



## TRIP PLANNING GUIDE

Written by the 2016 Outdoor Emory Executive Board

President.....	Amber Merchant
Vice President.....	Emily Dong
Vice President.....	Chris Broecker
Secretary.....	Carolyn Perry
Treasurer.....	Kamin Bouguyon
PR Chair.....	Sarah Kraman
Head Leadership Chair*.....	Randy Miller
Leadership Chair*.....	Rich Sheedy
Leadership Chair*.....	Connor Cione
Leadership Chair*.....	Stirling Argabright
Equipment Chair*.....	Kara Danielczuk
Equipment Chair*.....	Halle Bradshaw
Social Chair*.....	Sean Tierney
Social Chair*.....	Julia Wawer

\*Appointed Positions

OE Mission Statement: Outdoor Emory is a student-run campus organization that promotes a chance to experience outdoor recreation, appreciation of natural beauty, and shared friendships with all members of the Emory community.

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# HOW TO PLAN AN OUTDOOR EMORY TRIP

## 1 Planning

These steps should be completed 4 weeks in advance to allow enough time for payment processing.



**choose a trip**  
it can be an old trip or a completely original one



**submit the 'Plan A Trip' form**  
on the Resources page of the Outdoor Emory website



**make outfitter reservations**  
and send the Treasurer an invoice or purchase request

## 2 Sign-ups & Reservations

If approved, the Exec Board will



Publish your trip to the Outdoor Emory website & set a sign-up date



Collect trip payments from participants at the next GBM



Reserve your transportation at Emory's Enterprise Branch



Manage online sign-ups and send you the final trip roster



Process any advance payments you requested in your forms



Send out digital waivers to all confirmed participants

## 3 Logistic prep

To be completed in the week before your trip



**email your participants**  
with details about the trip; don't forget to ask about equip. requests & dietary needs



**submit an equipment request**  
if you or your participants will need equipment



**plan any meals**  
that will occur during the trip and do any necessary shopping

### Right before you leave

- pick up your **van(s)** from the Emory Enterprise
- double check** that you have packed everything you'll need
- make sure you have all **emergency contacts** saved in your phone
- make sure everyone has signed a **waiver**

### When you return

- drop off** participants
- refill gas tank(s)** to the level it was before you left if it's off by more than a few gallons
- immediately return your **van(s)**
- grab your **receipts & van "pink slip(s)"** and put them in the drop box outside the Outdoor Emory office (DUC 518)

## Questions? Contact someone on the Exec Board:

**Trip Planning**  
**Trip Finances**  
**OE Records**  
**Emergencies**  
**Advertising**  
**Equipment**  
**Leadership**  
**GBMs**

Emily Dong  
Kamin Bouguyon  
Carolyn Perry  
Amber Merchant  
Sarah Kraman  
Kara Danielczuk  
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# WHERE TO START

## GETTING TRIP APPROVAL

I want to plan an Outdoor Emory trip. Where do I start?

The first thing you'll need to do is get your trip approved by the exec board. You can do this by submitting the Trip Planning form on our website ( <http://outdooremory.org/resources/plan-trip> ). To fill out the form, you will need to know the basic information about your trip logistics and finance. Once you submit that form, the President, Vice President, & Treasurer will review your trip. If approved, you will be able to move forward with the trip!

What are the approval criteria?

Outdoor Emory generally approves trips that comply with Outdoor Emory, SGA, and Emory University policies. Outdoor Emory policies are primarily determined by the organization's constitution, however certain aspects are left up to the discretion of each executive board (i.e.: must be safe, must be within annual budget, etc.). SGA & Emory University policies are quite elaborate & and are beyond the scope of this document, but the majority of proposed trips meet their terms. As such, the exec board approves most trips but reserves the right to reject trips. If it does reject a trip, it will always provide feedback and explain why it couldn't be approved.

**Note:** Skydiving & Hang Gliding currently violate Emory University insurance policies.

## EXEC BOARD SUPPORT

What does the exec board do to make approved trips successful?

For each trip the board will always:

- Publish the trip to the website (Vice President)
- Reserve requested transportation (Vice President)
- Process any advance payments requested (Treasurer)
- Advertise the trip in our weekly emails and social media posts (PR Chair)
- Manage trip sign-ups online (Vice President)
- Manage participant payments (Treasurer)
- Send leaders their final roster (Vice President)
- Handle emergency situations (President)

We can also help you:

- Rent Outdoor Emory equipment (Equipment Chairs)
- Locate records of past trips & records (Secretary)
- Recruit additional co-leaders (Vice President & Leadership Chairs)

Who should I contact if I have a question about my trip?

The Vice President will be your primary point of contact for trip planning questions, but for any other questions contact the appropriate board member:

Trip Finance	Kamin Bouguyon	Treasurer	<a href="mailto:kamin.laurent.bouguyon@emory.edu">kamin.laurent.bouguyon@emory.edu</a>
OE Records	Carolyn Perry	Secretary	<a href="mailto:carolyn.rose.perry@emory.edu">carolyn.rose.perry@emory.edu</a>
Emergencies	Amber Merchant	President	<a href="mailto:amber.merchant@emory.edu">amber.merchant@emory.edu</a>
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Leadership	Randy Miller	Leadership Chair	<a href="mailto:ramill6@emory.edu">ramill6@emory.edu</a>
GBMs	Sean Tierney	Social Chair	<a href="mailto:stierne@emory.edu">stierne@emory.edu</a>

# TRIP FINANCE

## PAYING FOR TRIP EXPENSES

Payment Type	Expenses	Documents Needed	Comments
Advance Outdoor Emory pays for an expense up front, usually because it is expensive &/or needs to be paid upon reservation	Outfitter reservations Campsites Vans	A list of purchase items	Please clearly communicate exactly what you want to purchase so the Treasurer knows what to pay for when making reservation payments
Retrospective You pay for the expense up front and are reimbursed later by Outdoor Emory	Food Gas Parking Supplies	Receipts	See below for important details about what information your receipts need to have and how to submit them

## RECOMMENDED OUTFITTERS

Outfitter	Location	Services	Price estimates
Nantahala Outdoor Center	Numerous across SE US	Whitewater Rafting Whitewater Kayaking Zip Lining	Much cheaper than online rates. Ask treasurer for more details
Raccoon Mountain	Chattanooga, TN	Caving Gem Panning	\$39 per person \$6 per person
Sea Kayak GA	Savannah, GA	Sea Kayaking	\$60 per person for group of 20
Lake Lanier Islands	Buford, GA	Boat rentals Horseback Riding	Varies; check website for most current rates
SSI SUP	Jekyll Island, GA	Paddle Boarding	\$65 per person for group of 20

A more complete list is coming soon!

## RECEIPTS

### Purchases

You should keep any and all receipts for items you purchase for the purposes of the trip. It is recommended that you have a folder or someplace safe to keep them for the duration of the trip until you can submit them to the treasurer. You can submit them at a GBM or by dropping them in the lockbox outside of our office (DUC E518).

**Before turning in your receipts, please write the following information on the back of each:**

- Your name
- Your Student ID number
- Clarification of purchase (if not clearly apparent)

### Pink Slips

When you pick up the vans, you will be handed a pink sheet of paper, KEEP THIS PAGE. When you turn in the receipts, please turn in this pink sheet as well. This sheet will serve as our 'receipt' for the rental.

# TRIP FINANCE

## FINANCE FAQs

### **How are Outdoor Emory finance policies and procedures determined?**

Outdoor Emory is a subdivision of the Student Government Association (SGA) and for that reason we operate under their rules for finances and procedures. Details regarding general finance procedures can be found on the SGA website ([http://www.osls.emory.edu/student\\_orgs/eagle\\_source/treasurers.html](http://www.osls.emory.edu/student_orgs/eagle_source/treasurers.html)).

### **How are trip costs calculated?**

Unsubsidized total trip cost = Van cost + Gas cost + Food cost + Activity Fees + Lodging fees

Unsubsidized per person cost = total trip cost / # participants

### **How much are trips subsidized?**

Transportation for the first day is 100% subsidized. Additionally, general members get about 35% of the total trip cost. Trip leaders and exec board members get larger subsidies for the extra work they put into planning the trips.

### **I've heard that I should try to spend less than \$75 per receipt. Why is that?**

This is because reimbursements to an individual totaling more than \$75 must be reimbursed with a Large Dollar Reimbursement, which take 2-3 weeks to process. If you spend less than \$75, you can be reimbursed within a week.

### **How long do reimbursements usually take?**

If you are to be reimbursed more than \$75, usually a week or less. If you spend more than that, reimbursement can take up to 3 weeks to process.

### **Do I need to fill out another Reimbursement Form if I already have one on file from another club or a previous year?**

You only need to submit the form once every two years. If you have submitted it within this range or for another club at Emory, you do not need to fill out the form again.

# PARTICIPANTS

## SIGN-UPS

### When do sign ups open?

Trip sign-ups generally open on [outdooremory.org](http://outdooremory.org) at 10pm on the Thursday two weeks prior to your trip date. This is more of a rule-of-thumb and may be modified depending on the calendar. The exact sign-up date & time will be included in your approval confirmation email. The sign-up date will also be listed next to your trip on the website.

### How do participants sign up?

Each upcoming trip will be listed on the Outdoor Emory website on the 'Trips' page. Next to each trip there will be a sign-up button that participants can click to sign-up for the trip (once spots are open). Non-members will be able to sign-up but must pay membership dues at the time of payment. Shortly after signing up, the participants will receive an email confirmation with their sign up status (i.e. pending payment, waitlist) and details about when and how to pay.

### I'm one of the trip leaders. Do I need to sign up?

Nope! As a leader, you will already be included in the trip roster.

### What happens if a trip fills up?

Members will be able to sign up for the trip waitlist on our website.

## PAYMENTS

### How do participants know when & how to pay?

Shortly after signing up, the participants will receive an email confirmation with their sign up status (i.e. pending payment, waitlist) and details about when and how to pay.

### How do people pay for the trip?

They can submit payment in one of two ways: 1) bring their payment to the next upcoming GBM or 2) meet the trip leader to submit payment.

### When is the payment deadline?

All payments must be made by 6:20pm at the Outdoor Emory GBM immediately following sign-ups. Those who have spots will have the first opportunity to pay. If all trip payments are not in by 6:20pm, the unfilled spots will open up to waitlist participants according to the order in which they signed up. Co-leads will pay at this time as well.

### What methods of payment does Outdoor Emory accept?

Cash, checks, & money orders only.

### Can I hold spots for people who haven't paid by the deadline?

No, spots cannot be held without payment. We have this policy to ensure that people who are signed up are committed to attending the trip.

### How do I know when the trip is full?

The Vice President & Treasurer will work together at the GBM to collect payments from participants and mark them as "confirmed" in roster. Once all payments have been collected, the VP will send you this roster.

### Can I be involved in collecting payments & revising the roster at the GBM?

Absolutely! We highly recommend that leaders take an active role in this process. This allows you to get to know people on your trip and become more acquainted with the online roster system.

# PARTICIPANTS

## ROSTER

Alright, everyone has paid. How do I get ahold of the roster?

Once trip participant roster is solidified, the Vice President will email the roster to the all trip leaders.

What does the roster include?

Participant names, phone numbers, email addresses, & sign-up status (i.e. confirmed, pending payment, or waitlist)

What about waivers?

The website will use the trip roster to automatically send out waivers to all confirmed participants (on a daily basis until signed :). No need to worry about sending those out!

## EMAILING TRIP DETAILS TO PARTICIPANTS

When should I email participants with details about the trip?

A week before the trip. If you wait, you will start to get questions about the trip logistics. It's best to send this information out as early as possible!

What should I include in the email?

- Departure time & location
- What to bring (ex: water, closed-toed shoes, backpack, etc.)
- How long the drive will be
- General itinerary for the trip
- Return time
- A reminder to complete the waiver
- Any other info you think needs to be given! (photos are always a nice touch, too)

How do I get the participant email addresses?

The Vice President should email you the trip roster that will contain the email addresses of each participant. If you haven't received the roster and need it, feel free to send Emily a friendly reminder :)



# EQUIPMENT RENTALS

## RENTAL REQUESTS

Who can request equipment from Outdoor Emory? Are there fees?

Current Outdoor Emory members	free
Emory affiliates	rental fee + deposit + permission from OE President

How should I request an equipment rental?

You can submit your equipment request at our website: <http://outdooremore.org/resources/equipment-requests>

How far in advance should I submit the rental request?

At least a week's notice is recommended. If you give fewer than 2 days notice, we can't guarantee that your request will be fulfilled.

I'm leading a multi-day trip, and a lot of my participants need to borrow equipment (like sleeping bags, sleeping pads, headlamps, etc.) Should I place an equipment request on their behalf?

Yes, this saves us a lot of time because it allows us to distribute these items in one rental visit rather than several! The best way to arrange this is to reserve one item for each person on your trip when you submit the request and then only take what you need when you pick up the equipment.

## EQUIPMENT INVENTORY

\*\* Denotes disposable items that may only be rented for official Outdoor Emory trips

<b>Climbing</b>	Chalk Bags Harnesses Helmets Trad Rack Ropes Shoes	<b>Water Sports</b>	Life Jackets Paddles Spray skirts Bags (Throw & Dry) Knee board Wake board Water skis Tows Noodles
<b>First Aid</b>	First aid kits **Bug spray **Sunscreen	<b>Cooking</b>	Cutting boards Knives, Spoonulas, & Tongs Dutch ovens Pots Pans (Cast Iron & Ceramic) Stoves (Backpacking & Double Burner) Lighters **Cleaning Items **Propane, charcoal, & lighter fluid **Disposable dinnerware **Firewood & starter logs
<b>Camping</b>	Coolers Flashlights Headlamps Lanterns Sleeping Bags Sleeping Pads Tents (4p, 6p, & 8p) Tarps	<b>Hiking</b>	Backpacks
<b>Fishing</b>	Rods (Fly & normal) Tackle Box Tackle Vest		

# TRIP MEALS

## FOOD BUDGET

What is my food budget?

\$6 per person per day

Who is supposed to pay for trip meals?

You should pay for the meals and then get reimbursed. Unfortunately, Outdoor Emory is unable to pay for most trip food expenses up front. If you need assistance paying for trip food up front, contact the Vice President, Emily Dong.

Can I cut the food budget for my trip?

We typically don't recommend this because most members expect our trips to be all expenses-paid. However, if you have a good reason why a food budget is unnecessary, you may request permission from the Vice President to cut it from your overall trip budget.

Can we use Outdoor Emory money to pay for restaurants or fast food?

Yes, but it must stay within the \$6/person/day budget. If it's over that amount, you can either: a) tell your participants to bring money for a meal out or b) build the difference into the trip price

## MEAL PLANNING: TOP 10 TIPS

1. Always bring an extra fuel can
2. Think through every piece of equipment you need for a meal before you leave.
3. Consider any dietary restrictions
4. Accept help with prep-work from any/all participants
5. Too many cooks in an outdoor kitchen is not just annoying, it can be dangerous. Limit a meal team to 5 people max.
6. For longer trips, make sure everyone has to cook, and everyone has to clean. It's only fair.
7. When in doubt, put 1TbIs olive oil in the pan before you start.
8. Always start off by cutting the onions, putting water on to boil, and cooking the meat. These will almost always be your gating factors in terms of time.
9. You can use a stove in the rain as long as you keep the burners reasonably dry—if water pools by the burners you're in trouble. Light rain should not cause problems
10. Salt and pepper makes everything better.

## CAMPING FAVORITES

v = easily made vegetarian & vegan    gf = easily made gluten free

Breakfast	v, gf	Oatmeal	Dinner	v, gf	Chile
	v	Chocolate Chip Pancakes		v, gf	Hobos
	gf	Eggs & Sausage		v, gf	Pasta
	gf	Bagels & Fruit		v, gf	Soups Hot Dogs Burgers
Lunch	v, gf	Sandwiches	Sides	v, gf	Baked beans
	v, gf	Pasta Salad		v, gf	Potatoes
Snacks	v, gf	Snack bars		v, gf	Corn
	v, gf	Trail mix		v, gf	Mac & cheese
	v	Pretzels	Dessert	S'mores :P	
		Chips		Orange brownies	
		Gummy bears			
		Crackers			
	Slim jims				

# VAN RENTALS

## RESERVATION

Who is supposed to reserve my van(s)?

The Vice President reserves all transportation for club trips.

How will I know that the van(s) have been reserved?

The Vice President will send you confirmation of your van rental(s) once the reservation has been made. This confirmation will include what vehicles have been rented and what time you need to pick them up. If you are concerned about your reservation, feel free to shoot Emily an email.

## PICKING UP & RETURNING THE VAN(S)

Where should I pick up the van(s)?

Emory Enterprise @ the Emory Conference Center Hotel  
1615 Clifton Rd  
Atlanta, GA 30329

From the Woodruff Residential Center, head right toward Emory Point

- Before hitting Emory Point, make a right into the Emory Conference Center Hotel
- Make a left at the stop sign, pass by the Emory Conference Center, and head down the hill
- Enterprise is at the bottom of the hill

What are the hours of operation at this branch?

M-F 7:30 AM – 6:00 PM  
Sa 9:00 AM – 12:00 PM  
Su Closed

Anything else?

Bring your Driver's License with you! Enter Enterprise office and ask for van reservation under our Treasurer's name (Kamin Bouguyon). Before you drive away, make sure to keep the pink sheet Enterprise provides in a safe place. This sheet serves "receipt" for the rental, and you will need to give this to the Treasurer after the trip.

What should I do with the van(s) when I return from my trip?

At the end of your trip, immediately drive van back to Enterprise and turn-in the keys to the office. If the office is closed, put keys in the bin outside the office. Make sure the van is cleaned out and has the same amount of gas as when you left (this prevents a surcharge for a gas refill). And don't forget to grab the pink sheet!