

MOUNTAIN CLUB OF MARYLAND

TRIP COST SUMMARY

NOTE TO LEADER AND CO-LEADER: SEE HIKE LEADERS' GUIDELINES

DATE OF TRIP _____ LEADER _____

NAME OF TRIP _____

Total Participants: _____ (Including _____ Guests)

Appalachian Trail Hours Total _____ Driving _____ Leading/Hiking _____

	<u>Income</u>	<u>Expense</u>
1. <u>Scouting Reimbursement (if any):</u>		
_____ miles x 20 cents		\$ _____
2. <u>Miscellaneous Income / Expense:</u>	\$ _____	\$ _____
Expense or income to be paid by or to the Club Treasury should be covered in detail at the bottom of this form.		
TOTAL INCOME / EXPENSE	\$ _____	\$ _____
Attach Check	\$ _____	
Treasurer will reimburse.		\$ _____

**MAIL OR SCAN/EMAIL YOUR REPORT TO THE CORRESPONDING SEC. WITHIN TEN
DAYS AFTER TRIP:**

Bob Goren, 605 Cedarcroft Road, Baltimore, MD 21212 (MCMstatistics@gmail.com)

(If trip is cancelled, please also inform Corresponding Secretary)

Questions: Bob Goren (MCMstatistics@gmail.com) or 410-323-4336.

GUEST REGISTER & LIABILITY WAIVER

DATE OF TRIP _____

LEADER _____

NAME OF TRIP _____

I am aware of the risks inherent in outdoor activities.

By participation in any activity of the Mountain Club of Maryland, I agree to assume these risks. Therefore, I will be responsible for my own well-being and that of my minor children while I, or we, are participating in the activities of the Mountain Club of Maryland, and while traveling to and from these activities. I agree that the Mountain Club of Maryland, its officers, representatives or leaders shall not be liable for any injury, loss, or damage to my person, my children, or our property, direct or consequential, arising out of the activities of the club.

<u>SIGNATURE/PRINTED NAME</u>	<u>ADDRESS</u>	<u>(AC) PHONE</u>	<u>DATE</u>	<u>COMPLETED HIKE (Y/N)</u>
_____	_____	() _____	_____	_____
_____	_____	() _____	_____	_____
_____	_____	() _____	_____	_____
_____	_____	() _____	_____	_____
_____	_____	() _____	_____	_____
_____	_____	() _____	_____	_____

CONSENT FOR MEDICAL TREATMENT FOR PARTICIPANTS UNDER AGE 18

I understand that in the event of a medical emergency or any injury to, or impairment of, my child that may require medical treatment, the trip leader will make every effort to contact me and/or my spouse or other guardian before initiating the application of such treatment. However, whether or not I am successfully contacted, I hereby consent to the trip leader's seeking any medical attention that may be necessary.

<u>Date</u>	<u>Parent or Guardian Signature</u>	<u>Name of Participant</u>	<u>(AC)Phone</u>	<u>DATE</u>	<u>COMPLETED HIKE (Y/N)</u>
_____	_____	_____	() _____	_____	_____
_____	_____	_____	() _____	_____	_____

_____	_____	_____	()	_____	_____	_____
_____	_____	_____	()	_____	_____	_____

TO: MOUNTAIN CLUB OF MARYLAND HIKE LEADERS
FROM: THE OFFICERS
SUBJECT: LEADING MCM EXCURSIONS

Thank you for your leadership on our current schedule!

MCM takes pride in being distinctive about the way it conducts its excursions. We have a reputation for safety. During the first 35 years of our existence, our record regarding accident avoidance was perfect. For over 80 years, we have given many hundreds of persons thousands upon thousands of days of adventure, fun and healthy comradeship. We have done so, partly, because we developed successful leadership methods. Some of the key points of our pattern follow:

Recommendations to Trip Leaders and Co-leaders

Preparations

Scout out the route of your trip so that you may manage any changes since your last visit. Note points of access and egress where help may be obtained in the event of an emergency. Obtain permission of the property owner, if your plan includes private property, to avoid trespassing charges.

Registration

Ascertain the ability of individuals to participate in your trip. If you have doubts, suggest to the person that they participate in a different trip. Remind them of the clothing, equipment, and personal preparation that is expected, and to bring lunch, water, etc. Emphasize that the scheduled time is the time of departure from the meeting place.

Just before departure

Have the participants form a circle, introduce themselves, and count off so that you will know how many to account for. Give a brief description of the trip; what attractions are en-route, meal plans, return time, etc.

Arrange car-pooling, if necessary. You should know the drivers. Guests should be passengers. Refer to the MCM Handbook for Hike Leaders.

If the group is large or comprises a diversity of abilities and interests, it may be appropriate to divide into more than one group, each with a leader and a sweep.

Conducting the trip

Set a pace that will allow the group to stay together, at least within view. Be aware of the need for "separations." Have rest stops to allow the group to get back together. Know where the sweep is and wait for him/her to assure that all are accounted for. Discourage participants leaving the group to have their own hike. Encourage those with special knowledge of wildflowers, wildlife, trees, geology, history, etc. to share it with the group.

LEADER – PLEASE SHARE THIS WITH YOUR CO-LEADER

The "share of expenses" shown in the Trip Schedule is an estimate. Participants in the hike should share in the costs as described below:

1. Transportation Costs

The typical carpool cost, per person, is 5 cents per mile for the total distance driven. The carpool allocation for a driver should typically work out to about 20 cents per mile, including the driver's contribution. That assumes 4 people per vehicle. Drivers of larger vehicles will receive more in carpool fees, but that offsets the greater cost of operating a larger vehicle.

Try to assign as many people to a vehicle as can be done comfortably.

As a general commonsense guideline, both driver and passenger should feel the transaction is fair. Please contact the corresponding secretary if there are any questions about determining a fair and reasonable carpool cost.

2. Scouting Reimbursement

If a leader scouts a trip in advance and desires reimbursement, he or she may obtain 20 cents per mile to be paid from Club funds.

3. Food and Miscellaneous Costs

The cost of food, gasoline for stoves, park entrance fees, cabin or campground fees, tolls, phone calls, etc., are shared by all members and guests alike. Do not enter on cost report.

4. Club Maintenance Trips

On trail/shelter maintenance trips requiring carpools, no fees or carpool costs are collected. Drivers are to be reimbursed gas money from the Club funds based on 20 cents per mile. The trip leader should advance the reimbursement(s) and then collect from the Treasurer.

Please refer any questions relative to trip accounting procedures to the Treasurer.

MOUNTAIN CLUB OF MARYLAND WORK SHEET

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