

# Outdoors at UVA

## Leaders Manual

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## **Trips**

For whatever trip you are doing, please e-mail the officers to make sure that the trip is feasible, gear will be available, and there aren't any conflicts. Try and do this as soon as you can. Please do not post a trip without first consulting the officers, since we do not want, for example, 5 kayaking trips to go out at the same time or for someone to post a charity trip that may not be covered by club policy. The officers' e-mail is [outdoors-officers@virginia.edu](mailto:outdoors-officers@virginia.edu) .

## **Equipment**

### **Requesting Gear**

Before you create your trip, email the officers with a list of the equipment you think you will need so that we can make sure we own that gear and that another trip hasn't already reserved it for their use. If we don't own the gear, or don't have enough for your trip, don't fret – we might be able to work something out, so email us with your trip idea even if you know we don't have the gear.

### **Obtaining Gear**

To obtain gear, you must e-mail the officers at least several days in advance ([outdoors-officers@virginia.edu](mailto:outdoors-officers@virginia.edu) ) to set up a time for them to open the gear room for you. If members will be borrowing gear, it is preferred they show up to pick up gear with you so that we don't need to schedule 15 different times. Make sure to let the members know when you will be getting gear. If they are not available when you go to get gear, then you can tell them to contact the officers.

### **Returning Gear**

You must also set up a return time with the officers. Make sure that the gear gets to us within a week of your trip! This is done by e-mail.

## **Setting up the Adventure Online**

By this time, you should have leader capabilities, however, if you cannot find the link to create an adventure or need any other help, e-mail the officers.

To start, sign in to the website, click on adventures, and you should see a "Create an adventure" link. Follow this link. You will see a details box, as well as dates and # of participants. Fill out all of the information on the page, following the specifications below.

## Details

Your details MUST include:

**Specific details on the trip** – make it sound exciting and mention if it's only for beginners or experts and what you're going to be doing. This is your sales pitch, so try not to make it boring.

What the participant must bring – **this is usually clothes or any personal gear. Also, include any extra money that people need to bring (like lunch or something).**

**What Outdoors at UVA provides** – this is usually tents, sleeping bags, etc. You've already emailed the officers about requesting gear, so you know what we can provide.

**Related Links** – If you have a link that is useful for people to see, copy and paste it into the trip description.

## Questions

After completing the details section, click on "Edit Questions." The 10 most common questions are seen. You can pick one of these and then add your own. To add your own, fill out the question in the appropriate box, select whether it is a true/false question or just a free response one, and then hit "Create Question." EVERY TRIP should include this question -- Please list any medical conditions the trip leader should know about. Ask any relevant questions here. These may include whether they have a sleeping bag/pad. Whether they have a tent and how many it sleeps, and whether they need any other gear. Also, you should ask any questions that are prerequisites for the trip (Like... What rivers have you paddled or What level climbing routes can you do (5.xx)) Make sure you ask all the questions you need. Don't forget to ask if anyone can drive (it should be on the 10 most common questions section).

## Joining

You must join the trip to activate it. Click on join, fill out the questions and join the adventure

## Activating

Once you are satisfied with the trip, email the officers so that we can take a quick look and make sure everything is good. Once you get the go-ahead, go ahead and activate it. This will make the trip available to everyone who looks on the website, but it will not send out an email.

## Announcing

Look over your trip description and questions before doing this. To see your description as others will see it, click on "Details". Once you are satisfied, click on Announce and announce the trip.

Your trip is now ready to go out!

## **Viewing details about who has signed up, etc.**

Once people have started signing up, you will want to check people's responses to questions and see who is signed up. To do this, sign in to the website, go to "Adventures I am leading" and click on View Report. There are 4 different reports.

The Attendee Report shows who is going on the trip, their phone numbers, and whether they owe money. If they owe money, see the debt collection part of this manual. You should check this before the trip goes out because it is your responsibility to take care of this before the trip leaves. Another report lets you see who is on the waitlist. Most importantly though, are the question responses report which is available in two formats. The normal style is more printer-friendly while, the second ("Matrix-style") is easier to read on the computer; choose whichever you want. Make sure you check out this report so that you know who to contact about driving or how much gear you will need to borrow.

## **Expenses**

### **Collecting Debts**

You can find out what debts are owed by every person by checking the attendee report (see above) online. You should have this printed out before the trip so you know who owes what. Collect checks/cash before the trip. It may be helpful to remind participants that have debts to bring money, prior to the trip going out. **AFTER THE TRIP, YOU MUST MARK OFF DEBTS.** To do this, go on the website, go to the attendee report, and click on the person's name who paid the debt. You will then be prompted to mark the participant's debt as paid. **IF YOU DO NOT MARK OFF DEBTS, THE PERSON WILL BE UNABLE TO JOIN ANOTHER ADVENTURE, SO PLEASE REMEMBER TO DO THIS!** Also, please say somewhere on the expense report you turn in who paid debts so we can have a record of their payment in case of a dispute. When handing your expenses to the treasurer in order to get reimbursed, make sure you include the debts (both checks and cash) people paid you.

### **Getting Reimbursed**

The leader pays for all expenses at first, and the club will reimburse the leader upon completion of the trip. To receive reimbursement, the leader must fill out an expense report available here:

[http://www.student.virginia.edu/~outdoors/Documents/Expenses\\_YOUR-NAME\\_STARTDATE.xls](http://www.student.virginia.edu/~outdoors/Documents/Expenses_YOUR-NAME_STARTDATE.xls) and gather ALL receipts and then email the officers email list to figure out when/where to meet the treasurer to

get reimbursed. You must have the expense report filled out, all gas forms filled out, and all receipts with you in order to get reimbursed (the most important receipts are the lodging receipts, so please don't lose these!)

## **Food**

The club's policy is to pay for half of the food for every participant.

The officers have decided that meal costs are as follows:

Breakfast -- \$2 per person per meal

Lunch -- \$4 per person per meal

Dinner -- \$6 per person per meal

So, to figure out the participation fee with regards to food, figure out how many breakfasts, lunches, and dinners you will have, and multiply by 1, 2, and 3 respectively. So, say you have a lunch, dinner, and breakfast – you would charge  $2+3+1$  or \$6 for the trip.

Also, if you were to meet at say 10 in the morning, it is usually easier to ask people to bring their own lunch or bring money for lunch. If on the trip people go over on their allotted food budget by a couple dollars or more, than those people must pay the extra amount (upto two dollars the club can absorb without a problem). It's probably easiest to just have them pay for the extra items themselves so no bookkeeping is involved.

## **Participation Fees**

The participation fee is made up of fees the club does not pay.

Normally, this will just be the food cost each member pays (half the total food cost). Sometimes a trip will have some other costs associated with it such as an activities fee or equipment rental; contact the officers to find out how you should handle this.

## **Camping Fees**

The club will pay for all lodging fees. Since you most likely want to be reimbursed after the trip, please hold on to the receipts and if they don't give you one, ask them to make one.

## **Gas**

To pay drivers for gas, you must figure out how far the drivers will drive, and figure out how much money that relates to. The usual fee is \$.05 to \$.07 per mile. This can change depending on what kind of cars are driving (SUVs, compact, etc.) and the price of gas. You then need to fill out a Gas Receipt Form, which can be found at <http://www.outdoorsatuva.org/Documents/GasReceiptForm.doc> You need to have each driver to sign this before leaving, and you should give them money for gas BEFORE they start driving. You will be reimbursed upon presenting the gas receipt form to the officer after the trip. On a longer trip, it's normally easier (and cheaper/more fair)

to get everyone to fill up before coming or right when you leave (although you waste time), and then when needed during the trip and when you get back to Cville, have them stop at a gas station and pay to fill up their tank of gas. When you fill out the gas form, leave the money you gave them blank. Later, find out how much you ended up spending on gas for everyone and just divide this by the number of cars that drove. This is how much you gave the drivers. This method only works when everyone will be able to go to the gas stations together.