

WILDERNESS EXPEDITIONS, INC.

COORDINATOR INFORMATION

STEP # 1 To complete or communicate upon receipt of your confirmation

Plan a time to promote your activity. Encourage early commitments and allow time for full distribution of information to all participants. Present the full details of the reservation agreement, payment obligations and deadlines, medical screening, and the implications of missing deadlines or not properly filling out forms. Strongly encourage physical conditioning. By nature of the activities, many programs are not for everyone. For most activities, WE requires every participant to have a medical screening. Contact us with any questions. The form provided must be signed by a doctor. No other forms can be substituted and the forms may not be altered in any way. The per person Fee is indicated for each program/activity and is for all participants who meet the required payment deadlines. The **Fee** is broken into two payments indicated on the payment invoice: **the first due by February 1st** and the **final balance due by May 1st**. The fee automatically increases \$25.00 per person for each missed payment deadline. Any payments made after a missed deadline will pay the outstanding balance plus the additional fee. Any participants registering after May 1st will pay an additional \$50.00 per participant fee. **The deposit and fees are nonrefundable, but transferable** (i.e. Can be used for a participant you add, but cannot be returned to you or applied to the deposit or balance of a participant for whom you have already submitted a fees).

The individual spots you reserved may be forfeited upon missing a payment deadline. WE will begin filling these spots from the waiting list after the deadline. Contact WE if you need to add someone to your group after the deadline to ensure that spots are still available.

Coordinators delivering 19 fully paid balances by May 1st will have the 20th fee made complimentary. All group payments (deposit, and participant balances) should be collected by the Coordinator and paid by **one** cashiers check, money order, or electronic payment. **All payments must be payable to Wilderness Expeditions** and mailed (unless paying by credit card) to Wilderness Expeditions, 7870 W. HWY 50, Salida, CO 81201.

STEP #2 Before the Final Balance deadline

Arrange your group's transportation. You will be transporting your group and their gear to all activities unless otherwise indicated. If using a charter bus, please contact WE. Fill out and return the Profile Form. After receiving each participant's first payment, email or give the participant a copy of the Participant Handbook and Registration/Medical Forms. Ask the participant to complete and return these forms prior to the Final Balance deadline.

Collect the Registration Forms before the Final Balance deadline. Check for completed forms and all appropriate signatures: parent/guardian, participant, and physician. Return any incomplete forms for completion. Use the Forms provided by us. These forms are brought to Colorado for presentation upon arrival. Do not mail them!

Discuss what they need to bring, travel plans, and money needed for meals, etc.

Check to see if any of your participants need financial help.

Remind participants of the Final Balance Deadline to avoid the additional \$25.00 fee.

Collect all outstanding balances and send one cashiers check, money order, or credit card payment for the total.

Select Crew Leaders (teen oriented trips). Read the Crew Leader Information form for details

STEP #3 After the Final Balance deadline has passed

Contact WE to see if space is available before adding anyone to your trip. Collect any forms not yet collected. Note: Individuals who do not submit a completed Registration and Medical Form are disallowed from participation.

Communicate departure time, travel and lodging plans, anticipated return details, etc.

STEP #4 Arrival

Travel to the West side of Salida on HWY 50 across from Wal-Mart. Please eat lunch before you arrive. Arrive by 1:00 p.m. on the first day. Do not be late. Please use the West HWY 50 entrance to park. Have your Registration Forms in hand. Upon arrival, you will be introduced to your staff, have an orientation and be issued any necessary gear. The information in the orientation is very important! Prepare your group to listen and learn!

STEP # 5 Your Final Day

Before you leave your group will: check in all gear (pay for any equipment loss or damage, due to neglect or abuse), have an opportunity to clean up, have a meal, and have a final devotion. No groups will be allowed to leave before the end of the scheduled activities unless agreed upon by the WE Director.

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CREW LEADER INFORMATION

(Teen Oriented Trips)

What is a Crew Leader?

By servant leadership the Crew Leader models and facilitates the working of a crew. Crew Leaders are expected to play a key role in the leadership and encouragement of the group. Through word and deed they are at the heart of each activity.

How many Crew Leaders are needed for a teen oriented Trek?

There will be 1 Crew Leader for every 10 people. So, 2 Crew Leaders for a full group of 20.

How should Crew Leaders be chosen?

Ideally, Crew Leaders would be Juniors or Seniors who are interested in becoming Wilderness Expeditions staff in the future. Crew Leaders must have the interpersonal skills and maturity to direct a team and add to their group experience. They should have a Christ centered life that is evident to their peers. Their attitude should reflect a willingness to serve. Often, they are previous participants who are familiar with what is necessary for a successful trip.

What are the Crew Leader responsibilities?

The design is to give capable young people the opportunity to develop leadership skills through experience. Therefore, they will spend time during the trip in close relationship with the Field Guide and Field Staff. At base camp, Crew Leaders should assemble the crew and be ready for the Field Guide's instructions. The Crew Leader may use their experience to help others pack. They will assign camp tasks, crew equipment, and meals and write these assignments on the form given by the staff. Crew Leaders should pair experienced people with inexperienced people so they can help each other with camp tasks. The staff will give initial instruction in cooking and cleaning. Then, it is up to the Crew Leaders to facilitate this process and remind people of their assignments. They are to remind the person who carried the meal to pack out the trash in the sack the meal came in. They make sure individuals put their things away, the crew gear is neatly organized or packed away, and no trash remains. Around camp, Crew Leaders are responsible for their crew areas. Spiritually, Crew Leaders set the example. They should commit to quiet time with their journal and Bible, suggest someone share scripture and a prayer at each meal, encourage participation in devotions, and lead by example. The staff may include them in training opportunities, discussions, etc. They may take on such responsibilities as getting the groups up in the morning, helping lead a night's devotion, leading part of a hike and choosing a break time, checking in with campers, helping with blister, etc. They will shadow the Field Guide and Field Staff to learn the "tricks of the trade".

How are Crew Leaders trained?

It is important that Crew Leaders know the expectations that are placed on them. Therefore, they should spend time meeting together for training. These meetings should be arranged by the group Coordinator and discuss the tasks that a Crew Leader has to carry out. Look at what to bring, and what not to bring. Talk about skills needed, which skills you are comfortable with and which skills you are not sure of. Remember the staff will help in this area. Develop strategies based on things that have and have not worked in the past. Look at the role of the Crew Leader as a spiritual leader.

Helpful Hints for Crew Leaders

Don't try to do the job alone. Delegate! See that your crew members understand their jobs and where they fit. Remember to initiate activity. Know the needs of your crew at all times. Someone may need to be replaced or given another responsibility. Don't be afraid to make a change that will benefit the progress of the group. The crew will reflect your attitude, spirit, commitment, and enthusiasm. Give recognition. Saying well done is your responsibility. Have your own daily award ceremony for individual accomplishments.