**Knoxville ICO - Trip Report Form**

For Leaders only: Use this form to report your hike (file within two weeks of outing completion: required for insurance/recordkeeping purposes)

Your trip is not covered by the Sierra Club’s insurance until this form is returned!

INSTRUCTIONS: Fill out this form and send to Mac Post (mpost3116@gmail.com).

**All fields are required.**

Your Name: Your E-mail:

Date(s) of Event: Site of Event:

Type of Event (day hike, overnight, after school program, education, etc.):

Agency or School:

ICO Leader: ICO Co-Leader(s):

Other Sierra Club Volunteers:

Total number of ICO leaders and volunteers:

Total ICO volunteer effort (multiply Sierra Club volunteers times days or hours):

Number of Youth:

Number of agency personnel:

Number of adult participants (not including ICO or agency personnel):

Total number of people on outing:

Distance hiked (if applicable):

Expenses:

Transportation to event:

Comments:

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