Checklist Use

Our checklist system consists of two check boxes for each item. The first box is checked when the item is ready to go. The second box is checked when the item is loaded. The system is designed so that the Master Checklist is completed last, when all the other items have been loaded.

Not every piece of gear listed is necessary or wanted on each trip. However, it is better to list them and leave them at home than to not list them and not have them when they're needed.

Prior to every trip print out the checklists and work through them methodically.

Trip Safety Form

Print and fill out three copies of the trip safety form. Keep one with you, leave one in the vehicle, and leave the third one with someone responsible.
# Group Gear Trip Planning Checklist

<table>
<thead>
<tr>
<th>Summer</th>
<th>Winter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canoes</td>
<td>Toboggans</td>
</tr>
<tr>
<td>Paddles</td>
<td>Wall Tent(s)</td>
</tr>
<tr>
<td>Poles</td>
<td>Wood Stove(s)</td>
</tr>
<tr>
<td>PFD's</td>
<td>Ice Chisel</td>
</tr>
<tr>
<td>Throw Bags</td>
<td>Shovel</td>
</tr>
<tr>
<td>Bailers</td>
<td>Tarp(s)</td>
</tr>
<tr>
<td>Painter Lines</td>
<td>1st Aid Kit</td>
</tr>
<tr>
<td>Propane Tank</td>
<td>Planisphere</td>
</tr>
<tr>
<td>Propane Stove</td>
<td>Maps</td>
</tr>
<tr>
<td>Tarp(s) and Spikes</td>
<td>Toilet Paper</td>
</tr>
<tr>
<td>Tents w/groundcloths</td>
<td>Hand Sanitizer</td>
</tr>
<tr>
<td>Wall Tent</td>
<td>Candles</td>
</tr>
<tr>
<td>Wood Stove</td>
<td>Fire Irons</td>
</tr>
<tr>
<td>Rope</td>
<td>Cards</td>
</tr>
<tr>
<td>Fire Irons</td>
<td>Field Guides/Books</td>
</tr>
<tr>
<td>Toilet Paper</td>
<td>Wisk Broom</td>
</tr>
<tr>
<td>Hand Sanitizer</td>
<td>Cord</td>
</tr>
<tr>
<td>1st Aid Kit</td>
<td>Clear Plastic</td>
</tr>
<tr>
<td>Sun Shower</td>
<td>Extra Headlamp Batteries</td>
</tr>
<tr>
<td>Playing Cards</td>
<td></td>
</tr>
<tr>
<td>Planisphere</td>
<td></td>
</tr>
<tr>
<td>Field Guides/Books</td>
<td></td>
</tr>
<tr>
<td>Maps</td>
<td></td>
</tr>
<tr>
<td>Notecards/Contact Paper</td>
<td></td>
</tr>
<tr>
<td>Cord</td>
<td></td>
</tr>
<tr>
<td>Extra Headlamp Batteries</td>
<td></td>
</tr>
</tbody>
</table>
## Cook Kit & Food Bin Checklist

### Cook Kit
- Candles
- Dippers
- Cups and steel measuring cups
- Welding gloves
- Chafing dishes w/lids
- Loaf pans
- Pails
- Pie Plates
- Frypans
- Kettles
- Reflector Oven
- Cooking Utensil Roll
- Cutting Boards
- Bowls
- Utensils
- Spare Knives
- Scrubbies
- Dish Soap
- Matches in Nalgene Bottle
- Coffee Cones and Filters
- Menu/Meal Plan
- Recipes
- Spice Bag
- Thermos (Tea and Coffee)
- Sash Chains and “S” hooks
- Cordage
- Fire Irons
- Mixing Bowl
- Water Filter
- Table Cloth
- Colander (nests in pails)
- Large Tupperware
- Dish Towels
- Wire Grill Basket
- Propane Hose
- Playing Cards

### Food Bins
- Breakfasts
- Lunches
- Dinners
- Breads
- Snacks, Desserts
- Extra Staples
- Cooler and Frozen
- First Day’ Meals
- Perishables
- Coffee
- Coffee Filters
- Tea
- Cocoa
- Brown Sugar
- Apple Cider Vinegar
- Canned Milk/Creamer
- Matches
- Olive Oil
- Flour
- Corn Meal
- Baking Powder
# Tool & Repair Kit Checklist

## Tool Kit

- Bow Saws
- Group Axe
- Cordage
- Sharpening Kit
- Tape Measure

## General Repair Kit

- Sewing Kit
- Duct Tape
- Nails
- Multitool w/Pliers & Scissors
- Copper Nails & Burrs
- Pliers w/nail cutter
- Copper Wire
- Wax Candles

## Canoe Repair

- Ambroid Glue
- Canvas Patches
- Brass Tacks
- Skotch Fasteners
- Copper Wire

## Vehicle Kit

- Tool Box
- Tire Patch Kit
- Tire Pump
- Lug Wrench
- Jack
- Head Lamp & Batteries
- Shovel (snow)
- Cell Phone
- Maps
- Mileage Notebook
- Tapes/CD's
- Trash Bags
# Student Trip Equipment List

### Personal Gear

- Pack/Liner or Drybag (summer)
- Sleeping Bag
- Sleeping Pad
- Knife
- Axe
- Matches
- Personal 1st Aid Kit
- Sewing Kit
- Compass
- Logbook/Journal
- Pencil/Pen
- Plant Pressing Material
- Headlamp & Extra Batteries
- Sun Glasses
- Sun Block
- Toilet Paper
- Hand Sanitizer
- Toothbrush & Paste, Dental Floss
- Other Toiletries
- Biodegradable Soap
- Towel (summer)
- Headnet and/or Insect Repellent
- Insulated Mug (unbreakable)
- Water Bottle
- Camera & Film
- Book or Reading Material
- Whistle
- Tent
- Fishing Gear
- **Fishing License** (mandatory if fishing gear is taken)

### Summer Clothing

- Wide-Brimmed Sun Hat
- Touque/Warm Hat
- Sandals or Water Shoes
- Sneakers or Boots
- Wool Socks
- Long Pants
- Shorts
- Long Sleeve Shirt
- Wool Shirt or Light Jacket
- **Leather Gloves**
- Underwear
- Bathing Suit
- Rain Gear
  - Top and Bottom
  - No Ponchos

### Winter Clothing

- Mukluks
- Rubber Boots
- Boot Liners & Insoles
- Long Johns
- Wool Socks (4 pairs)
- Wool Pants
- Wool Shirts (3)
- **Parka/Jacket**
- Wind Layer
- Rain Gear
- Touque/Warm Hat
- Mittens
- Leather Gloves
- **Scarf**
Master Checklist

- Cook Kit
- Group Gear
- Food Bins
- Tool - Repair Kit
- Vehicle Kit
- Personal Gear
- Permits and Licenses
- Trip Safety Paperwork
- Checkbook & Cash
- Canoes
- Paddles
- Poles
- PFD’s
- Water Jugs
- First Dinner Cooler
- First Lunch
- Guest Equipment Packs
- Toboggans
- Snowshoes
- Ice Chisel
- Tents
- Stove
Canoe Trip Suggested Gear List

Below is a suggested gear list for warm weather canoe trips. We provide canoes, paddles, pf'd’s and all group gear. We also provide all food and eating utensils, although participants need to bring their own unbreakable cup or mug. We plan on providing the optional gear items, however if you have your own and want to bring it please let us know. Most people bring more gear than needed, so please be aware of this when packing. If you have any questions don’t hesitate to call, email, or write with them.

<table>
<thead>
<tr>
<th>Pack With Waterproof Liner or Drybag</th>
<th>Optional Gear</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sleeping Bag and Pad</td>
<td>PFD</td>
</tr>
<tr>
<td>Tent or bivy bag</td>
<td>Paddle</td>
</tr>
<tr>
<td>Headlamp &amp; Extra Batteries</td>
<td>Canoe</td>
</tr>
<tr>
<td>Sun Glasses</td>
<td></td>
</tr>
<tr>
<td>Sun Block or tanning lotion</td>
<td></td>
</tr>
<tr>
<td>Toilet Paper</td>
<td></td>
</tr>
<tr>
<td>Hand Sanitizer</td>
<td></td>
</tr>
<tr>
<td>Toothbrush &amp; Paste, Dental Floss</td>
<td></td>
</tr>
<tr>
<td>Biodegradable Soap</td>
<td></td>
</tr>
<tr>
<td>Towel</td>
<td></td>
</tr>
<tr>
<td>Washcloth</td>
<td></td>
</tr>
<tr>
<td>Headnet and/or Insect Repellant</td>
<td></td>
</tr>
<tr>
<td>Insulated Mug (unbreakable)</td>
<td></td>
</tr>
<tr>
<td>Water Bottle</td>
<td></td>
</tr>
<tr>
<td>Camera &amp; Film</td>
<td></td>
</tr>
<tr>
<td>Book or Reading Material</td>
<td></td>
</tr>
<tr>
<td>Whistle</td>
<td></td>
</tr>
<tr>
<td>Fishing Gear</td>
<td></td>
</tr>
<tr>
<td>Fishing License (mandatory if fishing gear is taken)</td>
<td></td>
</tr>
<tr>
<td>Hat with brim for sun/rain</td>
<td></td>
</tr>
<tr>
<td>Sandals or Water Shoes</td>
<td></td>
</tr>
<tr>
<td>Shoes for around camp</td>
<td></td>
</tr>
<tr>
<td>Long Pants</td>
<td></td>
</tr>
<tr>
<td>Shorts</td>
<td></td>
</tr>
<tr>
<td>Long Sleeve Shirt</td>
<td></td>
</tr>
<tr>
<td>Bathing Suit</td>
<td></td>
</tr>
<tr>
<td>Medication/Medicine</td>
<td></td>
</tr>
<tr>
<td>Bathing Suit</td>
<td></td>
</tr>
<tr>
<td>Rain Gear</td>
<td></td>
</tr>
<tr>
<td>- Top and Bottom</td>
<td></td>
</tr>
<tr>
<td>- No Ponchos (for safety reasons)</td>
<td></td>
</tr>
</tbody>
</table>

**Food Allergies**

Please let us know if anyone coming on the trip has any food allergies or other dietary needs we need to be aware of so we can plan appropriately.
Trip Planning and Safety Management Form

Trip Type and General Location:

Specific Location:

Trip Leader:

Start Date: ______________________  Intended Return Date: ______________________

Number in Party: ______________________  Names/Ages of Trip Members: (See Attached #1)

Vehicle Make/Model: ______________________  Color: ______________________  Plate Number: ______________________

Nearest Towns
Name: ______________________
Directions: ______________________
Police Dept. Phone Number: ______________________

Nearest Phone
Location: ______________________
Directions: ______________________

Nearest Hospital
Name: ______________________
Phone: ______________________

Emergency Phone Numbers
State Police: ______________________
Warden Service: ______________________
Ranger Dispatch: ______________________
Land Management Agency Office: ______________________
Other(Specify): ______________________

Emergency Contact Person
Name: ______________________
Phone: ______________________
Address: ______________________
Email: ______________________

Other Help Along the Route:

Itinerary
Proposed Ininerary: See Attached #2
Evacuation Routes: See Attached #3

Please Notify The Police If We Do Not Return By:

Date: ______________________  Time: ______________________

Name: ______________________  Signature: ______________________

Fill out three of these forms. Carry one with you, leave one in your vehicle, and leave one with the emergency contact person.