

O and I Level Provisional Leader's Self-Evaluation

To receive credit for a provisional lead, complete this self-evaluation form and send it to the LTC Administrative Chair. The assistant leader must also submit an Assistant Leader's Evaluation. *If you are hand-writing responses on a printed copy of this form, please write clearly and legibly and be sure your scan or photo is clear.*

DETAILS

Your Name: _____ Email: _____

Name of Assistant Leader/Evaluator: _____

Outing Name (as published): _____

Outing Date(s): _____ Outing Rating (pick one): O-1-Level O-2-Level I-Level

Type of Outing (pick one)

Day Hike/Walk Overnight Backpack Overnight Campground Mule Pack

Other, e.g., lodge trip, work party, trash cleanup, political event, international trip. *Please describe Other:* _____

Group/Section/Committee (GSC) that sponsored the outing: _____

Name of Outings Chair of the sponsoring Group/Section/Committee: _____

Where was the trip first published? *(All trips are first published in a Sierra Club publication.)*

Campfire Events. Event URL: _____

Sponsoring entity Newsletter. Issue and date: _____

Other, please specify: _____

Number of participants (in addition to you and your assistant/evaluator): _____

Section 1: Your Planning Process.

Select YES / NO and explain answers where asked.

Describe your trip plan. Include your planned mileage, elevation gain, duration, breaks and the trail or route you intended to follow.

Did you scout this trip? YES NO If YES, what did you learn?

Was a Safety Management Plan (SMP) required for this trip? YES NO

If YES, please indicate to whom you submitted it: _____

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Was a medical form required for this trip?	YES	NO	If YES:		
Did you inform participants that a Medical Form would be required?				YES	NO
Did you collect Individual Medical Forms for this trip?				YES	NO
Did you review the medical forms <u>before</u> the trip (if applicable)?				YES	NO

Describe how you evaluated participants before the outing, including communications with participants and use of Medical Forms (*if applicable*).

Describe the conservation or education theme(s) or topics you intended for this outing, e.g., local conservation needs, actions, strengthening connection to the wilderness, Leave-no-Trace principles, or developing/improving skills.

Section 2: At the Starting Point/Trailhead of Your Outing

Describe how you evaluated participants at the start/trailhead, such as checking for proper footwear, water, gear, or other considerations.

If Medical Forms were required for this outing, how did you handle them at the starting point/trailhead?

Section 3: On the Outing

What were the actual outing Trails / Routes, mileage, elevation gain, and duration? How did the actual compare with your plan? ****I-Level Candidates: also see question at end of this form.***

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Did you need to alter your route? YES NO If YES, please explain. Describe any navigation and/or route-finding challenges that impacted your plan.
***I-Level Candidates: also see question at end of this form.**

Where you able to keep the group together? YES NO If NO, please explain.

Did any unexpected problems or concerns arise during the outing? Were there any incidents, illnesses, or injuries, including things that might be considered "near-misses"? YES NO
If YES, please explain what happened and how you handled the situation.

Did you file an incident report? YES NO
Date of report: _____

Did the Safety Management Plan (SMP) assist you in handling an unexpected condition or event?
If YES, describe how it helped. YES NO

Were any participants signed-out prior to the end of the outing? YES NO
If YES, please explain how many were signed out, why and how you handled the situation.

Section 4: After the Outing

Did your published write-up/advertisement include enough details so that participants knew what to expect and were appropriately prepared? Explain how you would better clarify expectations.

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How successful were your intended conservation themes in engaging participants during and/or after the outing. How would you change or improve this component in the future?

What were your main take-ways from the experience? Describe what you learned about your comfort level and confidence as a leader.

What version of the Sign-in/Participation Agreement (aka Liability Waiver) did you use? *This is listed in the footer of page one of the Sign-in/Participation Agreement Form* _____

I-Level Candidates: did you follow the route pre-approved by LTC in your “Request for Review of Proposed I-Provisional” document? YES NO If NO, please explain how the actual route met the requirements for navigation and route finding.

Paperwork Reminders:

- Your Self-Evaluation and your assistant’s evaluation go to LTC admin: ltcangeleschapter@gmail.com
- Your Sign-in Sheet/Waiver (*complete form including the participant agreement*) go to your Outings Chair
- Incident Reports: do this online and send the “Thank-You” email to Safety Investigator. Sponsoring entities may have their own requirements. See this page: <https://www.sierraclub.org/angeles/leadership-outings/incident-reporting>

M/E Provisional Leaders: ask the Provisional Lead Committee about evaluation forms to use.

Your signature

Date