2AMC–NH Chapter Excursions Committee
Hike Leader Handbook

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Hello, Leadership Class Graduate!

We hope that you enjoyed yourself at the workshop, and found the weekend worthwhile. We also hope that you will consider becoming a NH Chapter AMC Hike leader—you’ll be a welcome addition to our roster of leaders, and will have a fun and rewarding experience to boot!

About the Excursions Committee: We are the hikers in the New Hampshire Chapter, and we also lead some cycling hikes. Our committee has meetings in Concord several times a year to discuss agenda items of interest and to provide a face-to-face venue for leaders to get together, meet new leader candidates like you, and socialize. We also have a Christmas season party and a cookout in August, which take place in different locales each year.

We also have a Yahoo! Group list serve, which you are invited to join. Details are found on Part 20 of your Hike Leader Handbook, described below.

Enclosed in the Leader Handbook is a wealth of information. Some of it consists of Club forms (Summary of Use, Participant release form, Accident form), but some parts are useful and important to read: Parts D, 1, 4, 5, 11, 13, and 20 in particular.

You have received this packet because your instructors feel that you are ready to continue the leadership training process. This sounds scary, but no worries! We’ll help you along.

First, give one of us a call or email (excursionsnh@amc-nh.org). We can help you with the prerequisites for starting the Mentoring Process, which is our name for leadership training. Parts 11 and 12 of your Handbook describe this in great detail.

Once you have started the ball rolling, then you will have the enjoyable task of planning some hikes with 3 or 4 mentors. You have time to do this—it’s all spelled out in Part 11.

Remember that we’re here to help you achieve your goal! Don’t hesitate to call or email us or any of the leaders that you met this weekend, including your instructors for the Leadership Training class.

Warmest regards,

Excursions Committee Co-Chairs 2015/2016

Kevin Rooney  
excursionsnh@amc-nh.org

Beth Zimmer  
excursionsnh@amc-nh.org
The Trail to Leadership

A guide to becoming a Hike Leader for the NH Chapter's Excursions Committee

Congratulations! Now that you have successfully completed your leadership training class, we hope that you choose to continue down the trail toward becoming a NH Chapter hike leader. If you want join the ranks of NH Chapter hike leaders, this is the course we recommend that you take.

1. Hike Leader Handbook. All of our procedures, requirements, and forms can be found here. If you are not sure about how to do something, contact an Excursions Co-Chair – they are here to help.

2. Take heed of your instructors' recommendations: They have been leading hikes in NH for a long time and they know what it takes to be a hike leader.
   - Some of you may be ready to move ahead directly into the Mentor Program. Others may have received a recommendation to participate in more NH Chapter hikes, etc. Please take these recommendations in the spirit in which they were given—to help you achieve your goal.

3. What class of hike leader do you want to be?
   - **Class 1 Hike Leader** – This class of leadership is virtually unrestricted in destinations, length or time of year.
   - **Class 2 Hike Leader** - This class of leadership is for those who do not want any restrictions on their hike destinations or length, but only want to lead to in conditions where winter weather and terrain are not a factor. The qualification requirements are stricter than for Class 3, but there is much greater freedom in the kind of hikes you can lead.
   - **Class 3 Hike Leader Winter** - This class is intended for leaders who want to lead hikes throughout the year but who do not want to go to high elevations or great distances.
   - **Class 3 Hike Leader Non-Winter** – This class of leadership is intended for leaders who do not want to lead long hikes, go to high elevations, or lead hikes in winter conditions.

Please look over all of the requirements in the handbook for the particular leadership class. You cannot be a hike leader until all the requirements have been met.

4. Prepare to Enter the Mentor Program: Carefully read over the Mentor Program pages of the handbook. Give particular attention to parts 1, 11 and 13. These sections lay out everything you need to know to complete our Mentor Program.
   - Part 1 contains universal prerequisites for all trip leaders as well as specific requirements for each trip leader class.
   - Part 11 contains the requirements for your mentored hikes.
   - Part 13 contains the Mentor Evaluation Form which is used to document each mentored hike.
5. **Set up your Mentored Hikes:** You can do mentored co-Leads with any hike leader qualified for that type of hike. There are several ways you can go about finding Leaders and setting up your co-Leads:

- Contact hike leaders that you already know.
- Send out a request to all the leaders in general that you are seeking mentored hikes. It should probably include an explanation of your history, goals, and type of hikes you are interested in doing, when you are available, etc. Send the message out via the Yahoo Group or send it to an Excursions Co-Chair to be forwarded to the other leaders.
- Come to an Excursions Committee Meeting and meet other leaders in person. The details on when and where are in the Leader Handbook Part 9, or you can contact the Excursions Co-Chair.

6. **Take a Hike!**  
   It is your responsibility to bring Part 13, the Mentor Evaluation form to each hike. Ask each mentor to complete the appropriate check boxes and to write a narrative on the back of the form, and be sure he/she signs the form!

   - Plan some time after the hike to discuss what went well and what needs improvement.
   - When you have completed your three hikes, submit the form to the Excursions Co-Chair for evaluation by the Hike Leader Board of Acceptance. Once your evaluation form is approved by the board you have completed the Mentor Program.
AMC – NH Chapter Excursions Committee

Hike Leader Requirements

Universal Prerequisites for All Leader Candidates

All classes of leaders must:
- be a member in good standing of the Appalachian Mountain Club (AMC)
- have successfully completed an approved AMC-NH Chapter leadership training class. See below for a more detailed description of the types of leadership training offered by the AMC-NH Chapter.
- have participated in at least 5 officially published AMC-NH Chapter Excursions, Mountaineering or Ski committee hikes, each with a different Hike Leader
  - Participation in a non-Leadership class at any Cardigan Winter or Spring Workshop may count as one hike, irrespective of the number of classes taken
  - Participation in a Winter Hiking Series (WHS) hike may count as one hike, irrespective of the number of hikes done with WHS
- inform an Excursions Co-Chair of the intent to enter the mentoring program
- provide an Excursions Co-Chair with contact information, including name, phone number(s), street address, email address, AMC membership number, chapter, date of leadership class, date/leader/destination of 5 AMC-NH Chapter excursions, prerequisite list of peaks/hikes as required, and class of leadership applying for.

Class 1 Hike Leader

Scope: A Class 1 Hike Leader for NH Chapter Excursions Committee may lead hikes:
- of any length
- of any duration
- to any destination
- at any time of year
- that are within the limits of the Excursions Committee’s scope of operation.

Required Qualifications: A Class 1 Hike Leader must:
- meet the universal prerequisites described above
- have successfully climbed at least one half of the NH peaks on the official White Mountain 4000 Footer list (Part 14 of the Leader Handbook) in the calendar winter season. Equivalent peaks not on this list may be accepted subject to approval by the Excursions Co-Chairs
- have successfully completed the NH Chapter’s Mentor Program requirements for Class 1 Hike Leader Candidates in the calendar winter season, with good recommendations from the hike mentors
- be approved by the Leader Board of Acceptance.
**Class 2 Hike Leader**

**Scope:** A Class 2 Hike Leader for NH Chapter Excursions Committee may lead hikes:
- of any length
- of any duration
- to any destination
- in the calendar spring, summer, or fall seasons only
- only where winter conditions are not likely to be encountered
- that are within the limits of the Excursions Committee’s scope of operation

**Required Qualifications:** A Class 2 Hike Leader must:
- meet the universal prerequisites described above
- have successfully climbed at least one half of the NH peaks on the official White Mountain 4000 Footer list (Part 14 of the Leader Handbook). Equivalent peaks not on this list may be accepted subject to approval by the Excursions Co-Chairs
- have successfully completed the NH Chapter’s Mentor Program requirements for Class 2 Hike Leader Candidates with good recommendations from the hike mentors
- be approved by the Hike Leader Board of Acceptance.

**Class 3 Hike Leader, Non-winter**

**Scope:** A Class 3 Hike Leader for NH Chapter Excursions Committee may lead hikes:
- no longer than 8 miles in total length
- that start and finish on the same day
- to elevations no higher than 3,200 feet above sea level
- from May 1 to October 31
- only where winter conditions are not likely to be encountered
- that are within the limits of the Excursions Committee’s scope of operation.

**Required Qualifications:** A Class 3 Hike Leader, Non-winter, must:
- meet the universal prerequisites described above
- have successfully climbed any 24 peaks from the official White Mountain 4000 Footer list and/or the list of additional lower peaks from the approved list in Part 15 of the Leader Handbook. Equivalent peaks not on this list may be accepted subject to approval by the Excursions Co-Chairs
- have successfully completed the NH Chapter’s Mentor Program requirements for Class 3, Non-winter Hike Leader Candidates with good recommendations from the hike mentors
- be approved by the Leader Board of Acceptance.
Class 3 Hike Leader, Winter

Scope: A Class 3 Hike Leader, Winter, for NH Chapter Excursions Committee may lead hikes:
- No longer than 8 miles in total length
- That start and finish on the same day
- To elevations no higher than 3,200 feet above sea level
- Any season of the year
- That are within the limits of the Excursions Committee’s scope of operation.

Required Qualifications: A Class 3 Hike Leader, Winter must...
- meet the universal prerequisites described above
- have successfully climbed any 24 peaks from the official White Mountain 4000 Footer list and/or the list of additional lower peaks from the approved list in Part 15 of the Leader Handbook in the calendar winter season. Equivalent peaks not on this list may be accepted subject to approval by the Excursions Co-Chairs
- have successfully completed the NH Chapter’s Mentor Program requirements for Class 3, Hike Leader Candidates in the calendar winter season, with good recommendations from the hike mentors
- be approved by the Leader Board of Acceptance.

Types of Leadership Training Provided by the AMC-NH Chapter

The NH Chapter offers two levels of leadership training. The higher level of training is offered during its annual Workshops held at Cardigan Lodge twice during the winter and once in the spring. These workshops begin Friday evening and end Sunday afternoon. The same leadership curriculum training is offered during each of the three workshops, and successful completion will prepare the leader candidate to enter the mentoring program at Class 1, Class 2 or Winter Class 3. It is not necessary to take this training during the winter workshops in order to qualify for Class 1.

A second level of training is offered each fall, with a one-day leadership class. Successful completion of this course will prepare the leader candidate to enter the mentoring program at Class 3. Please note that in order to progress from Class 3 to Class 3 Winter it is necessary to successfully complete the 2 ½ day workshop at Cardigan Lodge.
**Pathway to become a NH Chapter Excursions Leader for AMC Hike Leaders from other Chapters:**

Below is a summary only. Please refer to the Handbook and contact one of the AMC NH Excursions Co-Chairs.

**Class 1 Leader**

1. Hike 24 of the 48 4K’s (or equivalent peaks) in calendar winter
2. Participate in five NH Chapter activities (Hikes, Mountaineering, Skiing, and/or Cardigan weekend school)
3. Attend NH led, weekend Leadership Training Workshop offered at Cardigan Lodge in either January, February or April
4. Conduct three mentored hikes to three different 4K’s in calendar winter

**Class 2 Leader**

1. Hike 24 of the 48 4K’s (or equivalent peaks) in any season
2. Participate in five NH Chapter activities (Hikes, Mountaineering, Skiing, and/or Cardigan weekend school)
3. Attend NH-led, weekend Leadership Training Workshop offered at Cardigan Lodge in either January, February or April
4. Conduct three mentored hikes to three different 4K’s in any.

**Class 3 Leader**

1. Hike 24 peaks from the approved list (or equivalent peaks; refer to the handbook)
2. Participate in five NH Chapter activities (Hikes, Mountaineering, Skiing, and/or Cardigan weekend school)
3. To lead in winter, attend NH led, weekend Leadership Training Workshop offered at Cardigan Lodge in either January, February or April; to lead in three-season conditions, attend the one-day Class 3 training
4. Conduct three mentored hikes in calendar winter or three season as warranted
Hike Leader Bill of Rights

♦ A Hike Leader has the right to evaluate all participants for his/her hike.

♦ A Hike Leader has the right to determine if a participant has the proper equipment needed for the hike.

♦ A Hike Leader has the right to determine if a participant has necessary ability and experience needed for the hike.

♦ A Hike Leader has the right to limit the number of people who participate in a hike.

♦ A Hike Leader may refuse to permit a person from participating in his/her hike if that person fails to meet any of the above criteria.

♦ A Hike Leader may refuse to permit a person from participating in his/her hike if that person does not agree to stay with the group and abide with the leader’s decisions.

♦ These rights shall not be overruled.
Leader-Participant Communication

Leaders should pay special attention to Participant concerns and questions whenever possible.

1. A participant has the right to ask questions and be heard before, during, and after a hike.

2. A participant has the right to voice opinions, concerns, and to inquire about alternatives particularly when he/she feels that following the group’s current course of action could have serious negative consequences before, during, and after a hike.

3. A participant deserves well-thought out, courteous, and logical answers from the hike leader to all his/her questions, opinions, and concerns.

4. A participant has the right to discuss with the leader his/her concerns over a course of action that the participant feels uncomfortable with. This may include
   - the route
   - the conditions
   - the group’s ability to handle the situation
Taken to an extreme conclusion, this could result in a situation where one or more participants say that they want to leave the group. The leader should understand that this is a signal that the original plans may need to be altered.

5. Bottom line: the leader has to make a decision everyone can live with. The leader must manage the situation for the safety of the group, even if this means that the discussion has to wait until you are in a safe location.
Guidelines for Hike Leaders

1) Know your weaknesses and strengths. Stay in shape.

2) Know your participants. Find out if they can handle the pace and distance that you have described in hike description. Do the planned hike unless weather or other circumstances dictate a change of plans. Make sure everyone has “bought in” to the hike.

3) Make sure the participants have the proper equipment, clothing, water and food for the hike.

4) Keep the group together. Explain to participants beforehand that it is a group, and that hikers should stay together for the safety of the group.

5) Groups should not be split unless there is an emergency. If it becomes necessary to send people for help in an emergency, be sure that both sub-groups have the skills, the personnel, and sufficient gear to remain safe during the situation.

   a) If it has been decided in advance, at the trail head or earlier, that part of the group will go to an additional destination, then the two groups are acting as two separate hikes, and each should have a qualified leader and the appropriate gear for the hike.

6) Hike Leaders should set the pace according to the slowest hiker. Putting such a hiker in the lead often will slow the pace to everyone’s benefit.

   a) Don’t let the strong hikers set the pace. This can destroy the cohesiveness of the group.

7) Pay attention to how your participants are doing.

   a) Make sure no one has fallen behind. This can happen even with a good sweep. Take frequent head counts.

8) Start long distance hikes early, so you don’t have to hike late in the day.

9) Any leader who intends to lead bushwhacks should be highly proficient in map and compass and/or GPS skills and should have a good knowledge of the terrain beforehand.
a) Don’t start bushwhacks late in the day if you can help it, especially if you don’t know the terrain. There is nothing wrong with returning by the same route that you came in on, especially if it was a good passable route.

b) Leaders should lead bushwhacks from the front or close to the front so they can control direction.

10) When making field decisions about routing and timing, keep in mind the ability of the participants.

11) Keep an eye on the weather, especially if going above treeline. Don’t be afraid to turn the hike around if the weather is bad or changing for the worse.

12) Notify an Excursions Co-Chair of any accident as soon as possible.

   a) Fill out the Accident Form (can be obtained from an Excursions Co-Chair, or on the NH hike leaders Yahoo Group website, under “Files.”) This form must be filed at the listed AMC address.

13) Do not relinquish your chapter hike to anyone but an approved NH Chapter Hike Leader.

   a) If you decide to relinquish your hike to an approved NH Chapter Hike Leader, notify a NH Chapter Excursions Co-Chair before you start the hike (excursionsnh@amc-nh.org).

15) After your hike

   a. Complete White Mountain National Forest (WMNF) Summary of Use Report as required in Part 11

   b. Mail in the release form for Volunteer-led activities to 5 Joy St, Boston, MA
New Hampshire Chapter AMC Excursions Committee
Hike Notice Submission Venues

Excursions Committee hikes are publicized in two ways, both electronically. The first is the AMC’s own Online Hike Listing service, at http://trips.outdoors.org. The second is the Excursions Meetup group, http://www.meetup.com/Hike-with-AMC-NH/.

The print magazine *AMC Outdoors* will no longer list Excursions Committee hikes as of September, 2014.

Leader Candidates (LCs) must publish all hikes online using the Online Trip Listing (now known as ActDB) site. Posting hikes on Meetup is optional. Mentored online hikes must be published a minimum of two weeks prior to the date of the hike, so that the LC gains experience in screening applicants as prescribed in Part 11.

All hikes must be submitted to an Excursions Co-Chair. The best method is to use the Online Trip Listing/ActDB system at http://trips.outdoors.org/login, which requires that you have a password. Email an Excursions Co-chair to get one, at excursionsnh@amc-nh.org.
To be a Trip Leader or Leader Candidate, AMC requires that you have an AMC membership. One reason for this is to ensure that you are covered under the AMC’s insurance policy on your hikes. If your membership has lapsed, renew it before trying to enter a trip.

1. Go to the AMC Member Center, http://www.outdoors.org/membership/member-center.cfm. Follow the directions there for validating your member information. You’ll only have to do this once.

2. Let your Excursions co-chair (excursionsnh@amc-nh.org) know that you want to start mentoring. You will have to have completed the universal prerequisites listed in Part 1 of this Handbook. The co-chair can then set you up on the OLTL/ActDB site.

3. Then, go to https://activities.outdoors.org/login/index.cfm.
You will see a screen like the one below. Login with the same user ID and password that you used for the Member Center.

Once you’ve logged into the site, you will see something like the following screen:

[You may not see the exact screen shown above]
Scroll down to **Events>Add Event** on the left sidebar. You may be prompted to choose a committee. You will now see a screen like this:

**Event Type:** You have a choice of entering a Chapter Trip, or entering a Volunteer Opportunity. For our purposes, choose Chapter Trip.

**Title:** Here is where you put in something succinct and descriptive. “Osceola and East Osceola via Mt Osceola Trail”

**Date:** Use the drop-down calendars. A one-day trip will of course have the same start and end dates.

**Region, State, Country:** self-explanatory

**Activity:** Choose hiking, unless you are doing another activity.

**Listing Type:** no choice here—it’s web only.

**Web Description:** Try to be concise and include info that will hold your reader’s attention. You may not be able to format this paragraph, so it could come out as one block of text.
Include important caveats, such as “Full Winter Gear required,” or “Experienced hikers only,” or “10.3 miles with 4250’ elevation gain.”

**Lat. / Long. And Trip Photo:**

*New for 2016* is the request that you add a map location (basically GPS coordinates) for your trip and a nice photo. Don’t panic! Adding coordinates is easy; read on for information.

**Location:** If your trip is to Mt Cube, type in Mt Cube, NH in the location box, go down one box to Lat/Long and click on the far-right icon which is a “pin”, as on Google Maps.

If your location is recognized, the pin will appear near the summit of Mt Cube. It doesn’t matter at all that your meeting place won’t be the summit of Mt Cube. This is just so your trip will show up on a map of NH if someone is searching (the new website with a map goes live in January, 2016).

If you’re leading a traverse of the Presidential Range, you could put the pin on top of Mt Washington by typing in “Mt Washington, NH”.

If you’re putting in a Cardigan workshop, you could type in “Cardigan Lodge, Alexandria NH” (without the quotations) and the pin will appear in downtown Alexandria. You could move it manually to Cardigan Lodge if you wanted to. It’s not essential.

Please note that if you put in “Cardigan” you will get a map of Wales, UK, and if you only put in “Cardigan Lodge” the pin will appear in Connecticut for some reason.

The point is that your trip will show up if someone is searching a map of NH for AMC trips.

**Trip Photo:** a photo may get a searcher interested in signing up for your trip. If you have a photo on your computer to upload, the process is easy.

Additionally, please add a few words about yourself—how long you’ve been hiking, areas of interest, and so forth.
Additional Information (click to expand)

Skip Testimonials and Driving Directions, unless you want to fill those sections out.

If you want your trip to get on the web ASAP, just leave the default web release date; otherwise enter a different date.

Put in search terms that would help someone find your trip, or leave it blank.

Link Text and Link URL: this is where you can link to a Meetup page so that people can sign up through the Hike with AMC NH Meetup page.

NOTE: if this is a mentored hike, make sure your trip has been approved and your mentor is in agreement before you post the trip on the Meetup site

Special Designations: choose if appropriate.

Difficulty: optional

Nearby AMC destination: self-explanatory

Rate/Fee Info: For our purposes, skip this.

Leader 1: your name, phone and email should already be populated here.

If this is a mentored trip, please delete your email and select NO where it asks Email on Web.

You may choose a time for people to call you, add biographical details and a photo if you wish.

If you are being mentored, your mentor will be Leader 2. If not a mentored trip, you may choose another leader. The name and info should auto-fill once you’ve typed in part of the leader’s name.

Co-leader 1: this will be blank for mentored trips and for many other trips as well.

Registration: Required-Contact Registrar. Registrar will usually be the person who entered the trip (it should auto-fill).

Notes: in case you want to communicate with the Excursions approver.
Once you’ve jumped through all the above hoops, click on Preview and check everything for typos, stupid errors—you didn’t really mean to lead a hike on Mother’s Day, did you?—et cetera, and then, when you’re happy, click **Submit**.

What happens then? Your Excursions approvers, including but not limited to the co-chairs, will be notified by email of your trip. An approver will usually see the trip, review it and approve it within a few hours of being notified, although sometimes this may take longer.

If you cannot find your trip on the website (www.outdoors.org or www.amc-nh.org within a day or so, email the co-chairs (excursionsnh@amc-nh.org) to inquire. Sometimes things go awry.

After the trip is on the website, the only modifications that you yourself can make are to its “Status”: that is, is the trip Open, Canceled, Full or Waitlisted?

Any editing (date, destination, leader name) must be done through one of the approvers, so email a co-chair.

If you have trouble with any part of the process, email one of the co-chairs and we’ll try to walk you through it.

Kevin Rooney, co-chair

Beth Zimmer, co-chair

David Ross, past co-chair
AMC-NH MEETUP DESK GUIDE

Your Organizer, John B, sent the following message to some members of Hike with AMC-NH on May 5, 2015:

Hello everyone,

It is great that there are quite a few hike leaders starting to use Meetup this year. Just want to share with you a few recent lessons learned.

1. Desk guide:

As much as inner bushwhacker in all of us loves to throw away instructions and just wing it, the Meetup desk guide was carefully crafted with you in mind. It is short and sweet and will lead you through the process of administering hikes from soup to nuts. There are lots of helpful hints that, if followed, will prevent you from making painful mistakes. The instructions for posting a hike are only about 1 page long. Please print it out and use it to guide you through the process. It is located here:

http://files.meetup.com/12702662/%21Meetup%20Desk%20Guide.doc

2. Templates:

The bad news is that there has recently been a rash of disappearances of the Meetup event template. The good news is I have become very proficient at rebuilding it....... The template is there for everyone’s use but if you overwrite it then it is no longer available for anyone’s use until I have a chance to reconstruct it. PLEASE PUSH THE COPY BUTTON FIRST to make your own copy of the template before editing and posting. You may find the copy button by going to the drafts tab and hovering over the title of the template and you will see the copy button appear just to the right of the title.

3. Attendee limit settings.

PLEASE DON’T CHANGE THE TEMPLATE ATTENDEE LIMIT SETTINGS. It is set to limit the hike to 1 attendee for a reason. It doesn't mean you have to limit the event to one attendee, it only prevents people from automatically appearing on the attendee list without screening. This allows you complete control to only move people from the waitlist to the attendee list after they have been screened. If you set it to a higher number, for example 10, then the first 10 people who sign up will automatically appear on the attendee list without completing the screening process.

Happy hiking,

John Bergman
GETTING STARTED

- Meetup may appear complicated to the uninitiated but after using it a few times you will find it to be an intuitive and user friendly toolset to manage your hikes with. Please print out this desk guide and carefully follow the instructions. This desk guide was created by a team of Hike Leaders with both Meetup and AMC-NH experience and will show you how to promote our club using the powerful communication and community building aspects of Meetup without compromising AMC-NH screening standards. If you have any questions or improvement suggestions please feel free to contact John Bergman at 603 664 9329 evenings between 7 and 9 PM.
- Go to the AMC-NH Meetup group at http://www.meetup.com/Hike-with-AMC-NH and, if not already done, set up your Meetup account and join the Hike with AMC-NH Meetup group.
- Contact John Bergman or one of the excursions Co-Chairs and request that they to grant you “assistant organizer” rights which will allow you to post and manage events.

HOW TO POST AN EVENT ON MEETUP

- To post an event start at the Hike with AMC-NH home page. You will see four tabs: Upcoming, Past, Drafts and Calendar. Click on the “Drafts” tab.
- Click on the “Copy” button for the Meetup Draft titled “AMC-NH Template PLEASE MAKE A COPY” to make a copy of the template. (Hover over the title and a copy button will appear on the right side.)
- Edit your Meetup as follows: (As you are editing remember to click “Save Draft” at bottom of page or you will lose your work if you exit the page.)

<table>
<thead>
<tr>
<th>Tab Title</th>
<th>Tab Item</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>The basics</td>
<td>What should we do?</td>
<td>Type in the title of your hike.</td>
</tr>
<tr>
<td>The basics</td>
<td>Suggest a date and time</td>
<td>Self explanatory.</td>
</tr>
<tr>
<td>Tab Title</td>
<td>Tab Item</td>
<td>Instructions</td>
</tr>
<tr>
<td>--------------</td>
<td>----------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>The basics</td>
<td>Select a place</td>
<td>Leave blank or fill in as desired - recommend leaving blank if you are meeting at a hard to find location. Participants have gotten lost trying to find the trailhead by relying on information in the “Select a place” field so it’s better to avoid confusion by leaving it blank and provide detailed directions to the trailhead with separate correspondence.</td>
</tr>
<tr>
<td>The basics</td>
<td>How to find us</td>
<td>Leave blank or fill in as desired.</td>
</tr>
<tr>
<td>The basics</td>
<td>Details</td>
<td>Enter hike description, photos, registration instructions etc. Suggested topics shown in template. Recommend sending an e-mail containing hike specific information (what to bring, meeting place and time etc.) to participants a week before the hike in lieu of putting it in this space.</td>
</tr>
<tr>
<td>Who’s hosting this Meetup?</td>
<td>NA</td>
<td>Check blocks to select hike leaders.</td>
</tr>
<tr>
<td>Automatically repeat this Meetup</td>
<td>NA</td>
<td>Select “Don’t repeat”</td>
</tr>
<tr>
<td>Charging for this Meetup?</td>
<td>NA</td>
<td>Leave blank</td>
</tr>
<tr>
<td>RSVP settings</td>
<td>Attendee limit</td>
<td>Select/enter “Limited to 1 attendees”. This gives the leaders complete control of the attendee list and prevents participants from automatically being signed up.</td>
</tr>
<tr>
<td>RSVP settings</td>
<td>Waitlist</td>
<td>Select “Waitlist”</td>
</tr>
<tr>
<td>Tab Title</td>
<td>Tab Item</td>
<td>Instructions</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>-----------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>RSVP settings</td>
<td>Members can RSVP Starting</td>
<td>As desired</td>
</tr>
<tr>
<td>RSVP settings</td>
<td>Members can RSVP until</td>
<td>As desired</td>
</tr>
<tr>
<td>Email Settings</td>
<td>All</td>
<td>Automatic reminders to members not recommended, notifications to host is set per leaders' preference.</td>
</tr>
<tr>
<td>Ask questions when members RSVP</td>
<td>NA</td>
<td>Recommended RSVP questions are included in template, modify to suit your individual needs.</td>
</tr>
</tbody>
</table>

- When you are done editing either click on “Schedule this Meetup now” if you are ready to go live or “Save draft” to post at some later time. You will also see prompts for announcing the hike, it is your choice whether to announce or not. If the hike is a long ways away it may be better to let the attendees find it. See the discussion below regarding attrition.
- **IMPORTANT REMINDER:** Remember to also post and obtain approval for the hike on the AMC web site as this is a club requirement. Include a statement similar to the following in the posting on the AMC web site: Please register for this hike at the following location: [http://www.meetup.com/Hike-with-AMC-NH/](http://www.meetup.com/Hike-with-AMC-NH/) Note: The AMC web site will automatically turn this URL into a link. This link will take the person to our Meetup group. As an option you may also include the actual URL for your Meetup event and then the link will take the person directly to the Meetup page for your hike. Example: [http://www.meetup.com/Hike-with-AMC-NH/events/164703882/](http://www.meetup.com/Hike-with-AMC-NH/events/164703882/)

**TOOLS FOR MANAGING THE EVENT AFTER POSTING**

- Open up the applicable Meetup event.
- To change the event details, click on “Edit” (located just below event title). Remember to click “Change details” at bottom of page or you will lose your work if you exit the page.
- To cancel the event, click on “Cancel” (located just to the right of “edit”).
- Click on the “Tools” pulldown menu (located to the right of the event title just above the list of attendees) to access important event management tools. Actions you can perform in the Tools section are as follows:

<table>
<thead>
<tr>
<th>Pulldown Menu</th>
<th>Pulldown Menu Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tools</td>
<td>Edit RSVPs</td>
<td>This is where the leaders can control who is on the attendee list. Example: To move someone from the waitlist to the attendee list click the Waitlist tab and click “RSVP Yes” for the person you want to add.</td>
</tr>
<tr>
<td>Tools</td>
<td>See Answers</td>
<td>Allows leaders to view answers to the RSVP questions.</td>
</tr>
<tr>
<td>Tools</td>
<td>Close to RSVPs</td>
<td>Prevents further members from RSVPing.</td>
</tr>
<tr>
<td>Tools</td>
<td>Print attendee list</td>
<td>Displays roster in a printable format. Recommend use of “Download attendee list” instead as it allows better control of format.</td>
</tr>
<tr>
<td>Tools</td>
<td>Download attendee list</td>
<td>Allows downloading roster information; user can then modify and print out in desired format.</td>
</tr>
<tr>
<td>Tools</td>
<td>Print name tags</td>
<td>Self explanatory</td>
</tr>
<tr>
<td>Tools</td>
<td>Email Attendees</td>
<td>Allows sending e-mail to persons on attendee and/or waitlist.</td>
</tr>
</tbody>
</table>
CLEANING UP THE WAITLIST

- It is beneficial to keep the waitlist cleaned up; some participants may not sign up if they see a long waitlist even though the people currently on the waitlist haven’t followed through to complete registration. Recommend that if people are on the waitlist and haven’t completed the registration process that you send them a message such as: “This is a friendly reminder to please complete the registration process as indicated on the page for the hike. If I don’t hear from you by Friday I will assume you are no longer interested and move your name off the waitlist.”

THE SCREENING PROCESS

- Participants who belong to other Meetup Groups and haven’t hiked with the AMC may not understand how our hikes are run. There isn’t a lot of consistency in some of the other Meetup hiking clubs; the style of individual leaders run the gamut from AMC-like to a free-for-all.
- When you are conducting your phone screening please take the time to explain how we conduct our hikes to make sure the person has a clear understanding of what to expect.
- In addition to reviewing RSVP questions you can also click on the person’s name, this will bring you to their profile where you can review the person’s attendance history. (The link to the person’s attendance history is located at the bottom of their profile.)

WHAT TO DO IF SOMEONE DOESN’T WANT TO REGISTER VIA MEETUP

- Provide some healthy encouragement including helping them to see the benefits (better communication, photo album etc.). Point out to them they can even set up a separate e-mail account to interface with Meetup if they have any big brother type concerns.
- If someone downright refuses let them participate anyway and just communicate with them via e-mail. If you use the “download attendee list” feature to you can manually add their registration info to the roster.

WHEN THE HIKE IS FULL

- Delete this from hike details: “This hike still has openings. You are welcome to register by joining the waitlist and calling XXXXX XXXXX as indicated below.”
- Add the following in its place: “There is a waitlist for this hike, feel free to join the waitlist and I will contact you if a spot opens up.”

APRÈS HIKE

- The community building aspect of Meetup is one of its greatest strengths. When the event is complete you should send a thank you message and ask/remind participants to post some pictures on the event’s Meetup page.
- It is a great way for the group to share pictures as both the photo upload and download processes are very user friendly. Note that the photo album upload/download options automatically appear when the event completes.
- Update the attendance in the “Edit Attendance” section under the “Tools” tab. If someone is a no-show please indicate as such.
THE DOWNSIDE OF MEETUP: ATTRITION

- If it is easy for a participant to sign up for an event it is also easy for them to be a no show. Attrition is a significant issue that exists with the Meetup groups. Once we build a decent membership size you will likely find that as soon as a hike is announced you will be inundated with people pushing buttons on smart phones to sign up for the hike. Those are the same folks that will sign up for every other event that gets announced and then decide on Friday night which one of the events that they signed up for they will actually attend.

- The best mitigation strategy is to require participants to make an investment up front. Properly answering the RSVP questions is the first step.
- Calling you and making it through phone screening is the second step. This usually thins out the herd fairly well, folks that make it this far are usually interested in attending.
- A third step that you can help with is please take the time after the hike to update the attendance (“Edit Attendance” section under the “Tools” tab) and charge the no-shows with a no-show.
- We don’t need to blacklist anyone but another screening tool is to check the participant’s attendance and general hiking history and ask some pointed questions during screening about previous no-shows.
AMC Accident/Incident Reports

This is a club-wide report form to be used if you have “any injury or incident to a program participant that significantly impacts the participant’s experience.” The form is called the “VOLUNTEER ACCIDENT/INCIDENT REPORT FORM”. The following guidelines should be used to determine when it necessary to document an incident or accident that occurred on an AMC sponsored hike:

If, in the course of any activity, an accident or incident occurs that meets either of the following criteria, the leader must file a report as soon as possible with a NH Chapter Excursions Committee Co-Chair and with the Leadership and Volunteer Relations Department in Boston, MA.

1. Incident response involves the use of outside agencies (police, hospital, emergency response, search and rescue, etc.)
2. Participant involved in incident receives professional medical care (to the knowledge of the leader), is recommended professional medical care by the leader, or refuses the offer or recommendation of professional medical care.
3. In addition, a leader may file an incident report under other circumstances at his or her discretion. A leader should consider the emotional and physical welfare of any participants involved in the incident, their attitudes towards the incident, and any potential for future complaints or lawsuits.

WMNF Summary of Use (SOU) Reports

Whenever a hike is conducted within the boundaries of the White Mountain National Forest, the hike Leader is required to fill out and submit a WMNF Summary of Use Report to the U.S. Forest Service.

Among other things, the Forest Service uses these forms to judge how many WMNF Outfitter/Guide permits should be issued to the chapter. It is very important that you fill them out and send them in within 2 weeks of the hike date. Email is preferred!

The form is pretty basic, but some of the areas may need some explanation:

Name of AMC Chapter: NH Chapter
Hike Leader Name(s): List ALL Leaders for the hike. If there was more than one leader on the hike, note it on the form.
Contact Number or Email Address: Hike Leader’s Phone Number or Email Address.
Please circle the type of use for your hike: Most will be “summer hiking” or “winter hiking” An overnight backpack would also be considered “hiking”.
Date(s) of Hike:
Location(s): The USFS needs to know the specific trails and/or facilities used. Example: “Mt Bond via Wilderness and Bondcliff trails and Guyot shelter/campsite.”
# People: The number of your participants. Do not include yourself or your co-leader.
# Days: Number of days for the hike (most will be just 1 day).
Total Service Days (# people X # days): Multiply the number you entered for # Days by the number you entered for # People.
If you need electronic versions for emailing, please email excursionsnh@amc-nh.org, or go to http://groups.yahoo.com/group/NHtripleaders/files/. This is the files section of the NH Tripleaders Yahoo group. Look in the AMC Club Documents folder, click on the desired document to download it to your computer. Save the document where you can find it.

Each time you fill out the SOU document for a hike, save it with a new name. “Bonds Hike”, “Monroe Hike”, etc. Please email the SOU document within 2 weeks after each hike to the two addresses on the form.
**APPALACHIAN MOUNTAIN CLUB**

**VOLUNTEER ACCIDENT/INCIDENT REPORT FORM**

Subject Name: ___________________________ D.O.B. _______ Male/Female (circle one)  
Subject Address: ________________________________________________________________
City: ___________________________  State: _______  Zip: ___________________________
Phone: (____) ___________________________  Activity/Facility: ___________________________
Date/Time of Incident: ___________________________  Location of Incident: ___________________________
Trip Leader: ________________________________________________________________

**WEATHER**
Temp:(F)_____ Precip:_____________ Wnd:(mph)__________ Visibilty:________________________

(Select One)  
- Injury  
- Illness  
- Other

Outcomes of Incident:
1. Did subject leave activity, facility or event? Yes/No  Date:_____
2. Was outside assistance used? Yes/No  Date:_____
3. Did subject go to a medical facility? Yes/No  Date:_____
4. Did subject return to activity or facility? Yes/No  Date:_____

**LOCATION OF INJURY**
- Head  
- Eyes  
- Face  
- Mouth  
- Neck  
- Shoulder  
- Chest  
- Upper Back  
- Lower Back  
- Abdomen  
- Pelvic Area/Hips  
- Genitalia  
- Upper Arm  
- Elbow  
- Lower Arm  
- Wrist  
- Hand  
- Finger  
- Buttock  
- Upper Leg  
- Lower Leg  
- Knee  
- Ankle  
- Foot  
- Toe

*Circle One, Patient’s: Right / Left / Midline of Body*

**RESPONSE**
- Were bodily fluids spilled? YES / NO
- If yes, were universal precautions followed? YES / NO

*(See below)*

**ACTIVITY AT TIME OF INCIDENT**
- Sailing
- Cooking
- Camping
- Day Hike
- Trail Work
- X/C Skiing
- Other: ___________________________

- Road Biking
- Ice Climbing
- Backpacking
- Snowshoeing
- Sea Kayaking
- Vehicle Travel
- Flatwater Canoeing
- Whitewater Kayaking
- Whitewater Canoeing
- Group Initiative
- Winter Camping
- Mountain Biking
- Backcountry Skiing
- Technical Rock Climbing
- Social Event (dinner, movie etc)

**Universal Precautions - re Blood and Bodily Fluids**
- Use impermeable gloves if blood or body fluids containing visible blood are anticipated.
- Stop the bleeding, cover the wound and change the uniform if contaminated with excessive amounts of blood.
- Wash hands and skin after contact with blood.
- Clean any surfaces or equipment with appropriate disinfectant and clean clothes or skin with soap and water or an appropriate antiseptic.
- Use proper disposal procedures for contaminated clothing and equipment.
- Use a ventilation device for emergency resuscitation.
- Avoid direct contact with patient if you have an open skin condition.
- Follow accepted guidelines for control of bleeding and for any body fluids containing visible blood.
- Encourage all participants to use individual water bottles.

~ CONTINUED ON REVERSE ~

Page 1 of 2  
Risk Management Team 10/15/05

AMC-NH Hike Leader Handbook Page 37 of 75.
Appalachian Mountain Club Volunteer Accident/Incident Report Form

Subject Name: ________________________________

Narrative: In the following space please provide a brief, factual account of this accident.
Describe any and all symptoms of injury and/or illness that subject exhibited.
Describe your response to the accident and/or your treatment of the patient.
Attach any patient care forms, Search and Rescue (SAR) forms, and/or photos.

Report Prepared By: __________________________ Position: ________________________

Witnesses:
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Outside Agencies Involved: __________________________

Signature: __________________________ Date Report written: __________

TRIP PARTICIPANTS

Narrative: Provide an account of your involvement in this accident.
(Additional participants who can provide additional information should attach their narrative on a separate piece of paper)

Participants Signature: __________________________ Date: __________

When completed, send copy to:
Aaron Gorban
Leadership Training and Risk Management Manager
AMC Highland Center
General Delivery Route 302
Bretton Woods NH 03575

Provide Additional Copy to:
Sponsoring Committee Chair _____ Chapter Chair _____ and/or Facility Safety Committee _____

Page 2 of 2

Risk Management Team 10/15/05
Name of AMC Chapter: New Hampshire

Trip Leader Name(s): 

Contact Number or Email Address: 

Please complete the chart below indicating your use of the White Mountain National Forest. Please return within 2 weeks of completing your trip. **Please be specific when listing the location, list all trails and/or shelters used.** We track use on the Forest by the type and the trails and/or shelters used so it is important to be specific.

Please circle or ENLARGE the type of use for your trip:
summer hiking  mtn biking  rock climbing  boating  fishing  hunting  mountaineering
winter hiking  x-c skiing  snowshoeing  snowmobiling  alpine skiing  ice climbing
dog sledding  avalanche course or training  other ____________________________

Please note:
# People: Fill in the number of participants - do not include trip leaders (you specified those above).
# Days: Any half-days count as full days.

<table>
<thead>
<tr>
<th>Date(s) of Trip</th>
<th>Location(s) (List the specific trail &amp;/or shelter used)</th>
<th># People</th>
<th># Days</th>
<th>Total Service Days (# people X # days)</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

Please e-mail this form to mleberman@fs.fed.us and alex@nedzel.com.

Alternatively, you can e-mail Alex with your trip details and then snail-mail the form itself to ➔

White Mountain National Forest Headquarters
Marianne Leberman
71 White Mountain Drive
Campton, NH 03223
Excursions Committee Meetings

The Excursions Committee holds meetings several times a year at either The Presidential Oaks at 200 Pleasant St, Concord, NH or the Hooksett Public Library, 31 Mt St Mary’s Way, Hooksett, NH. At these meetings the Excursions Co-Chairs and hike leaders can make important announcements, share news, and discuss issues which have come up.

The meetings are open to all NH Chapter Hike Leaders and are a great place to find a co-leader if one is needed for your Hike. All Leader Candidates are encouraged to attend. If you have completed the leadership training and are looking to start your mentored hikes, it’s a great place to get connected to Mentors.

This is a good chance to socialize with fellow leaders. There is usually an agenda of interest to leaders.

Driving Directions to the Presidential Oaks:

From North: Follow I-93 South to Exit 14. At bottom of ramp, take a right onto Bridge St. Turn left onto Main St. and follow to Pleasant St. (1st traffic light). Take a right onto Pleasant St. Follow Pleasant St. for several blocks until you come to Concord High School on the right at a major intersection. Go straight through lights 100 feet. Presidential Oaks is on the right side of the street. See “From All Directions”.

From South: Follow I-93 to I-89 to Exit 2. At bottom of ramp, take a right onto Clinton St. and follow to South Fruit St. (approx. 1 mile). Take a left onto South Fruit St. and follow to stoplight (Pleasant St.). Take a left onto Pleasant St. Presidential Oaks is on the right side of the street, about 100 feet from intersection. See “From All Directions”.

From East: Follow Routes 4/9/202 to I-393. Follow to traffic lights at Main St. and turn left onto Main St. Follow to Pleasant St. (4th traffic light). Take a right onto Pleasant St. Follow Pleasant St. for several blocks until you come to Concord High School on the right at a major intersection. Go straight through lights 100 feet. Presidential Oaks is on the right side of the street. See “From All Directions”.

From West: Follow I-89 to Exit 2. At bottom of the ramp, take a right onto Clinton St. and follow to stoplight (approximately 1 mile). Take a left onto South Fruit St. and follow to stoplight (Pleasant St.). Take a left onto Pleasant St. Presidential Oaks is on the right side of the street, about 100 feet from intersection. See “From All Directions”.

From All Directions: After turning on to or continuing thru the traffic lights at Pleasant & Fruit streets, take a right onto Minot St. IMMEDIATELY turn left (between two stone pillars) into the driveway and immediately right into the parking lot (lower level). The entrance is under the portico. It is locked after 7 pm, so if you’re late you may have to knock on the door until one of us hears you and opens it! We meet in the Board Room straight ahead on the right.
Directions to the Hooksett Public Library from I93, Exit 11:

At the stop sign after tollbooth turn left. Down the hill to the flashing red light, turn left and go straight for 1/2 mile. Turn right - in about 1 mile pass the large Cigna building on the right. At the light, cross US3, and shortly make a left on St Mary’s Way. The large older building complex is an old school and the Library is just beyond that. Drive past the Library, swinging around to the back. Park at the lower level and enter thru rear door.
New Hampshire Chapter AMC Excursions Committee

Mentor Program Overview & Leader Board

The Hike Leader Mentor Program was instituted in the NH chapter in 1998. The purpose of the program is to ensure that person who desires to become a Hike Leader for the NH Chapter will have the proper training and experience. The ultimate goal is to provide all participants in NH Chapter Excursions Committee hikes with a fun, informed, and above all, safe experience.

Once a Leader Candidate (LC) meets all the prerequisites, he/she must begin a series of hikes under the guidance of Mentors. These hikes are designed to give the LC a wide range of experience. With each hike, an increasing level of responsibility placed on the LC. To ensure that he/she gets a varied experience and is exposed to different styles of leadership, a different Mentor is required for each hike.

To oversee the operations of the Hike Leader Mentor Program, a Leader Board of Acceptance was formed. The responsibility of this board is to receive the completed Mentor’s Evaluation Form (Part 13). The board evaluates, accepts/disapproves or recommends further training for LCs.

The members of the Board of Acceptance are, as of December, 2015:

- Ed Hawkins
- Kevin Rooney
- Bob Humphrey
- David Ross
- Tim Kennedy
- Rick Silverberg
- John McHugh
- Beth Zimmer
- Wanda Rice

An LC must be approved by a majority vote of the Board of Acceptance before he/she can become an approved Hike Leader for the New Hampshire Chapter. The business of the board may be conducted by telephone or email.
AMC – NH Chapter Excursions Committee

Hike Leader Mentor Program

Leader Candidate Requirements

Prerequisites: Before any mentored hikes can take place, a Leader Candidate (LC) must fulfill the Universal Prerequisites for All Leader Candidates and also complete climbing the prerequisite peaks applicable to the leadership class as described in Part 1 of the Leader Handbook.

Mentored Excursions: Once the above prerequisites have been met, a LC must co-lead a minimum of 3 official NH Chapter Excursions Committee hikes. Each hike must be done with an approved hike leader of the NH Chapter Excursions Committee acting as a mentor. The mentors will evaluate the LC on each hike using the criteria listed below. Progress and performance shall be recorded on the Mentor Evaluation Form (Part 13).

- Timeline
  - Successful completion of NH Chapter Leadership Training Course
  - First mentored hike within 3 years of course completion
  - Completion of 3 mentored hikes within 2 years of 1st mentored hike

- A LC must have a different Mentor for each mentored hike. Mentors can be any approved NH Excursions Committee Hike Leader that is qualified to lead excursions of the type being done.

- Each mentored hike must be published on the AMC website using the online hike listing website at http://activities.outdoors.org/admin/login/. Hikes must be submitted at least two weeks in advance of the date of the hike.

- A LC’s first 3 mentored hikes will be conducted as follows:
  - FIRST HIKE: The LC will co-lead the hike, and will be listed as Co-Leader in the online write-up. The LC may screen participants by telephone. The LC may participate to the best of his/her ability in all other aspects of the hike.
  - SECOND and THIRD HIKES: The LC will be listed with the Mentor as a leader for each of these hikes and will manage and execute all aspects of the hike. The Mentor will provide guidance and also retains ultimate responsibility for the hike.
Additional Requirements for Class 1 Leader Candidates:
- A LC for Class 1 must complete all mentored hikes in the calendar winter season, defined as the Winter Solstice to the Spring Equinox.
- The three mentored hikes must be to peaks above 4000 feet in elevation.

Additional Requirements for Class 2 Leader Candidates:
- A LC for Class 2 must complete all mentored hikes in the calendar spring, summer, or fall seasons. Additionally, hikes cannot go where winter conditions are likely to be encountered.
- The three mentored hikes must be to peaks above 4000 feet in elevation.

Additional Requirements for Class 3 Leader Candidates:
- All mentored hikes for Class 3 must be conducted according the criteria specified for this class.
- A LC for Class 3 Three-season must complete all three mentored hikes on or between May 1 and Oct. 31.
- A LC for Class 3 Winter must complete all three mentored hikes during calendar winter, defined as between the Winter Solstice and the Spring Equinox.

Using the Mentor Evaluation Form:
It is the LC’s responsibility to ensure that the Mentor Evaluation Form (Part 13) is completed after each hike that he/she co-leads.
- The LC must present the form to the Mentor at the end of the hike and the Mentor will complete only the area applicable to the hike number on the form.
- It is advisable to take some time at the end of a hike to discuss what went well and what needed improvement. This can best be done in a relaxed environment.
- At the end of each hike, the mentor will generate a written evaluation of the LC’s performance. The evaluation should be done in a constructive manner that includes suggestions for improvement. Leadership technique, trip planning, trail etiquette, decision-making and applicant screening are among the topics that should be addressed.
- When the Mentor Evaluation Form has been completed it is the responsibility of the LC to submit the form to the Excursions Co-Chair for approval by Hike Leader Board of Acceptance.
- It is the Board’s sole discretion to grant or deny Hike Leader status. The Board may also assign additional requirements to the LC as it sees fit before a final decision is made.
AMC – NH Chapter Excursions Committee

Hike Leader Mentor Program

Requirements for Mentors

• A Mentor must be an approved NH Chapter Excursions Committee Hike Leader.

• A Mentor may act as a Mentor only if he/she is qualified to act as a Hike Leader for that particular excursion.

• A Mentor must be willing to observe, evaluate, and discuss with Leader Candidates (LC) his/her observations and recommendations.

• A Mentor must be willing to verify that the leader candidate has met all prerequisites to participate in the Mentor Program by contacting an Excursions Co-Chair.

• Mentors can conduct only one hike with a given LC.

• Mentors must know prior to co-leading a hike whether this is the LC’s first, second, or third excursion. Mentor and LC roles and responsibilities for each hike are delineated in Part 11.
AMC – NH Chapter Excursions Committee  
Mentor Evaluation Form

Leader Candidate: _______________________________________________________
Address: _______________________________________________________________
E-mail: __________________________________ Phone: _______________________

Leader Candidate is being evaluated for leadership class: 1 2 3  
(circle only one)

The Leader Candidate….. (Mentor check appropriate box in column 1, 2 or 3 as applicable)

<table>
<thead>
<tr>
<th>Hike Number</th>
<th>YES</th>
<th>NO</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>1. has appropriate gear.</td>
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<td></td>
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<tr>
<td>2. is prompt at the trailhead.</td>
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<tr>
<td>3. shows good attitude.</td>
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<tr>
<td>4. communicates well with the participants.</td>
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<tr>
<td>5. is aware of participants’ physical condition.</td>
<td></td>
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<td>6. demonstrates good mountain safety practices.</td>
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<tr>
<td>7. observed Mentor’s leadership techniques.</td>
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<tr>
<td>8. discussed leadership techniques with Mentor.</td>
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<tr>
<td>9. showed good group dynamics.</td>
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<td>10. showed good group introductions at trailhead.</td>
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<tr>
<td>11. set a good group pace.</td>
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<tr>
<td>12. determined appropriate group breaks.</td>
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<td>13. set a reasonable turn around time.</td>
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<td>14. thoroughly researched and planned out the hike route.</td>
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<td>15. set an appropriate meeting place and start time.</td>
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<td>16. is good at screening participants by telephone before the hike.</td>
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<tr>
<td>17. is good at checking for proper equipment at the trailhead.</td>
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<td>18. is good at observing participants for signs of problems.</td>
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<td>19. is good at discussing trail etiquette.</td>
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<td>20. is good at discussing group safety.</td>
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The Mentor recommends approval of the Leader Candidate as a Hike Leader for the New Hampshire Chapter of the AMC.

Hike #1 Destination: _______________________ Date of Hike: ______________
Mentor Name: _______________________ Signature: ______________________

Hike #2 Destination: _______________________ Date of Hike: ______________
Mentor Name: _______________________ Signature: ______________________

Hike #3 Destination: _______________________ Date of Hike: ______________
Mentor Name: _______________________ Signature: ______________________

(Mentors, please write comments on the back of this form or submit as addendums)

### AMC NH Chapter - List of Qualifying Peaks for Class 1 & 2 Leadership

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**WMG** AMC White Mountain Guide (27th & 28th editions)

**SNH** AMC Southern New Hampshire Trail Guide (2nd edition)

In addition to other requirements, Class 2 leadership in the AMC NH Chapter must have traveled to at least 24 of these destinations. And persons aspiring to Class 1 leadership in the AMC NH Chapter must have traveled to at least 24 of these destinations in the calendar winter season. If there are any peaks you have climbed that are not listed here, but you want to have them considered as “Equivalent Peaks”, please list them on the back of this form.
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WMG=AMC White Mountain Guide (27th edition)  SNH=AMC Southern New Hampshire Trail Guide (2nd edition)  In addition to other requirements, persons aspiring to Class 3 leadership in the AMC NH Chapter must have traveled to at least 24 of these destinations.
Instructions for the Use of the
AMC VOLUNTEER-LED ACTIVITIES
ACKNOWLEDGMENT AND ASSUMPTION OF RISKS & RELEASE AGREEMENT

Since October 1, 2004, the AMC has required the use of the “AMC Volunteer-Led Activities Acknowledgment and Assumption of Risks & Release Agreement” form. The form is otherwise known as the “Waiver”, “Release Agreement”, “Release Form”, or the “Liability Release”.

The use of this form is MANDATORY for ALL volunteer lead activities.

The form will be used for all volunteer led NH Chapter activities. By “Activity” they mean day hikes, multi-day hikes, walks, bike trips, and workshops. Basically anything Excursions Committee Hike Leaders do other than social events, presentations, and meetings. The Release is designed to be signed at the start of the hike but you may also send it to participants in advance to give them a chance to read it. The current version of the form should say “Revised December, 2009” in the lower right corner.

Instructions for Use
- In the “Chapter / Activity” space on the top of the form, indicate that it is the NH Chapter and then a few words to identify the particular hike. For example: “NH / Mt. Garfield”, “NH / Family Group, Mt Monadnock”, or “NH / Hut Night, Galehead Hut”.
- In the “Leader(s)” space, list all of the hike/activity Hike Leaders. Hike Leaders that are listed in the Leader(s) space are not required to sign the form in the one of the 10 lines on the bottom half of the page.
- In “Trip Date(s)” space, list the date of the hike or date range if it is a multi day hike.
- All hike participants must be listed in the one of the 10 lines provided on the bottom half of the page. Each participant should print and sign his/her name, and enter the date where indicated. Participant signatures are required. If they don’t sign, they don’t go on the hike. The Emergency Contact Phone # is optional information. You may partially fill out the form with printed names and contact numbers prior to the event to speed up the signing process if you like.
- If a minor is old enough to read and sign the form, he/she may do so at the Leader’s discretion. If a minor is too young to read and sign the form, a parent or supervising adult should write the minor’s name and provide emergency contact information. In either case, the parent or supervising adult must sign the form for the minor in the “Signature of parent/s of Participating Minor Child” space. This signature would be in addition to the parent’s or supervising adult’s signature on his/her own separate line of the form.
- If you require more than 10 lines to enter participant name, use as many additional forms as you require. The appropriate Chapter/Activity, Leader(s), and Hike Date(s) information must be completed on every form you use. Do not add more lines to the form or use the blank back side of the form. But you may use the back side if you print the form in its entirety on the back side too. Do not alter the form in any way. The Release Agreement is a legal document and any changes may affect its legal value.
At the completion of the hike, the completed forms are to be sent to the address listed on the bottom of the form: AMC Volunteer Release Agreement, 5 Joy St., Boston, MA 02108. You are not required to mail in the form at the completion of every hike. Forms can be mailed as often as it is convenient for you but they ask that you mail the forms to the AMC Boston office at least twice each year.
Release Agreement for AMC Volunteer-led Activities
Frequently Asked Questions & Information
for AMC leaders, co-leaders, and committee chairs

Adapted from the AMC Outdoor Leadership Development Committee FAQ sheet dated 4/28/02

When should I use this Release Agreement? The Release Agreement can be used for any volunteer-led outdoor activity – a day hike, a backpack, a canoe trip, a work day, etc. The Release is designed to be signed at the start of the trip but you may also send it to participants in advance to give them a chance to read it.

Am I required to use this Release Agreement? Use of the Release Agreement is required. All leaders in that chapter or committee must use the Release Agreement on all appropriate activities. Leaders of Interchapter Excursions should follow the guidelines of the chapter activity committee approving their trip.

If the committee I lead trips for decides to use the Release Agreement, can I still not use it? No, – each individual leader must use the Release Agreement. The Outdoor Leadership Development Committee encourages each leader to use the Release Agreement to inform participants and to provide legal protection to individual volunteers and to the AMC as a whole.

Who does this Release Agreement cover? Currently, AMC liability insurance covers any leader of an AMC trip acting in accordance with the “Leadership Requirements and Guidelines.” Use of the Release Agreement will provide additional coverage to these leaders.

Can I alter the Release Agreement or allow a participant to alter it? No – the Release Agreement is a legal document and should not be altered. It has been written and revised carefully and any changes may affect its legal value.

What should I do if someone refuses to sign the Release Agreement? It is required that everyone participating in your activity to sign it. You, as the leader, have the obligation to ask someone who will not sign the Release Agreement to not participate in your activity. It’s always a good idea to let the participants know in advance that we have a new waiver to sign for our activities.

Do people who participate in AMC activities frequently have to sign the Release Agreement each time they go on an outing? Yes – the Release Agreement specifies an activity, leader(s), and date(s). Because this will be different for each activity someone participates in, they should sign the Release Agreement each time. This also provides you with the name and emergency contact for each individual - information that could be valuable in an emergency.

Why does the Release Agreement specify that legal proceedings must be filed in Massachusetts? Am I still covered if I lead activities in other states? The Release Agreement specifies legal proceedings must be filed in Massachusetts to ensure that the legal protection provided by the AMC liability insurance is effective. The AMC liability insurance is designed to cover AMC trips, and the Massachusetts legal system is where the AMC is headquartered. If you lead an activity in another state, the insurance may provide some coverage, but it is not as comprehensive as the coverage provided in Massachusetts. It is important to review the details of your trip insurance to determine if you are covered in other states.
Agreement will protect leaders regardless of the state in which they live or the state in which their activities are being run. The Release Agreement designates Massachusetts as the state in which any legal action against the AMC will take place because the AMC is incorporated and based in Massachusetts. AMC legal counsel is located in Massachusetts and is most familiar with the laws of the state and would ask for a “Transfer of Venue” to Mass. Jurisdiction.

**Should minors sign the Release Agreement?** As a reminder, AMC Trip Policy, printed in each issue of AMC Outdoors, states that “in order to participate in Club activities, individuals under 18 years of age must be accompanied by a parent or responsible adult, and obtain prior consent from the trip leader. Those accompanying minor are responsible for minor’s actions.”

If a minor is old enough to read and sign the Release, they should be asked to do so at the leader’s discretion. Even if the law may treat minors differently in the event of legal action, they should still be made aware of the risks involved in an activity and acknowledge those risks. If a minor is too young to read and sign the form, a parent or supervising adult should write the minor’s name and provide emergency contact information. In either case, the parent or supervising adult should also sign the form for the minor in the space on the far right side of the form. This signature would be in addition to the parent’s or supervising adult’s signature on their own separate line of the form.

**Why are the forms mailed to the AMC Boston office?** Because of the potential for legal action to be taken years after an incident, forms are mailed to the Boston office for long term storage purposes. The participant names will not be used for any purpose.
AMC VOLUNTEER LED ACTIVITIES - MEMBER
ACKNOWLEDGMENT AND ASSUMPTION OF RISKS & RELEASE AGREEMENT

Date: Leader: Chapter: Activity:

PLEASE READ THIS ENTIRE DOCUMENT (hereafter ‘Document’) CAREFULLY BEFORE SIGNING. All participants must sign this Document. For participants under 18 yrs. of age (hereafter sometimes ‘minor’ or ‘child’), parents or legal guardians (hereafter collectively ‘parents’) must also sign. In consideration of the services of the Appalachian Mountain Club, Inc., a charitable, not-for-profit corporation, organized and existing under the laws of Massachusetts, and its chapters, including all officers, directors, employees, representatives, agents, independent contractors, volunteers (including leaders and co-leaders), members and all other persons or entities associated with it (collectively referred to in this Document as ‘AMC’), I (participant and parents of a minor participant) acknowledge and agree as follows:

AMC volunteer-led educational and/or adventure activities may include, but are not limited to hiking, backpacking, camping, biking, skiing, maintenance of trails and facilities, mountaineering, rock and ice climbing, canoeing, kayaking, sailing, use of AMC huts or other facilities and transportation or travel to and from activities (referred to in this Document as ‘activities’ or ‘these activities’). The leaders of these activities are volunteers. They are not paid professional guides or leaders. In all activities, all participants share in the responsibility for their own safety and the safety of the group. Participants and parent’s (and minors) take responsibility for having appropriate skills, physical conditioning, equipment and supplies for these activities.

These activities include inherent and other risks, hazards and dangers (referred to in this Document as ‘risks’) that can cause or result in injury, property damage, illness, mental or emotional trauma, paralysis, disability or death to participant or others. Some, but not all of these risks include: hazardous and unpredictable ground, water or weather conditions; misjudgments made by leaders, co-leaders, participants or others; travel in remote areas that can cause potential delays or difficulties with transportation, evacuation and medical care; equipment that can fail or malfunction, the potential that the participant or others (e.g. co-participant, driver, medical and rescue personnel) may act carelessly or recklessly. I understand that AMC cannot assure participant’s safety or eliminate any of these risks. Participant voluntarily participating with knowledge of the risks. Therefore, participant and parents assume and accept full responsibility for the inherent and other risks (both known and unknown) of these activities, and for any injury, damage, death or other loss suffered by participant, resulting from those risks, and/or resulting from participant’s negligence or other misconduct.

I (adult participant, and/or Parents for themselves and for and on behalf of their participating minor child) agree to release and not to sue AMC (as AMC is defined above) in regard to any and all claims, liabilities, suits, or expenses (including reasonable costs and attorneys’ fees) (hereafter collectively ‘claim’ or ‘claims”), including claims resulting from AMC’s negligence (but not its gross negligence or intentional or reckless misconduct), for any injury, damage, death or other loss to me or my child, in any way connected with my or my child’s enrollment or participation in these activities, or my use of AMC equipment, facilities or premises. I understand I agree here to waive all claims for my child may have against AMC, and agree that neither I, my child, or anyone acting on my or my child’s behalf, will make a claim against AMC.

I (participant and parents of a minor participant) agree that the substantive laws of Massachusetts govern this Document and all other aspects of my relationship with AMC, and that any mediation, suit, or other proceeding must be filed or entered into only in Massachusetts. This Document is intended to be interpreted and enforced to the fullest extent allowed by law. Any portion of this Document deemed unlawful or unenforceable shall not affect the remaining provisions, and those remaining provisions shall continue in full force and effect.

PARTICIPANT AND PARENTS OF A MINOR PARTICIPANT AGREE: I HAVE CAREFULLY READ, UNDERSTAND AND VOLUNTARILY SIGN THIS DOCUMENT AND ACKNOWLEDGE THAT IT SHALL BE EFFECTIVE AND BINDING UPON ME, MY MINOR CHILDREN AND OTHER FAMILY MEMBERS, AND MY HEIRS, EXECUTORS, REPRESENTATIVES AND ESTATE. Parents must sign below, both in their capacity as a participant, and as Parents of any minor child identified below.

Check if Under 18

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Please return this form to your committee or chapter representative when your activity is complete or mail to: AMC Volunteer Release Agreement, 5 Joy Street, Boston, MA 02108. Fax (617) 523-0722 Email: amcwaiver@outdoors.org

AMC-NH Hike Leader Handbook Page 61 of 75.
**ACKNOWLEDGMENT AND ASSUMPTION OF RISKS & RELEASE AGREEMENT**

PLEASE READ THIS ENTIRE DOCUMENT (hereafter 'Document') CAREFULLY BEFORE SINGING. All participants must sign this Document. For participants under 18 yrs. of age (hereafter sometimes ‘minor’ or ‘child’), parents or legal guardians (hereafter collectively ‘parents’) must also sign. In consideration of the services of the Appalachian Mountain Club, Inc., a charitable, not-for-profit corporation, organized and existing under the laws of Massachusetts, and its chapters, including all officers, directors, employees, representatives, agents, independent contractors, volunteers (including leaders and co-leaders), members and all other persons or entities associated with it (collectively referred to in this Document as ‘AMC’), I (participant and parents of a minor participant) acknowledge and agree as follows:

AMC volunteer-led educational and/or adventure activities may include, but are not limited to hiking, backpacking, camping, biking, skiing, maintenance of trails and facilities, mountaineering, rock and ice climbing, canoeing, kayaking, sailing, use of AMC huts or other facilities and transportation or travel to and from activities (referred to in this Document as ‘activities’ or ‘these activities’). The leaders of these activities are volunteers. They are not paid professional guides or leaders. In all activities, all participants share in the responsibility for their own safety and the safety of the group. Participants (and parent’s of minors) take responsibility for having appropriate skills, physical conditioning, equipment and supplies for these activities.

These activities include inherent and other risks, hazards and dangers (referred to in this Document as ‘risks’) that can cause or lead to injury, property damage, illness, mental or emotional trauma, paralysis, disability or death to participant or others. Some, but not all of these risks include: hazardous and unpredictable ground, water or weather conditions; misjudgments made by leaders, co-leaders, participants or others; travel in remote areas that cause potential delays or difficulties with transportation, evacuation and medical care; equipment that can fail or malfunction; the potential that the participant or others (e.g. co-participant, driver, medical and rescue personnel) may act carelessly or recklessly.

I understand that AMC cannot assure participant’s safety or eliminate any of these risks. Participant is voluntarily participating with knowledge of the risks. Therefore, participant (and parents of minors) assume and accept full responsibility for the inherent and other risks (both known and unknown) of these activities, and for any injury, damage, death or other loss suffered by participant, resulting from those risks, and resulting from participant’s negligence or other misconduct.

I (adult participant, and/or Parents for themselves and for and on behalf of their participating minor child) agree to release and not to sue AMC (as AMC is defined above) in regard to any and all claims, liabilities, suits, or expenses (including reasonable costs and attorneys' fees) (hereafter collectively ‘claim’ or ‘claim/s’), including claims resulting from AMC’s negligence (but not its gross negligence or intentional or reckless misconduct), for any injury, damage, death or other loss to me or my child, in any way connected with my or my child’s enrollment or participation in these activities, or my use of AMC equipment, facilities or premises. I understand I agree here to waive all claims for my child may have against AMC, and agree that neither I, my child, or anyone acting on my or my child’s behalf, will make a claim against AMC.

I (participant and parents of a minor participant) agree that the substantive laws of Massachusetts govern this Document and all other aspects of my relationship with AMC, and that any mediation, suit, or other proceeding must be filed or entered into only in Massachusetts. This Document is intended to be interpreted and enforced to the fullest extent allowed by law. Any portion of this Document deemed unlawful or unenforceable shall not affect the remaining provisions, and those remaining provisions shall continue in full force and effect.

PARTICIPANT AND PARENTS OF A MINOR PARTICIPANT AGREE: I HAVE CAREFULLY READ, UNDERSTAND AND VOLUNTARILY SIGN THIS DOCUMENT AND ACKNOWLEDGE THAT IT SHALL BE EFFECTIVE AND BINDING UPON ME, MY MINOR CHILDREN AND OTHER FAMILY MEMBERS, AND MY HEIRS, EXECUTORS, REPRESENTATIVES AND ESTATE. Parents must sign below, both in their capacity as a participant, and as Parents of any minor child identified below.

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<thead>
<tr>
<th>Participant Name</th>
<th>Over 18?</th>
<th>Date &amp; Signature (of guardian, if participant is under 18)</th>
<th>Name &amp; Phone Number of Emergency Contact</th>
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AMC - NH Chapter Policy Governing Activity Finances

This document establishes requirements for the accounting, reimbursement, and collection of funds for activities sponsored by the volunteer activity leaders and units of the Appalachian Mountain Club New Hampshire Chapter (AMC, NH Chapter) that require the collection of funds from activity participants. This document was approved by vote of the AMC NH Chapter Executive Committee on March 3, 2005 to be put in effect on August 1, 2005.

Important terms used throughout this document are defined below.

A **Chapter unit** is any official volunteer committee of the AMC NH Chapter. This includes the chapter as a whole, committees within the chapter (e.g. Trails, Paddling, Mountaineering, Excursions Committee), and sub-committees.

An **activity leader** is a person authorized by a Chapter unit to manage an AMC NH Chapter activity.

An **activity** is any outing, trip, event, hike, etc. sponsored by a Chapter unit. For an activity to be an official AMC NH Chapter activity, it must exist according to the qualifications set forth by the Chapter unit. For the purposes of this document, social events, basic services and meals (i.e. potluck dinners, picnics, barbecues, cocktail hours, slide shows, speaker presentations, facility stays, equipment rental) are NOT considered activities by and do NOT necessarily need to meet the requirements and guidelines listed here.

**REQUIREMENTS**

**SECTION 1 - Accounting and Reporting of Activity Finances:** For any activity that requires the collection of funds from the activity participants, an accounting of all activity income and expenditures will be provided to the NH Chapter unit responsible for the activity by the activity leaders. Receipts must be provided for all expenses of $25 or more.

**SECTION 2 - Reimbursement for Activity Leader Expenses:** Expenses eligible for reimbursement to the activity leader(s) out of the money collected from the activity participants are:

A. Any purchase made by the activity leader(s) that is directly related to the activity and made available to all activity participants. These may include, but are not limited to, lodging, transportation, food and meals, entrance fees, rental fees for equipment and meeting space.

B. Administration costs incurred by the activity leader(s) that are directly related to the operation of the activity (e.g. - postage, printing, photo copies).

C. Expenses incurred directly by the activity leader(s) in order to enable the leader’s participation in the activity; otherwise termed as “a free trip” for leader(s). Unless
otherwise specified, this does not include any services beyond those made available to all activity participants.

D. Activity leaders may not receive funds in excess of direct reimbursement for trip expenses and/or a free trip.

SECTION 3 - Money Collection:

A. Any money collected in excess of that required to cover all expenses for the activity will be either…
   i) Divided equally among activity participants and refunded to them.

OR
   ii) Turned over to the NH Chapter unit responsible for the activity to be used as the unit sees fit.

B. For trips where per-participant charges total $100 or more, the activity leader(s) must determine which excess funds disbursement method specified in Section 3A shall be employed. The chosen method shall be disclosed to all potential activity participants prior to collecting any funds for the activity.

C. If, at any time, an activity leader finds that the funds collected from participants are not sufficient to cover all expenses incurred for the activity and desires to be reimbursed for the shortfall, the activity leader shall immediately inform the applicable NH Chapter unit of the situation. The unit shall work with the activity leader(s) to determine what the best course of action will be.

SECTION 4 – Cancellation Policies:

A. For trips where per participant charges total $25 or more, the activity leader(s) must determine a clear policy regarding the refunding of funds to participants who cancel prior to the trip. The policy must be disclosed to all potential activity participants prior to collecting any funds for the activity.

B. Should an activity have to be canceled by the activity leader(s) for a legitimate reason, the activity leader(s) must refund to the activity participants all funds collected from them. It is the activity leader(s)’ responsibility to pursue refunds from all parties to whom funds have been disbursed (hotels, facilities, rental agencies, etc.). The Chapter understands that it is not always possible to collect all funds spent for reservations, down payments, and the like. In that event, the activity leader(s) shall immediately inform the applicable Chapter unit of the situation. The unit shall work with the activity leader(s) to determine what the best course of action will be.
The AMC-NH Hike Leaders’ Yahoo Group

Yahoo Groups is a service from Yahoo Internet Services that provides emailing lists and document archiving facilities. The service provides additional functions on the web site, such as calendar systems and file uploading. The basic mailing list function is available to any email address, but a Yahoo ID is required for access to other features.

The AMC-NH Hike Leaders Yahoo Group:
- the best and easiest way for Leaders to keep in touch with their peers.
- the best and easiest way for Leaders to keep up to date with on what’s going on in the Excursions Committee.
- contains every document NH Hike Leaders need, ready to download.
- only for NH Excursions Committee Hike Leaders. All Hike Leaders, or those in the process of becoming Hike Leaders, are welcome to join. The internet address for the Group’s website is:

  [http://groups.yahoo.com/group/NHtripleaders/](http://groups.yahoo.com/group/NHtripleaders/)

**How to Join:** In order to use of the Yahoo Group, you must be a member. To join, you can ask an Excursions Co-Chair to send you an invitation to your email address. You can go to the Group web site (address shown above) and click the “Join this Group” button. Or you can ask to join by sending a message to NHtripleaders-subscribe@yahoogroups.com from the email address you want to use.

Make sure you identify yourself to an Excursions Co-Chair. If you have a Yahoo nickname or “handle,” tell the Co-Chair what it is, so your application won’t be denied.

**Posting Messages:** Group members can post messages to the Group simply by addressing them to NHtripleaders@yahoogroups.com. Messages sent to this address will be sent out to all group members who desire to receive messages.

**Features Available on the Group Website to Yahoo Account Holders**

**Conversations:** View and reply to past Group emails on the “Messages” page. This is helpful if you’re looking for an email that was deleted from your personal email. Post messages directly to the group from here with the “Start Topic” link.

**Photos:** View pictures posted in the “Photos” section. Add pictures of your latest adventures to share with group members.
**Events Calendar:** View and post events here. Every effort is made to keep the calendar up to date with all the Excursions Committee events. If you have an event that you think will be of interest to other members of the group, feel free to post it. As a member, you can post events yourself. Please limit your entries to AMC, hiking, or outdoor related events.

**More:** Click on this button to see the following sections:

**Files:** View and download documents from the “Files” section, including this Leader Handbook. As a courtesy, please check with Excursions Co-Chair if you want to upload a document to the Files section.

**Links:** Find links to other AMC related web sites. Post links to sites you think the group would be interested in.

**Attachments:** Shows you the files that have been attached to messages (conversations).
NH Chapter Excursions Committee

Leadership Recognition Program

This Leadership Recognition Program has been developed to encourage NH Chapter Hike Leaders to lead more hikes each year or to volunteer in approved Chapter/Committee activities. To qualify for the program, the leader must meet the following requirements:

1. Current AMC Member in good standing
2. Class 1 to 3 NH Chapter Hike Leader
3. Active leader meeting the requirements in a calendar year for the specific recognition detailed below.

Authorized Activities Include:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Activity Level</th>
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<tbody>
<tr>
<td>Lead or co-lead one NH Chapter Excursion event day hike up to 2 overnights</td>
<td>1 per hike</td>
</tr>
<tr>
<td>Lead or co-lead one NH Chapter Excursion event which includes 3 or more overnights</td>
<td>2 per hike</td>
</tr>
<tr>
<td>Lead or Co-lead Family Weekend or other Family Activity</td>
<td>1 per hike</td>
</tr>
<tr>
<td>Lead or co-lead a WHS* Hike</td>
<td>1 per hike</td>
</tr>
<tr>
<td>Lead a session at Winter or Spring School</td>
<td>1 per session (weekend)</td>
</tr>
<tr>
<td>Volunteer at Winter or Spring School as Director, Co-Director, Kitchen crew or other role approved by Director</td>
<td>1 per Weekend</td>
</tr>
<tr>
<td>Volunteer at WHS as Director, presenter or other role approved by Director</td>
<td>1 per Weekend</td>
</tr>
<tr>
<td>Hold an office in the Excursions Committee</td>
<td>1 per year</td>
</tr>
<tr>
<td>Volunteer (greater than 4 hours) at Chapter Activity or primary speaker at Chapter sponsored event as approved by Excursions Co-chair</td>
<td>1 per activity</td>
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*WHS—Winter Hiking Series
Recognition Levels

WMNF Parking Pass or Equivalent
Any leader who has an activity level of at least 7 per year shall be qualified to obtain one free WMNF Parking Pass. The WMNF Parking Passes shall be distributed in January of each year to any leader. Each leader who submits a
completed Leadership Recognition Request Form to the Treasurer by January 15th will receive a parking pass by the end of January for the current year.

Any qualifying leader who already has a National Park Golden Age Pass shall be eligible to request reimbursement for another hiking related item or an EMS Gift Card. For those with a Golden Age Pass, reimbursement in the form of a check up to $15.00 or a $15.00 EMS Gift Card shall be provided. Each leader who submits a completed Leadership Recognition Request Form to the Treasurer by shall receive their desired check or gift card.

**Overnight Lodging**

Any leader who completes at least 7 activities in a year shall be eligible to request reimbursement for one night’s lodging under the following conditions. The Leadership Recognition Request form shall be used to request reimbursement.

1. Lodging must be necessary in order for leader to safely lead the hike. Examples include lodging in White Mountains for back to back hikes, i.e. lodging for Saturday night when the leader leads a hike on Saturday and another hike on Sunday. Also included is Bond Traverse where car spotting is done day in advance to enable an early start to complete the traverse.
2. Excursions events where fees are charged to each participant, such as WHS, Winter and Spring School and Family night are not included in this benefit as any lodging for leaders shall be included in the budget for the event.
3. Lodging costs shall be reasonable and comparable to Highland Center/ Pinkham Lodge and shall include lodging and taxes only. Meals are included only if staying at an AMC facility. For all other types of lodging, meals are excluded.

**New Leader Recognition**

As soon as a candidate is accepted as a leader, a welcome package will be mailed out containing a clip board, patch, forms and a current Outfitter Guide Contract Card.

Upon completion of the first official hike led by the new leader, he/she will be provided with a gift of nominal value as determined by Excursions Committee Co Chairs.

Revision 1.3, May 28, 2014
### Crosswalk for Leadership Approval

The Crosswalk is an "at-a-glance" guide to assist leaders from both the other NH Activity Committees as well as within Excursions.

#### Class 2 to Class 1
- 2 mentored hikes
- 24 of the approved list in winter
- 24 of the 4K
- Attendance at Cardigan School

- **Note:** 3 mentored hikes

#### Class 3 to Class 1
- 3 mentored hikes
- 24 of the approved list in winter
- 24 of the 4K
- Attendance at Cardigan School

- **Note:** 2 mentored hikes

#### Class 3 to Class 2
- 2 mentored hikes
- 24 of the approved list in winter
- 24 of the 4K
- Attendance at Cardigan School

- **Note:** 3 mentored hikes

#### Class 3 to Class 3 Winter
- 3 mentored hikes
- 24 of the approved list in winter
- 24 of the 4K
- Attendance at Cardigan School

- **Note:** 2 mentored hikes

#### Skiing Class 1
- 24 of the 4K in winter
- 24 of the approved list in winter
- 24 of the approved list
- Attendance at Cardigan School

- **Note:** 2 mentored hikes

#### Skiing Class 2
- 24 of the 4K in winter
- 24 of the approved list in winter
- 24 of the approved list
- Attendance at Cardigan School

- **Note:** 2 mentored hikes

#### Mountaineering
- 24 of the 4K in winter
- 24 of the approved list in winter
- 24 of the approved list
- Attendance at Cardigan School

- **Note:** 2 mentored hikes

#### Ice
- 24 of the 4K in winter
- 24 of the approved list in winter
- 24 of the approved list
- Attendance at Cardigan School

- **Note:** 2 mentored hikes

#### 3-Season
- 24 of the 4K in winter
- 24 of the approved list in winter
- 24 of the approved list
- Attendance at Cardigan School

- **Note:** 2 mentored hikes

#### Biking
- 2 mentored hikes
- 24 of the approved list in winter
- 24 of the approved list
- Attendance at Cardigan School

- **Note:** 3 mentored hikes

#### Paddling
- 2 mentored hikes
- 24 of the approved list in winter
- 24 of the approved list
- Attendance at Cardigan School

- **Note:** 2 mentored hikes

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**Note:** In general, must meet all standard requirements (except for the observation hikes) as that of any new hike leader.

*Where questions exist, please contact an Excursions Co-Chair and refer to the Hike Leader Handbook.*

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1 of 2

AMC-NH Hike Leader Handbook Page 69 of 75.
AMC-NH Excursions Committee By-laws

**Article I Name**

This organization shall be called the AMC New Hampshire Chapter Excursions Committee, and is herein referred to as the Excursions Committee. The term Club as used herein refers to the Corporation, the Appalachian Mountain Club ("AMC"). The term Chapter as used herein refers to the New Hampshire Chapter of the Appalachian Mountain Club.

**Article II Purpose**

The Excursions Committee shall be a Standing Committee of the Chapter and shall provide a program of general excursions and other activities not specifically covered by other Chapter committees. This committee shall ensure that all activities are conducted in a manner that promotes the safety of all participants and engenders a sense of responsibility for the ecology of traversed areas.

**Article III Membership**

**SECTION 1** Trip Leaders. Any person who has completed the process for becoming a Trip Leader for the Excursions Committee and has not had leadership privileges subsequently revoked is a voting member of the Excursions Committee. All Trip Leaders shall be listed on a roster of Active and Inactive Trip Leaders of the Excursions Committee.

**SECTION 2** Associate Members. Any person who is not yet a Trip Leader, but is participating in the trip leader mentoring program, is an Associate Member of the Excursions Committee. Any other person who is pursuing trip leadership with the Excursions Committee may request to be granted Associate Membership by the Administrative Committee. Associate Members do not have voting rights but shall be informed of and encouraged to attend all meetings of the Excursions Committee.

**SECTION 3** Any person who has led an Excursions Committee trip or activity within the past three years is an Active Trip Leader.

**SECTION 4** Any person who is on the roster of Trip Leaders but has not led an Excursions Committee trip or activity in the past three years is an Inactive Trip Leader.
Article IV Administration

SECTION 1 The Administrative Committee shall consist of two Co-Chairs, Secretary, Treasurer, Workshop Director, Immediate Past Co-Chair and Standing Subcommittee chairs.

SECTION 2 All members of the Administrative Committee must be Trip Leaders of the Excursions Committee.

SECTION 3 The responsibilities of Officers are as follows:

A. Co-Chairs. The Co-Chairs shall:
   - preside at all General and Administrative Committee Meetings.
   - represent the Excursions Committee as members of the Chapter Executive Committee.
   - represent the Club or the Chapter, as required, at Club, Chapter and non-Club functions.
   - be responsible for preparing and distributing agendas for all meetings.
   - be responsible for maintaining a roster of Active and Inactive Trip Leaders.
   At least one Co-Chair shall be a signatory on any Excursions Committee bank account.

B. Secretary. The Secretary shall be responsible for:
   - keeping the minutes and records of all General and Administrative Committee meetings.
   - promptly distributing meeting minutes to Excursions Committee members.
   - conducting the correspondence of the Committee.
   - filing copies of meeting minutes and pertinent information with Club headquarters and with the Chapter as required.

C. Treasurer. The Treasurer shall be responsible for:
   - receiving all funds paid to or belonging to the Committee, and shall disburse same under the direction of the Administrative Committee.
   - keeping proper accounts and making a report of receipts and disbursements at each General and Administrative Committee Meeting.
   - overseeing the Excursions Committee budget.
   - sending financial records to the Chapter or to the Club to be audited, at a time designated by the Chapter or Club.
   The Treasurer shall be a signatory on any Excursions Committee bank account.

D. Workshop Director. The Workshop Director must be an Active Trip Leader and shall be responsible for organizing all workshops conducted by the Excursions Committee.
   The responsibilities of the Workshop Director include but are not limited to:
developing the curriculum of the workshops  
obtaining faculty and staff, including instructors for leadership training  
setting dates and reserving space for the workshops  
placing timely announcements of the workshops in public media, including Club-wide publications and Club and Chapter websites  
enrolling students (participants) in the workshops

E. Immediate Past Co-Chair. The Immediate Past Co-Chair shall serve in an advisory position on the Administrative Committee with voting privileges. He or she may perform other duties or assignments as requested by the Co-Chairs.

SECTION 4 The terms for the Co-Chairs, Secretary and Treasurer shall be two years. The terms of the Co-Chairs shall be staggered so that one Co-Chair is selected for nomination each year. No person may be selected or elected for more than three consecutive terms in any one of these positions, but may return to the position after an absence of at least one year.

SECTION 5 The Administrative Committee shall meet not less than 2 times a year. Meetings may occur electronically. A meeting of the Administrative Committee may be called by a Co-Chair or any two members of the Administrative Committee. Any person holding multiple positions shall only have one vote at any meeting.

SECTION 6 No expenditure shall be made or financial obligation incurred by any office or subcommittee without authorization by the Administrative Committee.

SECTION 7 Should any vacancy occur on the Administrative Committee, the Administrative Committee shall appoint, by majority vote, a Trip Leader to fill the vacancy until the next Annual Meeting of the Excursions Committee.

SECTION 8 Any member of the Administrative Committee may be suspended by a majority vote of the Administrative Committee. Any member of the Administrative Committee may be removed by a two-thirds vote of the Administrative Committee, provided that the motion to remove shall have been made known to all members of the Administrative Committee at least 20 days prior to the vote.
Article V Standing Subcommittees

SECTION 1 Leadership Review Board. The Leadership Review Board
- shall oversee the process by which the Excursions Committee trains and approves its Trip Leaders.
- shall oversee the process by which the Excursions Committee censures its Trip Leaders.
- shall consist of a minimum of four Active Trip Leaders, and—ex officio with voting rights—a maximum of two Excursions Committee Co-chairs plus the Workshop Director
- shall have the authority to fill vacancies on the Leadership Review Board.
- shall appoint its own chair. This person may already be a member of the Administrative Committee but shall not become a member of the Administrative Committee by virtue of this appointment.
- shall meet at least twice a year
- shall publish the minutes of its meetings

SECTION 2 Workshop Committee. The Workshop Committee shall consist of instructors and volunteer staff of the workshops and shall be chaired by the Workshop Director.

SECTION 3 The Administrative Committee shall have the authority to establish or dissolve additional Standing Subcommittees.

SECTION 4 The Administrative Committee shall make a list of Standing Subcommittees and their Chairs available to Trip Leaders.

Article VI General Meetings

SECTION 1 There shall be no fewer than two General Meetings per year spaced at least 3 months apart. One General Meeting shall be designated as the Annual Meeting of the Excursions Committee as described in Article VII.

SECTION 2 Notice of each meeting must be sent to all Members at least 10 days prior to the meeting.

SECTION 3 A quorum for a general meeting shall be 10 Trip Leaders.

ARTICLE VII Election of Officers and Standing Subcommittee Chairs

SECTION 1 The selection of Co-Chair nominees and election of other Administrative Committee Members shall take place at a General Meeting designated by the Administrative
Committee as the Annual Meeting of the Excursions Committee. This meeting shall be scheduled to accommodate the Chapter’s process for nomination and election of the Excursions Committee Co-Chairs.

**SECTION 2** Each year a Nominating Committee shall be formed consisting of no fewer than three Trip Leaders, none of whom may be up for re-election to a position on the Administrative Committee. The Nominating Committee shall identify a slate of persons to be selected as Co-Chair nominee and elected to other open positions on the Administrative Committee. The slate shall be presented to the Members at least three weeks prior to the Annual Meeting.

**SECTION 3** One Co-Chair nominee shall be selected by majority vote of the Trip Leaders present and voting at the Annual Meeting. Other members of the Administrative Committee shall be elected by a plurality of the votes cast for them. The names of the selected Co-Chair nominee and the continuing Co-Chair shall be presented to the Chapter Nominating Committee for inclusion in the slate of Chapter Officers and Chairs.

**SECTION 4** Members of the Administrative Committee shall take office at the conclusion of the Chapter Annual Meeting following their election.

**SECTION 5** Additional nominations for Administrative Committee positions may be made by a written petition signed by 20 Trip Leaders, including a statement by the nominee of willingness to serve if elected, and presented to the Administrative Committee at least one week prior to the Annual Meeting.

**SECTION 6** No person shall be elected to office unless nominated by one of the above methods except if no nominations have been made for a particular position. In such a case, the Co-chairs may accept nominations for the particular position from Trip Leaders at the meeting, or defer filling the position to a future meeting of the Administrative Committee.

**ARTICLE VIII Changes to By-laws**

These By-laws may be amended at any General Meeting of the Excursions Committee by a two-thirds vote of those Trip Leaders present and voting, provided notice of such meeting and the text of the proposed amendment shall have been sent to all Members at least three weeks previously.