canoes
 - Games: canoe races &/or stinky fish
- 5:00p Practice t-rescues
- 5:30p Put away canoes, paddles & PFDs
- 6:00p Group 1: Build campfire
 - Group 2: start cooking on the camp stoves
- 6:45p Eat Dinner: (burritos, campfire nachos, pasta etc.)
- 7:15p Dessert: (s'mores, baked apples, campfire eclairs)
 - Campfire games (one led by YOP member)
 - Clean-up
- 8:00p Watch sunset on the pond (alter based on time of year)
- 8:30p Night Walk: Short walk on path beside the pond
 - Expectations: quiet, single file, no use of lights, no scaring
 - Moon and Stars: "Light on the right, soon to be bright"
 - 1-2 Animal Adaptation Activities: "Bat-Moth," "Deer Ears"
 - 1-2 Vision Adaptation Activities: "Disappearing Face" (rods & cones), paint chips (night vision)
 - Closing: Triboluminescence and/or "Pirate Eye"
- 9:30p Flex time – agency-led
- 10:00p Bed

To-Do List: YOP Member

- Send participant count
- Let YOP know of any food preferences or allergies
- Fax/email medical forms (first 2 pages) by (3 days prior to trip)
- Bring original forms on the trip
- Remind participants about appropriate footwear and clothing
- Set expectations for students
- Lead one icebreaker or activity on trip
- Provide extra transportation if there are more than 12 people (if needed)
- Provide breakfast and lunches

To-Do List: Your Name

- Provide transportation (if needed)
- Provide one meal and snacks
- Assist in group management
- Facilitate campfire, activities, etc.
- Lead night walk activities

Contact Info

- | | |
|----------------|--|
| Member: | (best # to reach day of work/other number) |
| You: | (work number)
(cell number) |

Day 2

- 7:00a Wakeup
Designated group cook breakfast
Eat breakfast
Pack lunches to take hiking
- 8:00a Clean-up breakfast
Break-down tents
Return gear to shed
- 9:00a Teambuilding game/initiative
Pack for hike (water bottles, day pack, etc.)
- 9:30a Begin hike
Ponkapoag: 4 mile loop to the bog bridge and around pond
Harold Parker: 4 miles loop around Salem Pond
- 11:30a Eat lunch on the trail
- 12:30p Return to camp
Final clean-up
- 1:00p Debrief activity
Load van
- 1:30p Departure
- 2:00p Return to agency

Sample Food Menu

- Lunch Day 1: sandwiches
- Dinner Day 1: burritos
- Breakfast Day 2: bagels, fried eggs, oatmeal, fruit, hot tea/coffee
- Lunch Day 2: sandwiches
- Snacks: apples, grapes, carrots, popcorn, chips, granola bars, oreos, s'mores

Sample YOP Gear List

- Camping Gear: in shed
- Cooking Gear: in shed
- Night Walk kit (lifesavers, bandanas, shakers, crayons & paper)
- Hot cups, Tins, paper towels, garbage bags
- Water bottles
- 4 large (5-gal) water jugs
- Lighter, newspaper, kindling
- Bandanas, throwables, etc. for games
- Instructor Pack



Agency Name

YMAP # at Cardigan State Forest

Dates

TUESDAY 8/16

- 8:00a: Arrive @ Joy St.
Pack van/car
- 9:00a: Drive to Cardigan
Break @ Exit 23 (last phone calls home!)
- Noon: Arrive at Cardigan
Unload gear to boot room/explain clothing (member/instructor)
Commission clothing (member)
Group icebreaker/energizer (instructor)
Your Biggest Fan
Hula Pass
Site orientation/safety talk (instructor)
- 12:30p: Pack/change for hike/swim
water, bathing suit, closed shoes
pack lunch (deli sandwiches)
- 1:00p: Hike to Welton Falls
Trailhead talk @ Lodge/intro LOD
Photographer, lead/ sweep
Chips and salsa
Hide the Pen
Unnatural Trail (@ river crossing)
Wild Scavenger Hunt
- 2:30p: Swim @ WF
Water bugs, newts at falls
- 3:00p: Leave WF
Switch photographer, leader/ sweep
- 4:00p: Return to Cardigan
Move-in/change for night
(move gear/food to shed)
- 4:30p: Games (member/instructor)
LNT Skits
Tank ("throw trash at each other!")
Bucket ball (pots, throwables) ("clean trash!")
- 6:00p: Dinner! (Cardigan)
- 6:45p: Gather on back deck
FVC (member)
Debrief tomorrow's adventure (instructor)
Map/guidebook/route
CHANGES: No High Cabin? Firescrew?
- 7:45p: Gather group gear/food (instructor)
- 8:30p: Free time/quiet hours
Card games
Sidebar with member
- 10:00p: Quiet time/Bed

WEDNESDAY 8/17

To-Do List: YOP Member

- Send participant count
- Let YOP know of any food preferences or allergies
- Fax/email medical forms (first 2 pages) by (3 days prior to trip)
- Bring original forms to pre-trip mtg.
- Remind participants about appropriate footwear and clothing
- Co-lead outing: sharing and splitting tasks and activities w/ YOP staff

To-Do List: YMAP Instructor Name

- Create EAP, gear pull/management, itinerary
- Provide transportation
- Provide meals for camping and backpacking
- Assist in group management
- Facilitate safety, activities, trail etiquette, etc.
- Co-lead activities with YOP member, encourage L.O.D. model for youth

Contact Info

- YOP Member:** (best # to reach day of)
(work/other number)
- You:** (work number)
(cell number)

Sample Food Menu

- Tues. dinner/Wed. breakfast @ Cardigan Lodge
- Lunches: cold cuts, pb&j, asst. snacks
- Wednesday dinner: burritos
- Thursday breakfast: bagels & oatmeal
- Thursday dinner: cookout
- Friday breakfast: egg sandwiches
- Other: s'more stuff, trail snacks, coffee/tea/hot chocolate

- 7:00a: Wake up!
- 7:30a: Breakfast (Cardigan)
- 8:15a: Depart Lodge
- 8:30a: Group packing (**member/instructor**)
 - Sleeping bags
 - Change of clothes
 - 2 full water bottles
 - Group gear/food
 - Make/pack lunch (Cardigan sandwiches)
- 9:45a: Cardigan hike! (some student leading!)
 - Youth lead trailhead talk
 - Speedball (using FVC)
 - Photographer, lead/sweep, map, naturalist
 - Nature's Perfume
 - Water breaks (student timer)
 - Wild Edibles
 - Hang out on summit/games (**member/instructor**)
 - Zip, Zip, Boing
 - Killer Eyes; Big Booty; Ninja
 - Solo sit/letters
- 4:00p: Head to High Cabin
 - Move-in, orient, BR
 - Water treatment talk? (all—**member/instructor**)
 - Natural Art (with blow down only!)
- 6:00p: Start dinner: burritos, chips & dip (**instructor** supervise)
- 7:30p: Dishes & Clean up
- 7:30p: Sunset hike to South Peak
 - Solo sit
- 8:30p: Return to cabin/campsite
 - "How the Night was Born" story
 - Debrief: (**member**)
- 10:00p: Quiet hours/bed

THURSDAY 8/18

- 8:00a: Wake up
 - Group stretch
- 8:30a: Cold breakfast
- 9:00a: Pack up, pack out
 - Propane off!
 - Sweep
 - Lock lodge and basement
- 10:45a: Arrive at campsites
 - Change for canoeing
 - Pack any group/canoe gear
 - Bring lunches in cooler (simple sandwich)
 - Waters, rain jacket
- 11:00a: Drive to Audubon
- 11:45p: Picnic at Audubon
- 12:00p: Canoeing! (**member/instructor**)
 - Outfit/Canoe intros/safety/boundaries
 - Canoe & Games!
 - (Stinky Fish, tag, lacrosse, explore)
 - Long tour/beach

- 3:30p: Head back to shore
Decommission gear
- 4:00p: Leave Audubon
Ice cream!!!
- 5:00p: Build fire: 5-5-5 (member/instructor)
Start dinner (member)
cookout, salad, chips
Dishes
- 8:00p: Night Activities (instructor)
Night walk, Mints, Quartz, Fireflies, Owls
- 9:00p: Return to fire
Stories/Stargazing
Debrief: member/instructor
- 10:00p: Quiet Hours/Bed

FRIDAY 8/19

- 7:00a: Wake up, Clear out tents
- 8:00a: Breakfast: egg sandwiches (member/instructor)
- 9:00a: Campsite breakdown (member; instructor on logistics/gear)
Take down tents/tarps
De-issue YOP gear
Return to Lodge/van/shed
Clean site
- 11:00a: Closing
Evaluations together (instructor packing shed)
Debrief: open conversation/shout outs
Readdress FVC
- Noon: Lunch (sandwiches)/Depart

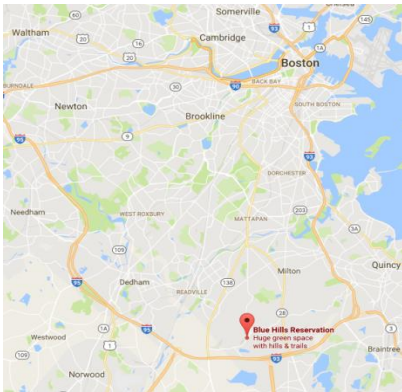
This schedule is to be used as a **SAMPLE**. While the structure of the trip and major activities remain the same, customize this adventure however you and your co-leader see fit! This sample itinerary was made for a group whose teacher wanted the trip to focus on “natural connections and appreciation.” You may decide on another theme or learning goals that require a whole different set of games and activities.

Whatever you choose, be sure to divide tasks and activities between yourself and the YOP member. Set pieces needing assignment are highlights in **red** throughout this sample document. To look at other sample agendas, and other agenda formats, look through **S:YOP/Boston/Direct Service/Youth Adventures/YMAP/Summer/2016/Agendas**

As this is a longer trip, it is helpful to printed out and laminate a pocket sized version of this itinerary with *only* schedule items on it. It will serve as a quick reference to keep you organized and on track throughout the trip!

Comments/Changes/Funny moments/Ruminations for this section

Blue Hills Reservation



Address 695 Hillside St, Milton, MA 0218

Contacts Mass.gov/BlueHills; [Friends of the Blue Hills](http://FriendsOfTheBlueHills.org)

Directions *From Joy St.:* Follow 93-S past the South Shore Plaza. Take Exit 3 for Ponkapoag Trail towards Houghton Pond. Turn right onto Ponkapoag Trail which then becomes Blue Hill River Rd. Turn right on Hillside St. Blue Hills Reservation is ¾ a mile down the road, on the left hand side. There is larger parking lot is for Blue Hills Reservation at 840 Hillside St. (Houghton Pond).

Facility Blue Hills Reservation is a DCR multi-use facility. While the DCR provides many amenities (bathrooms, service stations, trailside museum, etc.), they are not properties of the AMC. However, nearby at Ponkapoag Pond there is a YOP gear shed and campsites that may be useful for overnight hiking or hiking/canoeing outings.

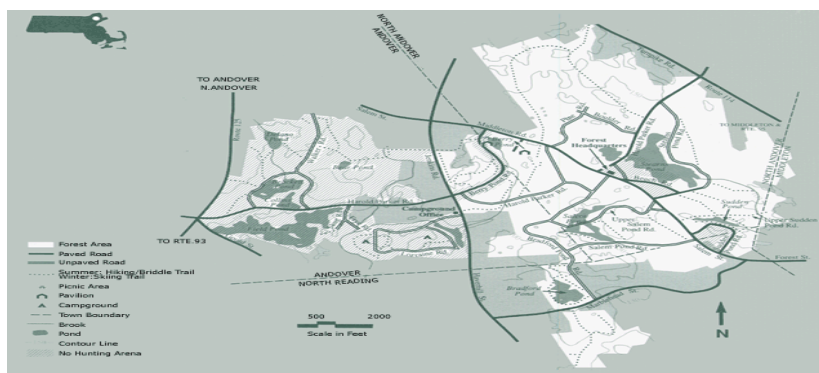
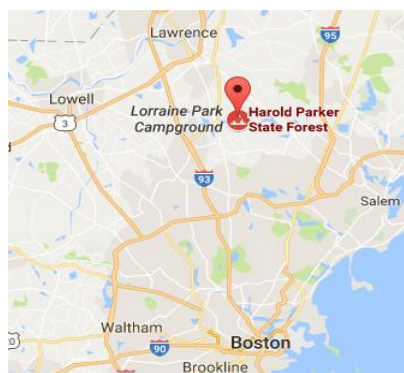
Gear Blue Hills is not a YOP gear site. *See nearby AMC Ponkapoag Pond for gear.*

Resources

- Groceries: Stop & Shop (1025 Truman Hwy, Hyde Park, MA 02136)
- Firewood: Fires/camping not allowed within Blue Hills Reservation
- Gas: BP (792 Truman Parkway, Hyde Park, MA 02136)
- Emergency: Milton Hospital/Beth Israel (199 Reedsdale Road, Milton, MA 02186)
State Police Station H-7 (685 Hillside St, Milton, MA 02186)
- Other: Mass Audubon Trailside Museum (1904 Canton Ave, Milton, MA 02186)
Houghton Pond (840 Hillside St, Milton, MA 02186)



Harold Parker State Forest



Address 305 Middleton Rd, North Andover, MA 01845

Contact Forest Service HQ: 978-686-3391
Mass.gov/HaroldParker;

Codes
Gear shed: 1968
Canoe trailer: 1876
Entrance gate: key behind HQ
Outhouse: 200

Directions Get onto 93-N toward Concord, NH. Take Exit 41 toward MA-125. Turn right onto 125-N/Ballardvale St. Turn right for Harold Parker Rd. at the sign for Harold Parker State Forest. This road winds past Fields Pond, then turn left onto Jenkins Rd. Turn right onto Salem St. which then becomes Middleton Rd. The entrance gate to Harold Parker State Forest HQ is 1 ¼ mile down the road on the left.

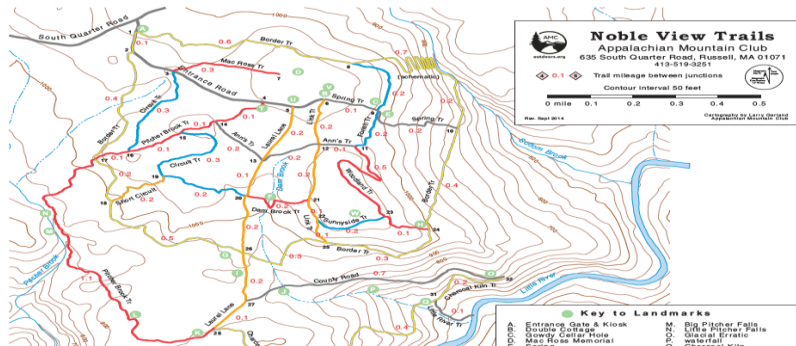
Facility Gear shed (for 15), canoes & canoe trailer, numerous campsites, State Forest Ranger Station, picnic tables, outhouse, **no running water**

Gear -camping gear for 15
 -7 canoes (w/ canoe trailer & hitch)
 - paddles, PFDs, dry bags, bailers, sponges

Resources Groceries: Market Basket (350 Winthrop Avenue, North Andover, MA 01845)
 Firewood: Market Basket; Home Depot (85 Main Street, Tewksbury, MA 01876)
 Gas Station: Sunoco (205 North Main Street, Andover, MA 01810)
 Hospital: Tewksbury Hospital (365 East Street, Tewksbury, MA 01876)
 Other: REI (279 Salem Street, Reading, MA 01867)



Noble View Outdoor Center



Address 635 S Quarter Rd, Russell, MA 01071

Contact Nate Cherniak (caretaker)
646-248-2828; natemnyc@gmail.com

Codes

North: ask facilities
Double: ask facilities
Gear shed: 0635

Directions *From Joy St.:* Take 90-W towards Worcester. Take Exit 3 toward US-202/MA-10. Merge onto 202-S/10-S and follow it through downtown Westfield. Turn right onto Court St. and follow it onto Western Ave. Western Ave. becomes General Knox Rd. as it winds through a hilly stretch of road. Take a left onto South Quarter Rd. and follow it for about 1 mile. The entrance to Noble View Outdoor Center is a gravel road on the left hand side. The sign is not very obvious, so drive slowly!

Facility Gear shed (for 20), North Cottage (sleeps 10), Double Cottage (sleeps 18), tent platforms (3), composting bathrooms with running water, gas stoves, fire rings (2)

Gear -camping gear for 20
-hiking gear for 20
-pop-up tents

Resources

Groceries:	Stop & Shop (57 Main Street, Westfield, MA 01085)
Firewood:	Stop & Shop; Rocky's Ace Hardware (2 Free St, Westfield, MA 01085)
Gas Station:	Shell (259 North Elm Street, Westfield, MA 01085)
Hospital:	Baystate Noble Hospital (115 W. Silver St, Westfield, MA 01085)
Other:	Tolland State Forest (New State Forest Rd. Tolland, MA 01034)



Ponkapoag Pond



Address AMC Ponkapoag Pond, 1100 Randolph St., Canton, MA

Contacts Trish Minton (caretaker)
781-961-7007

Codes
Entrance: 2000
Gear: SPI (key inside)
Canoe trailer: 1876
Outhouse: no code

Directions *From North:* Follow 93-S to Exit 5A. Take exit 5A to merge onto MA28-S. Turn right onto Scanlon St. (the first set of lights after you get off the exit). Turn left on High St. In ¼ of a mile, turn right on Reed St. Continue on Reed St. as it becomes Canton St., and then Randolph St. The entrance gate to AMC Ponkapoag Pond is on your right, across from an equestrian center.
From South: Follow 24-N to exit 20B. Take exit 20B to merge onto MA139-W. Turn right onto Page St. Continue onto York St. Drive 2 miles, then turn right onto Randolph St. The entrance gate to AMC Ponkapoag Pond is on your left, across from an equestrian center.

Facility Gear shed, canoes, dock, pavilion with roof and picnic tables, tent platforms (4), cabins nearby, outhouse, **no running water**

Gear -camping gear for 20
-6 canoes
-paddles, PFDs, dry bags, bailers, sponges
-misc.: lanterns, water shoes, throwables, fire pit

Resources Groceries: Star Market (130 Granite Street, Quincy, MA 02169)
Firewood: Star Market or Home Depot (177 Willard Street, Quincy, MA 02169)
Gas Station: Shell (1370 N Main St, Randolph, MA 02368)
Hospital: Milton Hospital/Beth Israel (199 Reedsdale Rd, Milton, MA 02186)



Appendix I: AMC Office Contacts

You already know, and have easy access, to YOP staff who can address your questions and concerns about the program itself. However, you may need to contact other AMC staff for things like compensation, onboarding, office management, etc. Here's a list of some people that it may be helpful to know (you should also introduce yourself at some point!)

Paula Murphy Office Manager pmurphy@outdoors.org 617-391-6592	Paula can help you find office materials and straighten out things like reserving event space for pre-trips if you're having trouble.
Rachael Hurton Visitor Center Associate rhurton@outdoors.org 617-391-6579	Rachel sits at the front desk and is often the first person you'll see in the morning. You can also expect to get calls from her that someone has arrived for a gear pick-up.
Michelle Murphy Director of Human Resources mmurphy@outdoors.org 617-391-6626	Michelle works hard to keep AMC staff happy, represented, and knowledgeable. While she'll help you out with any office mishap, she also coordinates diversity trainings for the organization.
Allison Rosania Accounts Payable Associate arosania@outdoors.org 617-391-6635	Allison handles all matters of advance payment and reimbursement. AMC recently switched to a 3rd party for compensation, so she's your go-to for problem solving in that department.
Daniel Steinfield Senior Accountant dsteinfield@outdoors.org 617-391-6625	Dan will contact you if something's amiss with your expenses. While Allison is your primary contact for money-related items, you'll be hearing from Dan if you don't keep receipts organized!
John Hornig Network/IT Manager jhornig@outdoors.org 617-391-6568	John probably set up your computer, and he can probably help you fix it. His office also stores all of the leasable laptops and projectors, so you'll get to know him if you're borrowing those often.

Stefanie Brochu | VP Outdoor Learning
and Leadership
sbrochu@outdoors.org 617-391-6631

Stefanie was previously Director of YOP. Now she oversees YOP and all OLL programs within the AMC (she's your boss' boss' boss). A wealth of knowledge and good person to know!

Rondi Sterns | Occupancy Director (PNVC)
rsterns@outdoors.org 603-466-8121

All reservations are handled by staff at Pinkham Notch. Rondi leads that department and is a great help when it comes to getting YOP groups up north. Be nice to her!

Comments/Changes/Funny moments/Ruminations for this section

Appendix II: Past Seasonal Staff

The following is a list of people who have served seasonal roles at YOP over the last few years. Contact information is provided for those who are willing to answer questions and concerns you might have about seasonal duties and provide other helpful information. Please consider these folks as a resource to you during your time here!

2016

Naomi Crimm (Local Adventures)

ncrimm9@outdoors.org

215-531-0202

Nick D'Amore (YMAP)

damore.nicholas@gmail.com

617-967-8305

Ben Feinson (Local Adventures)

bfeinson@gmail.com

802-598-2526

2015

Megan Luce (Local Adventures)

mlyuce812@gmail.com

973-945-8587

Sam Maron (YMAP)

sjmaron@gmail.com

914-400-6542

2014

Sara Mackenzie (Local Adventures)

sara.k.mackenzie@gmail.com

617-694-0296

Sam Maron

sjmaron@gmail.com

914-400-6542

Appendix III: Commonly Used Abbreviations

You'll be sure to hear a lot of jargon thrown around the office and in the field. This is a product both of the AMC and the world of outdoor recreation in general. While it might initially be intimidating, don't worry! People are friendly and welcoming, and you'll be talking the same way soon enough!

AMC: Appalachian Mountain Club

A large organization focused on conservation, education, and recreation in the outdoors from New England to Delaware

AMCR: Mountain Classroom

An AMC youth program based in the White Mountains that runs multi-day trips for school groups at AMC destinations. YOP shares some resources with AMCR

BHI: Boston Harbor Islands

A collection of islands of various sizes off the coast of Boston. YOP organizes a few trips to BHI each summer

DCR: Department of Conservation and Recreation

Not a part of AMC. A large land steward governmental organization made of forests, parks, greenways, reservations, watersheds, historic sites, etc. YOP frequents many locations that are protected by DCR

EAP: Emergency Action Plan

As part of YOP policies, an EAP must be completed and carried on each outing. The document provides detail and contacts to be used in any emergency situation in the field

ETO: Effort-to-Outcomes

The database YOP uses to curate trip reports, trainings, member information/history, etc. As it stands, YOP is in the middle of transitioning from an old database format to ETO, thus it is not yet operating at optimal efficiency. Eventually, the software will include a front-end system that will allow members to log into their Member Profile to submit trip reports, etc.

FAK: First Aid Kit

YOP carries a large, comprehensive first aid kit on all outings

HP: Harold Parker State Forest

A popular location for YOP programs with member organizations north of the city. HP is a multi-use facility and a gear site for YOP

- KIH: Kids-In-Huts
A partially grant-funded member benefit for YOP that allows us to offer members large discounts on lodging at AMC destinations
- LA: Local Adventures
One of YOP's Direct Service initiatives that coordinates and co-leads youth outings at parks, reservations, forests, and other green spaces in and around the Boston area. Local Adventures trips are a great option for members who are new to YOP or those who have not run youth programming in a while. They are often day trips where youth get the chance to go hiking, canoeing, etc.—often for the first time!
- LNT: Leave No Trace
A shorthand for wilderness ethics that emphasizes that those recreating outdoors leave an area better or as good as it was when they arrived. This means packing out what you pack in, practice proper waste management techniques, respecting wildlife, and conscious trail etiquette.
- LOD: Leader-of-Day
A learning tool in which youth (or adult OLT participants) lead one or a set of activities in order to help the development of leadership skills
- NPS: National Park Service
An agency of the federal government dedicated to the conservation and preservation of national parks, monuments, etc. There are a number of NPS locations in the Boston area, including Boston Common
- NV: Noble View Outdoor Center
An AMC destination in Russell, MA. The grounds feature 2 cottages, tent sites, a composting bath house, old farmhouses/ infrastructure, and ample woodland trails for exploring
- OLL: Outdoor Learning and Leadership
Within AMC, this is the umbrella that all youth programming falls under, including YOP. Stefanie Brochu is the VP of OLL. Other programs include OutdoorsRx, TWA, MCR, etc.
- OLT: Outdoor Leadership Training
YOP's flagship training that aims to provide youth workers, teachers, and community advocates with the skills they need to lead their youth on outings. Upon completing an OLT, participants become YOP members and can then take advantage of various member benefits
- PNVC: Pinkham Notch Visitors Center
An AMC destination at the base of Mt. Washington, in the middle of the White Mountain National Forest. Pinkham Notch has extensive lodging options for visitors, and serves as a base camp for a wide-range of outings

- TTC: Teen Trail Crew
An AMC program that takes teens on multi-day trips where they will learn the ropes of trail maintenance. Teens participate on multi-day trips with AMC staff to work on a trail or site that is in need of service
- TWA: Teen Wilderness Adventures
An AMC wilderness-based program for teens. TWA trips are multi-day, multi-sport adventures that aim to develop confidence, an appreciation for the environment, and a spirit of adventure. YOP sometimes teams up with TWA for unique programming in the summer
- VLC: Volunteer Logistics Crew
A group of exceptional individuals who volunteer their time to aid YOP with youth events, OLTs, and other community gatherings
- WFA: Wilderness First Aid
A certified 16-hour first aid program that specifically covers first aid situations in the field
- WFR: Wilderness First Responder
Similar to WFA, this is a longer program that covers similar topics in more depth, and allows for more scenario-based practice
- WMNF: White Mountain National Forest
A mountainous region (mostly in New Hampshire) that is the home of a number of AMC destinations
- YMAP: Youth Mountain Adventure Program
One of YOP's Direct Service initiatives that serves youth on extended trips. YMAP program structure is based on outdoor recreation alongside activities geared towards teambuilding, leadership development, and education. YMAP runs in the winter (3-day trips to the White Mountains) and the summer (4-day trips to Cardigan State Forest), with YOP member and staff working as co-leaders
- YOLB: Youth Outdoor Leaders of Boston
A group of organizations that has partnered with YOP to create a mutually beneficial relationship between organizations
- YOP: Youth Opportunities Program
Us!

Appendix IV: Gear Maintenance

Spending time in the gear room(s) may not be some of the most glamorous work you do with YOP, but it's extremely helpful for you and for other programming staff. You'll surely help out on a number of gear drop-offs and pick-ups—both for your own trips and for members' independent trips—and that means you'll be dealing with a lot of dirty and used gear that need some love before they go back into the field. Ian works hard to extend the lifetime of each piece of gear by performing repairs on items that are ripped, broken, or otherwise nonfunctional. If you ever find that you have down time, you can almost be certain that there's a load of laundry to be switched over, a gear pull to get ahead on, or some rain pants that need a patch.

Organizing and maintaining gear for *your own* trips

- Pre-trip:* If you don't get the opportunity to have youth try on boots and outerwear before their trip, have the YOP member submit a size list to you along with their waivers. You should use this list to pull gear for your trip. If you have to make changes because we are out of certain sizes, make note of that so you remember when it comes time to give the gear out. It's always good to pack a few extras of everything! Organize these items into duffels so that it is easy to hand them out. Ask Ian for assistance if you need to use the trailer hitch for your trip.
- During trip:* Administer gear to youth in an organized fashion so that *everyone* gets *everything* that they need. Brief them on how they should care for their gear and how they are responsible for keeping track of it (hint: electrical tape is a great way to keep water bottles in order...). As your repair kit is limited, the extra gear you packed will become useful if something breaks down mid trip.
- Post-trip:* Make sure that you get *all gear returned to YOP* at the end of your trip. If things are missing, notify Ian when you return. He can bill the YOP member if necessary. Wet equipment is hung to dry in Cabot or downstairs. Call ahead and have another YOP staff member reserve Cabot for you if you are bringing home wet equipment. You are responsible for making sure that everything is washed and returned to its appropriate bin at the end of the trip! That also means wiping out the coolers/food bins and cleaning out the van!

Gear pick-ups and drop-offs for *members' independent* trips

- Pre-trip:* Ian should have received a list of items and sizes that the member needs, or have an idea of what types of things they'll need. It's helpful to check the gear room to see if we'll be able to fill the request or not, so that we can let the member know if they need to consider looking elsewhere. When the member arrives, give them the sign to put in their car so that they (hopefully) don't get a parking ticket for idling! Assist them in pulling gear and putting it into duffels and into their car. Fill out a gear request form accordingly, have the member sign the waiver, and log that sheet in Ian's files.

Post-trip: Upon returning gear, you should count out what the member has taken back to the office. If anything is missing, have Ian follow up with them so that they can make a deal or be billed by YOP for the missing item (we try to avoid that if possible). The gear should be washed and in working condition, but do a quick inspection just in case. Return the gear to their appropriate bins at the earliest convenience!

Working out of gear sites (namely Harold Parker, Ponkapoag, and Noble View)

Utilizing our gear sites can help you avoid the hassle of loading the van before your trip. Reference the fact sheets to see what kind of gear exists at each location, so you know whether or not you need to pack gear beforehand. Most sites are equipped for day hiking, camping, and canoeing. Some important things to note about these sites:

- The idea is to always have an idea of what is out there, and what we need to replenish. So, keep track as best as you can, especially if you bring gear back to be washed, dried, or repaired
- As seasonal staff, you will be spending the most time at our remote gear sites. You are expected to work with the Logistics Associate (Ian) to make sure the gear available there is in working order, the water bottles and clothes are clean, etc.
- On that note, it is important that you bring dirty/used water bottles, sleeping bags, and used clothing back to the office regularly to be cleaned and returned
- Members often borrow gear from the gear site by coordinating with Ian. If you are involved in this process, make sure they know how to access the site and use the gear properly

Guide to basic gear maintenance

The following is a reference for you to use when processing YOP gear. If you need to repair items, check out the sewing tutorials (thanks to Alex Lochoff, Intern Class of 2014) in the file YOP>Boston>Direct Service>Manual Project>Sewing Videos.

Washing Gear:

- Sleeping Bags: Wash 2 at a time, dry on low heat for 40 minutes and hang up for 1 day. Stuff into stuff sacks to store, backpacking bags in compression sacks and camping bags in normal stuff sacks. Stuff the bottom in first
- Fleece: Wash and dry for 40 minutes on low heat, possibly 50 minutes if the load is extra large
- Poly-Pro: Wash and then dry for 20 minutes on low heat, 30 minutes if the load is extra large
- Socks and Non-insulated Mittens: Separate pairs, and then wash and then dry for 40 minutes
- Raingear: NO soap, and use some DWR refresher if available. DO NOT dry
- Daypacks: Wash normally, and then dry for 30 minutes. Hang up until totally dry
- Water bottles: Wash in washing machine, make sure that they are not hanging down from the bottom rack as they will melt/damage machine

- Boots: Fill a large pot or bucket with water. Using a firm scrubby, scrub the dirt out of the boots (do not worry about the bottom of the boot). Leave out for 1 day to air dry. After boots are dry, apply Nikwax to any leather boots or leather section. To do this squirt some Nikwax onto the boot, and use an old sock or rag to rub into the leather

Gear Repair:

- Sewing: *see Gear Videos in the Manual Project file on the S-drive*
- Zipper-Repair
 - o First diagnose the problem. If the zipper teeth are damaged, or the start pins are damaged, the zipper is irreparable and needs either full replacement or professional help.
 - o If the slider moves but the teeth do not connect, follow one of these processes
 - At the top of the zipper locate the small plastic or metal piece that stops the slider from coming off the end, remove this by yanking it off with a pair of pliers.
 - Remove the slider, and find one that matches it in size
 - Alternatively if no other sliders are available use pliers to squeeze the top and bottom of zipper slightly more together (DO NOT OVERDO THIS)
 - Attach the new slider to the zipper by sliding it onto the zipper teeth (this can be made easier by cutting a small break in the zipper near the top)
 - Try to work the zipper. If the slider is too big, it will slide easily, but the teeth will not connect, if it is too small it will be difficult/impossible to slide
 - Once the zipper works take a bungee staple, or similar item and use it to replace the top-stop that you removed at the beginning
 - o If the zipper does not detach (tent, pocket, quarter-zip jacket)
 - Cut a small incision right where the zipper enters the fabric
 - a. Remove the old slider
 - b. Replace the slider with one that is equivalent size
 - c. Play around getting the zipper teeth lined up until you can get it to close
 - d. Once zipper is closed use a bungee-staple, or glue to seal off the cut part of the zipper
 - o If the zipper detaches (sleeping bag, jacket), Locate the side that the slider is attached, then refasten the slider to the zipper
- Sole coming off boot
 - o Use the sole repairing glue, and hold shoe together with thick rubber band or clamp
- Replacing Bungees on tents
 - o Cut off the old bungee and cut out the s-hook, loop, or metal clip
 - o Use bungee cutter to cut an equivalent length section of bungee
 - o Use bungee staples to connect bungee to tent (use at least two staples for each junction)
- Patching a hole in rain gear or tent
 - o Find a piece of tarp or other rainproof material in the scrap materials bin. Cut the fabric to size, then use an adhesive like SeamGrip to affix the patch to the gear.

Appendix V: Menu Ideas

Depending on the length of your trip and the planning you do with your co-leader, you may be responsible for the purchasing and preparing of a few meals on your outing (you or your co-leader will supervise youth in the camp kitchen). Below are some ideas that can help you with planning your menu. It's also helpful to create a shopping list for yourself, especially if you are in charge of multiple meals

Breakfast

Quick breakfast

- Bagels (assorted, but mostly plain)
- Cream cheese, butter, jelly, peanut butter
- Instant oatmeal
- Hot chocolate, coffee, tea

Breakfast sandwiches

- Eggs (consider repackaging)
- Bagels (assorted)
- Cheese
- Bacon/sausage/veggie sausage
- Fruit (apples, bananas, mandarins)

Lunch

Deli sandwiches

- Wheat/white bread
- Sliced ham, turkey
- Sliced cheese
- Mayo
- Mustard
- Hummus
- Lettuce/spinach
- PB & J options
- Snacks: fruit, trail mix bars, individually-packed snacks, carrots, chips, cookies, GORP
- Drink mixes (Gatorade, lemonade)

Quick and cheap sandwiches

- Wheat/white bread
- Pepperoni
- PB & J
- Sliced cheese
- Snacks: trail mix bars, fruit, individually-packed snacks, GORP, candy

Dinner

Burritos

- Frozen grilled chicken
- Tofu
- Rice and beans (ex. Goya products)
- Flour tortillas
- Shredded cheese
- Salsa
- Peppers
- Onions
- Lettuce
- Adobo spice
- Snacks: tortilla chips, salsa, avocado

Pasta

- Boxed dry pasta
- Jars of tomato sauce/alfredo sauce (consider repackaging)
- Pre-cooked meatballs (beef/turkey, veggie)
- Steamed veggies (side)
- Side salad (lettuce, cucumbers, peppers, dressing)
- Garlic bread

Stir Fry

- Instant rice or rice noodles
- Steamed veggies (mixed)
- Soy sauce
- Garlic
- Frozen grilled chicken
- Tofu
- Peanut butter (optional)

Cookout

- Burger and hot dogs
- Veggie burgers
- Buns
- Sliced cheese
- Ketchup
- Mustard
- Mayo
- Side salad (lettuce, cucumbers, peppers, carrots, dressing)
- Watermelon
- Chips, pretzels
- Drink mixes (lemonade, tang, iced tea)

Dessert

- S'mores: Hershey's bars, marshmallows, graham crackers
- Muffins: Pillsbury mix, seltzer water, mini muffin tins
- Cookies, candy
- Baked goods (bakery or individually packaged)
- Drinks: cider (dried mix), hot chocolate

Appendix VI: Van Policies

1. Only YOP staff who have been approved by the Fleet Manager, completed a DOT physical, the online driving courses and signed the AMC vehicle policy are permitted to drive the van.
2. Driver is not permitted to eat or use a cell phone or engage in any other type of distracted driving while vehicle is in operation. **ALL PASSENGERS** must wear a seat belt at all times while the vehicle is operational. The driver should verbally and visually check all seat belts before putting the vehicle in drive.
3. Driver must carry the Medical Examiner Certificate on them while driving the 12 passenger van per DOT requirements in addition to a driver license.
4. On youth trips: YOP staff must always have minimum of one adult from the agency in the van while the van is operational per AMC/YOP guidelines.
5. Make sure you take breaks when driving for 2 hours or more.

Van Checklist

Before you get in the van

- Perform walk-around looking for any unreported structural, mechanical, or cosmetic damage.
Check exterior AND interior
- Fill out and sign Driver Vehicle Inspection Report (DVIR)
- Load the van safely with gear and passengers so that you can see out the back windows

Before you put the van into "drive"

- Begin Daily Driver Log, or at least make note of starting mileage
- Ensure all seats are securely in the van, that seatbelts are operations, and that all passengers are wearing seat belts
- Adjust driver mirrors and seat to driver's comfort and safety
- Set up GPS (if needed)

When picking up a group

- Familiarize yourself with route and parking options beforehand
- Load passengers safely with gear so that you can safely see out the back windows
- YOP member or other agency adult must be present in the van with YOP staff
- Ensure all passengers are wearing seat belts properly

AFTER YOUR TRIP

- All trash, gear, and passengers must be unloaded before van is handed off to another staff (vacuum as needed—the van sees heavy use in the summer)
- Complete Daily Driver Log for each day you are on a trip, as well as at the end of your trip
- Fill the gas tank so that it is at least ½ tank full (ideally ¾) for the next driver
- Communicate plans for parking and storing van with Fleet Manager (Joanna)
- Inform Fleet Manager of any incidents or malfunctions that occurred while driving the van, or if there are no more DOT forms in the van's binder

Appendix VII: Co-Leader Meeting Talking Points

On YMAP trips, and on longer Local Adventure outings, it may be beneficial to sit down to discuss co-leadership before you go into the field. This is helpful for assigning specific tasks, designing a customized itinerary, and setting up a check-in system so that both you and your co-instructor(s) feel supported and fulfilled.

About Organization/YOP member

- YOP member's role at organization; previous roles
- YOP's role in fulfilling organization/member's mission
- Member's outdoor experience—personal, with youth/adults.
- Trainings completed—with YOP, first aid, etc.

About Youth Participants

- Explanation of organization, its mission, the youth it serves
- General background/demographics
- Youth's experience outdoors—on YOP trips or otherwise
- What does member want out of the trip for youth? What are youth excited about?
- Specific concerns: health, diet, behaviors, sensitivities, trip activities

Leadership Styles

- Compare leadership styles of member and YMAP instructor
- Using leadership styles on trip; how to co-lead using each other's styles
 - Trying new styles?
- YMAP as a means of practicing your own leadership skills with youth outdoors
- Is there anything specific that *you* want to lead; want YMAP instructor to lead?
- Is there anything that the youth are prepared to lead?
- YMAP instructor will need time for logistics, gear organization and transition

Co-leading Needs

- Coordinate check-ins—daily, after each activity, etc.
- Individual strengths, weaknesses, areas to improve using this trip
- Past experiences working with co-leader—what did it look like?
- Specific thoughts on co-leading this trip
- Pet peeves (behaviors, co-leader, activities/conditions, other groups)
- Early/late riser? Bed time on trip? Coffee/tea?

Conflict Resolution

- Methods for dealing with participant conflict as a co-instructor—YOP staff's role?
- How do you typically deal with conflict when it arises?
- Communicating concern, frustration, etc.

Trip Itinerary/Logistics

- Discuss theme/framework for trip—provide examples (natural appreciation, leadership, etc.)
- Agenda
 - Full itinerary—add pieces according to theme
 - Choose leaders for major activities, tasks, debriefs
- Housekeeping
 - Transportation: times, addresses, parking
 - Numbers of youth and adults
 - Agency On-call and plans for responses to problems
 - Swimming and canoeing and other policies
 - Reminder for outstanding forms

Questions???

