

## Co-leader's role on a Sierra Club outing:

The mentor outing leader can do introductions and an ice-breaking exercise

The co-leader (trainee -- that's you) will be introduced by the outing leader.

The co-leader will have with him/her:

- Leave No Trace cards
- Trailhead Talk card
- Emergency Response card
- Contact information for the nearest 911 help
- Sign-in/Liability Waiver sheet
- Incident Report form
- Patient Report---emergency response form
- 10 Essentials
- First Aid kit
- Membership applications

The co-leader will present all of the following information at the trailhead;

- Greet the group, talk about yourself as much as you want to, describing your desire to be a leader, your love of nature, etc.
- Describe the waiver form and ask everyone to sign it and include their email address. Liability waiver forms are not signed at meeting places where carpooling happens, only at the trailhead before the outing starts.
- Talk about **Leave No Trace**, describe in detail what it means.
- Evaluate participants to ensure that they are adequately dressed, prepared and equipped. You can decline anyone who is not properly prepared.
- Conservation talk can be done at the trailhead or anytime throughout the day, by the co-leader or any other designated expert.
- Assign the lead, sweep, and any other positions of responsibility.
- Count the participants and be responsible for keeping count of the number of participants during the outing.

During the outing the co-leader will:

- Take responsibility for any decision-making issues that come up on the outing.
- Sign out anyone who wants to leave before the whole group returns.
- Deal with medical mishaps, administer first aid, assign tasks to other participants, contact help, fill out the Patient Report form and the Incident Report form.
- Either assign or take the role yourself to discuss membership with the participants who are not already members. You will know from the sign in sheet if they are members.
- Count participants at the end of the outing to ensure no one is missing.
- Thank them for coming, pass an envelope and ask for a donation, no obligation.