

**AMC Boston Chapter
INTRO Leader's Handbook
March 2003**

<http://www.amcboston.org/comm/intro/index.html>

**Appalachian Mountain Club
5 Joy Street
Boston, MA 02108**

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INTRO Leader's Handbook

1.0 Introduction

This handbook will provide you with information about the policies and procedures of the AMC Boston Chapter INTRO Committee. It will also give you references and guidance on leading safe and fun beginner and intermediate INTRO trips and events.

1.1 The Mission of the INTRO Committee

INTRO'S mission is to encourage, support appreciation and enjoyment of the outdoors, as well as enthusiasm for conservation, by providing chapter members with an opportunity to meet other members and also introduces them to a variety of activities that include hiking, bicycling, skiing, paddling, camping, trail maintenance and conservation projects, at beginner through intermediate levels. The INTRO Committee does NOT offer activities that require advanced skill levels.

We invite people of all abilities, colors, ethnic origin, or gender preference to join us in any of our activities.

1.2 About the AMC

Note: Much of this information is available in attractive PowerPoint presentation located on the INTRO Committee Library web page. <http://www.amcboston.org/comm/intro/library.html>

Founded in 1876, the Appalachian Mountain Club, a nonprofit organization with 12 chapters and more than 93,000 members, promotes the protection, enjoyment, and wise use of the mountains, rivers, and trails of the Appalachian region.

1.2.1 Early History Highlights

1876	MIT Professor Edward Pickering invited 50 male friends to attend a meeting for those interested in mountain exploration. Within a few weeks, 34 founding members had created a constitution and held the first meeting of the Appalachian Mountain Club, naming officers. It would be four years before they allowed female members. AMC members made quick work of mapping the White Mountains. Members paid \$2 and traveled north from Boston via train.
1889	The AMC helped to form Massachusetts's Metropolitan Parks Association, and with it came protection of the Middlesex Fells.
1888	Madison Spring Hut was built.
1911	The Weeks Act passed, leading to the creation of the White Mountains Nation Forest.
1920	Pinkham Hut was constructed.
1950	AMC members held their first Interchapter Conference at the Worcester Chapter's Lodge.
1956	Fran Belcher became the first Executive Director. There were over 6,000 members.
1978	After six years of debate, the requirement that new members be sponsored by two current members was ended.

1.3 Organizational Overview

Boston Headquarters: The AMC headquarters house the offices of the Executive Director, Membership, Conservation Programs, Business Office, Publishing and bookstore, and a variety of other administrative staff.
 5 Joy Street
 Boston, MA 02108
 617-523-0636
<http://www.amcinfo.org>

1.3.1 Member Resources

Cabot Auditorium - On the main level is Cabot Auditorium, which can be rented by AMC members for \$50. The INTRO Committee stores some social event supplies in the Cabot Auditorium closet. There is a garden members are welcome to visit which can be accessed from Cabot Auditorium or from the french doors at the rear of the Information Center. If you are using Cabot Auditorium, you can buy discount parking tickets for the underground garage at the Boston Common in lots of 20 for \$40 each and resell them to your participants. This makes parking in Boston easier for our events.

Boston Chapter Office - The Boston Chapter rents an office on the first floor, which is not staffed. It houses chapter equipment and a computer.

The AMC Library - On the fifth floor is a beautiful wood paneled library that members can make arrangements to visit. It houses significant historical collections of books and photos. Call 617-523-0655, ext. 329.

1.3.2 North Country Huts, Lodges, and Workshops

Pinkham Notch Visitor Center
 P.O. Box 298
 Gorham, NH 03581-0298
 603-466-2727 (9 am - 5 pm, Mon -Sat.)

The North Country office is headed by our associate director and oversees all staff-run AMC educational workshops and AMC grant-funded research projects. Some Boston area HMOs such as Harvard Vanguard offer their members discounts on AMC workshops. AMC members also receive discounts. The North Country office oversees a variety of staff and volunteer-run facilities that range from full service to self service. Registration for most facilities is handled from Pinkham.

Cancellations and Refunds for AMC Staff-Run Facilities
 Payment in full is required at the time of registration. Reservations canceled more than 30 days in advance will be refunded in full. For reservations canceled within 14-30 days of the reservation, the refund is less 50%. There are no refunds for reservations canceled less than 14 days in advance. In the event that the AMC must cancel, all fees and deposits will be refunded.

1.3.4 Chapters

We have twelve chapters:

Berkshire	Narragansett
Boston	New Hampshire
Connecticut	New York-New Jersey
Delaware Valley	Southeastern Mass
Maine	Washington, D.C.
Mohawk Hudson	Worcester

1.3.5 Clubwide Meetings

We have three interchapter meetings a year:

The Annual Meeting – Boston area, January/February

The Spring Meeting – Southern area, May

The Fall Meeting - New Hampshire, October

All chapters send representatives to these meetings and all members are welcome to attend. They include club-wide committee meetings such as Diversity, Chapters, Trails, Major Excursions, and Conservation. They also include workshops like map and compass or kayak rolling and may include hikes or other outdoor activities. This is a great way to participate in the whole organization and to meet other members.

1.3.6 The Boston Chapter

The Boston Chapter is comprised of approximately 20,000 members who reside in the Greater Boston area.

The Executive Committee of the chapter, composed of officers, members-at-large, and the chair of each committee, meets on the first Monday from September to June.

The Boston Chapter is represented on the AMC Board of Directors by the Eastern Regional Director. *This is a non paid volunteer position.*

Trips and activities are run by unpaid trained volunteers.

The Boston Chapter web site is: <http://www.amcboston.org>.

The Boston Chapter monthly newsletter is *The Charles River Mud*.

2.0 The INTRO Committee

The Boston Chapter INTRO Committee was first called NTO, standing for Not Too Old. We offered social and outdoor activities for younger members of the Boston Chapter. As time passed, our community matured but we have retained our interest in mixing social events and outdoor activities. In the 1990s, we changed our name to INTRO and modified our focus to introducing new and existing members of all ages to various aspects of the Boston Chapter.

The INTRO Committee is composed of a INTRO trip leaders and qualified co-leaders and a Steering Committee. We are governed by the bylaws of the Boston Chapter and our own Standing Rules. These can be viewed at the Library page of our web site.

<http://www.amcboston.org/comm/intro/library.html>

2.1 The INTRO Steering Committee

The INTRO Committee Chairperson is appointed by the Boston Chapter Executive Committee upon recommendation of the INTRO Steering Committee. Members of the Steering Committee are appointed by the Chairperson. The purpose of the committee is to carry out the INTRO mission. The duties include setting annual goals and overseeing the policies & activities of the INTRO community. Every effort is made to solicit input from Boston Chapter members and to communicate with INTRO trip leadership and members. Any Boston chapter member may attend the regular committee meetings, which are usually held in a private home on the second Monday of each month.

The INTRO Steering Committee is comprised of the following positions:

- Chairperson
- Vice-Chairperson
- Secretary
- Treasurer
- Trip Coordinator
- Trip Report Coordinator
- Leadership Application Coordinator
- Database Administrator
- Newsletter Editor
- White Mountain National Forest Guide Card Administrator
- Members at large

2.1.1 Services Provided by the INTRO Steering Committee

The Services provided by the INTRO Steering Committee include:

- An INTRO trip listings published in the Charles River MUD and the AMC *Outdoors*

- An INTRO Web site: <http://www.amcboston.org/comm/intro/index.html>

- An INTRO-News, an electronic newsletter sent to AMC members and friends to keep them informed of upcoming INTRO events and trips

- A current list of all INTRO leaders and co-leaders including their contact information. This list is distributed in hard copy and electronic form to all members of the list.

- An INTRO-Newsletter, distributed to leaders twice a year in September and April

- An INTRO Leaders list-serve, which allows its members to write to the list to share or request information from the INTRO leaders community

- An annual Leaders Appreciation Dinner in April for all INTRO leaders and co-leaders

- Support to the Intercommittee Trip Planning Meetings following the Boston Chapter Leadership programs three times per year

- An annual report to the Boston Chapter

2.2 Leadership Classifications

The INTRO leadership classifications are as follows:

L1 - Leaders who have completed the general leadership requirements and additionally have completed a wilderness first aid training and certification within the last three years. Renewal training for wilderness first aid is required every three years.

L2 - Leaders who have completed the general leadership requirements, but have NOT completed wilderness first aid training and certification within the past three years. L2 leaders are permitted to lead only those trips close to readily available outside assistance.

CL - AMC member who has attended the Boston Chapter leadership training program and indicated an interest in co-leading INTRO trips.

T - Qualified trail maintenance leader.

P - Qualified INTRO Paddling leader who has attended an INTRO Paddling Leader session.

2.3 How to Become an INTRO Leader

To become an INTRO Leader, a candidate must:

Take the Boston Chapter approved leadership training (usually offered Spring and Fall) or demonstrate equivalent experience.

Co-lead two INTRO trips prior to applying to become a leader. The committee checks with the leaders who mentored the co-leader to determine leadership status. If more experience is necessary, a co-leader may be asked to co-lead a few more trips or take additional training. A qualified INTRO trail maintenance leader must co-lead two trail maintenance events.

Apply for INTRO leadership status by filling out an application and forwarding it to the INTRO Leadership Application Coordinator. To get a leadership application, go to the INTRO leader's web page:

<http://www.amcboston.org/comm/intro/leaders.html>

2.3.1 How to Become an INTRO Paddling Leader

To become a qualified INTRO paddling leader, the candidate must :

Be a approved INTRO leader or co-leader

Take the INTRO Paddling Leader Workshop

2.3.2 How to Get the Opportunity to Co-lead Trips

Graduates of the chapter-approved training program are official co-leaders. After the leadership training, intercommittee trip planning potlucks dinners are held for trip leaders and co-leaders. If a co-leader attends a potluck, he/she can connect with a leader.

2.5 How to Submit Trip Notices

1. Write up your trip notice including the following information:

Date

Title

Description

Price

Contact information

2. Submit the trip notice via the web site:

<http://www.amcboston.org/comm/intro/leaders.html>

or e-mail it to the INTRO Trip Coordinator.

Trip Notice deadlines are:

AMC Outdoors - Two month lead time

Charles River MUD - One month lead time

2.6 How to Submit Trip Reports

Trip reports are required for ALL trips (day and overnight) and should be submitted within two weeks of the trip completion date. The report provides valuable trip statistics for both the INTRO Committee and the Boston Chapter. All of our trips are maintained in a database so that we can better plan for the future... day trips, weekends, and cross-listed trips. Please complete this form even if the trip was cancelled. We appreciate you taking the time to fill it out.

The process for submitting the report is really easy. Here are the steps:

1. Go to INTRO's website: <http://www.amcboston.org/comm/intro/index.html>.
2. Select **Leaders** section, which will bring you to **INTRO Leaders Page**
3. Select from the list of functions, **Submit trip reports**, which brings you to **How to submit trip report**
4. Select **Trip Report Form** and complete the form
5. If the trip was:

A **day trip**, paste the completed trip report into an e-mail message and e-mail it to us

A **weekend trip**, send the form via US mail with your trip fees to Trip Report Coordinator. The INTRO Committee charges a \$3 fee per participant for weekend trips.

A **cross-listed trip**, send a trip report to both committees that listed the trip. If there are trip fees involved, split the fees between the two committees.

3.0 Resources for Leaders

3.1 Web site

The INTRO website at <http://www.amcboston.org/comm/intro/index.html> , besides being very attractive, is a valuable source of information for leaders, co-leaders and non-leaders. All leader and co-leaders be familiar with the site and what it has to offer.

3.1.1 INTRO Leaders Page

This page is designed especially for INTRO trip leaders and people interested in becoming INTRO leaders. Click on any item in the list below for information on that topic.

INTRO Committee Goals

How to qualify to be an INTRO Leader

Update your contact information

Get on the leader's list-serve

Submit Trip notices

WMNF GUIDE CARDS

Submit Trip Reports

Submit articles to the INTRO Leader's newsletter

TRIP IDEAS

3.2 INTRO's Leaders List

The INTRO Committee maintains an Access database of leaders and trips. It also maintains an Excel spreadsheet of current INTRO leaders and co-leaders. This list is printed periodically and distributed at Intercommittee Trip Planning meetings and at the Annual INTRO Leader's Appreciation Dinner each April. Update electronic copies are e-mailed periodically to the leader's list-serve. The Leader's List includes:

Name

Address

AMC membership number

Phone number

E-mail Address

Date of Leadership Training

Current Leader Level

Date of Last WFA course

3.3 introleaders@yahoogroups.com

INTRO Leaders and Co-leaders are invited to join introleaders, a list-serve maintained by the INTRO Steering Committee. The Committee uses this list to communicate with the INTRO Leader Community, either to keep them informed of leader issues, training, and news or to solicit feedback on issues or future plans. Any one on the list can write to the whole list or respond to an individual. Leaders can share information or request a partner for a trip. Members of the list are asked to be conservative in its use so that we don't contribute to the useless mail flow in some people's boxes.

3.4 INTRO-News

INTRO-News is an electronic newsletter that publicizes INTRO trips. There are currently over 360 members who receive e-mail notices about twice a month. No one can post to this list so that no members are overloaded with mail. Members of this list are both AMC and non AMC members. They can join by invitation only.

4.0 Trip Planning

4.1 Leaders Roles

4.1.1 Leader

The leader often registers and screens interested participants, or may share this responsibility with the co-leader. The leader should recruit a suitable co-leader for the walk. He/she should know the route, and explain the route to the co-leader. The leader is responsible for the safety of the group, and should maintain a healthy group dynamic. If the co-leader is unfamiliar with the route, the leader should take a position at the front of the group. After the trip, the leader should discuss the dynamics of the trip with the co-leader: what worked well and what didn't and give the co-leader advice and feedback about this experience in a positive manner.

4.1.2 Co-Leader

Co-leaders may be asked to register participants so that they gain experience in screening applicants. They should also discuss the trip details in advance with their leader. The co-leader often sweeps, especially if unfamiliar with the route and/or willing to go at a slower pace. A sweep should be required for every walk. The sweep is ALWAYS the last in line of the group, staying with the slowest hiker. Leader and co-leader may wish to stay in contact via walkie-talkie or whistle, so that the leader knows if a participant is slowed or needs to stop. The co-leader may have to return early with a participant who cannot continue. The leader and co-leader may switch off leading and sweeping, depending on their comfort level and preferences.

4.2 Planning and Running a Trip

AMC trips are generally of two types:

Goal-Oriented (Get to the top, do the whole thing, beat book times)

Process-Oriented (Learn about nature, social experiences)

Here are some guidelines to help with developing and running your trip:

1. Choose the theme and type of trip you wish to lead according to your interests.
2. Assess your own ability, experience, and equipment.
3. Determine the size and characteristics of the group - INTRO promotes trips for novice and intermediate participants ONLY
4. Choose a co-leader.
5. Plan your route, estimate travel times, and choose date
6. Plan meals and estimate Trip Cost

7. Check the weather
8. Plan for special requirements or unexpected events
9. Submit your trip notice
 - 2 months in advance for the AMC Outdoors
 - 1 month in advance for the Charles River MUD
 - 1 week in advance for INTRO-News
10. Prepare Poop Sheet - encourage carpooling, give directions, equipment needed
11. Screen participants
12. Mail Poop Sheet and Waiver Form, request allergies and contact name
13. Shop for meals
14. Conduct trip -

NOTE: If you are using cars to carpool, during the trip, determine how driver's costs will be paid. Liability is personal insurance coverage.
15. Submit trip report and fees, Incident Report if necessary.

4.2.1 Screening for trips

Match the desired activity level of your participants to the difficulty (duration, speed, elevation gain) of your walk. Ask interested participants "What walks have you done lately?" or other questions to determine if they are fit enough to participate. If you accept participants of varying abilities, some will undoubtedly feel the pace is too fast or too slow.

If an interested participant offers information about their medical history (e.g. recent operation, injury) it is best to ask whether he/she is cleared by her/his doctor to do this activity. If they don't know, they should be cleared first.

Interested participants should be asked about clothing and equipment suitable for the walk. Hikes require sturdy shoes. Walks longer than two hours should require day packs or large fanny packs with water, snacks, sweater, and rain gear.

Here are some good questions to ask:

1. What kind of previous experience does the participant have?
2. Have they gone on other AMC trips? With whom?
3. Describe what will be involved on this trip and explain that they will be asked to sign a liability waiver.
4. Ask if they have any questions.
5. Are they an AMC member?
6. Do they have any allergies?
7. Explain where to meet and to whom trip fees should be sent.

4.2.2 What to say before you start the walk

Announce that you are leading an AMC activity, and the title of the walk as it was listed. Introduce yourself and your background and experience as a leader. Ask your co-leader to do the same. Explain where the walk is going, and whether it is flat, hilly, rocky etc. Tell participants the importance of drinking often, and adding and taking off clothing layers as needed. Say what pace you will be going at, and that if someone is comfortable with it, they should speak to you. Tell them that you'll be taking regular separation breaks (if the terrain allows) so that they can relieve themselves. Mention points of interest where you'll be stopping, and other interesting things to look for. Finally, communicate that the group needs to stay together.

4.2.3 A Word About “Show and Go” Trips

Trips that don't require registration are often called “show and go” because the notice includes the starting place and time, rather than the leader's phone number, meaning people can participate by simply showing up, and then going on the walk.

“Show and Go” trips are not pre-screened, so a leader must decide if screening at the starting point is necessary. Red flags would include unsuitable footwear, obesity, excessive sweating or being out of breath before beginning the walk, and knee or other braces. Without registration, “Show and Go” trips cannot limit the number of interested participants who arrive. Keeping a large group having varying fitness levels can be problematic. If experienced hikers are included, they may be called upon to help split the group and provide a temporary group leader for the second group and/or sweep for the first group. Regardless, the leader and co-leader share the responsibility for navigation, sweeping, and safely completing the hike.

4.2.4 Trip Etiquette

The following notice is printed in the *AMC Outdoors*.

Please refrain from picking flowers or foliage on public and private land without express permission to do so. Leaders are not responsible for placing cars at hike's terminus unless it is so stated in the listing. Except for meeting place and time, a leader may change an activity as conditions warrant. Check current train and bus schedules where applicable. Pets may not accompany their owners on AMC activities without specific permission from the leader. If there is a registration fee, reservations will not be accepted without fee. There are usually no refunds for registration fees unless the trip is cancelled by the leader or sponsoring Chapter. Those who miss a stated registration deadline incur a \$1 late fee. Unless the listing indicates otherwise, please make checks payable to the leader, not to the AMC.

4.2.4 Trips Integrating Participants with Disabilities

If your trip can accommodate wheel chairs, put **(WA)** in the title of the trip. If you trip will include a fluent signer or interpreter, put **(ASL, ASL avail)** in the title of the trip.

When including participants with disabilities on your trips, ask them what they want and let them determine their needs. Work together on ability: not disability. Do not define participants by the medical nature of their health state. Pay attention to individual personalities and achievements.

When accommodating wheel-chair participants, consider how accessible the trips are by wheel chair. Are there accessible toilets close to the activities? Schedule some stopping points for rest. Since they may not be able to feel, periodically and discretely check their position during the trip and also try to ensure that their bodies are kept warm. Some wheel chair participants may need a private area to manage personal needs. Make sure that any medication that a participant may need during the day is accessible to the individual.

For participants with visual impairments, consider the design of maps and the needs of guide dogs.

Color-coding of your equipment and simple signs or labels aid the person who is deaf or hearing impaired. The INTRO-ASL group has interpreters and fluent signers available.

4.2.4.1 ASL Trips

There currently is an e-mail list of hearing members who want to learn American Sign Language (ASL), hearing members who are fluent signers or interpreters, deaf members, and hard of hearing members. This list is called INTRO-ASL. Please check our web site for if you want to be added to this list. This list also includes both hearing and deaf qualified INTRO leaders who are interested in leading ASL trips.

There are three types of ASL trips:

Silent Trips - There is NO TALKING on these trips. At the beginning of the trip, an introduction to the trip and a map may be distributed in writing and nametags may be used. It is also helpful to have common plant names on index cards so you can point them out to the group. About 15 minutes into the trip, the group stops and has a SILENT ASL lesson. Then the group continues the trip, occasionally stopping to sign. If you are the leader, it is important to stop and look behind you periodically to ensure that no one has dropped behind because you can not hear them. Any INTRO leader can lead a Silent trip as long as a fluent signer is present to provide the ASL lesson. The purpose of these trips is to encourage hearing members to learn ASL.

ASL Trips - These trips do not accommodate hearing members. All participants whether hearing or deaf must be able to sign.

INTRO Trips (ASL avail) - These are ordinary INTRO trips that include an ASL interpreter so that deaf or hard of hearing members can be accommodated.

4.4.4.2 Wheel Chair Accessible Walks

Because the creation of wheel chair accessible trails is expensive, they are not as long as the average trail length that AMC participants use. The trails will occupy about 45 minutes of navigation and will be slower than the usual walk. To enhance this walk, be prepared to talk about natural aspects of the outdoor environment, such as plants, animals, and geology. The length of the activity can be increased by including a picnic or a restaurant meal.

Some trails suitable for wheel chair accessibility include:

Minuteman National Park in Lexington

Lynn Woods

Southborough

5.0 Liability

The AMC is not able to determine your potential liability. Leading an AMC trip does carry the possibility of injury to someone and the potential for liability suits against the leader as well as the Club. The BEST way to protect yourself and the Club is to lead your activity so that there are no problems that could result in a liability claim. Nevertheless, things happen. If someone is injured in spite of your excellent leadership, you and the Club may be sued for liability. Most liability claims are based on the assertion that the defendant(s) were negligent in some way. In general, the courts evaluate a defendant's behavior against the expected reasonable behavior of a prudent and knowledgeable person.

The best advice is to become as knowledgeable as possible about your activity and outdoor leadership, and to use the common sense that your experience and knowledge provide.

5.1 Liability Notice in the AMC Outdoors.

The following liability notice is printed in the *AMC Outdoors*:

The activities listed in AMC Outdoors involve varying degrees of danger. When you participate in one of these activities, you should be both physically and mentally prepared and equipped with the appropriate gear. You should always be aware of the risks involved in outdoor activities and conduct your self accordingly. The trip leader is not responsible for your safe, you are. Prior to registering for any activity, you are encouraged to discuss your capabilities with the trip leader. 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 a minor are responsible for the minor's actions.

5.2 1997 Federal Volunteer Protection Act

On June 18, 1997, President Clinton signed into law S.543, the "Volunteer Protection Act of 1997." The legislation. The Act provides civil liability protection for non-profit or government volunteers if all of the following conditions are met:

The volunteer was properly licensed, certified or authorized to engage in the activity or practice (if required by the state in which the damage occurred) and those activities were within the scope of the volunteer's responsibility;

The volunteer was acting within the scope of his/her responsibility;

The harm was not caused by willful or criminal misconduct, gross negligence, reckless misconduct or a "conscious, flagrant indifference" to the rights or safety of the individual harmed by the volunteer; and the harm was not caused by the operation of a motor vehicle, aircraft, or other vehicle for which an operator's license or insurance is required by the state.

5.2.1 Pre-Emption and State Election of Non-applicability

The federal Volunteer Protection Act pre-empts existing state laws except those (like New Jersey's) that provide broader volunteer protection than the federal law. However, the new law does allow states to enact their own legislation to make the federal law inapplicable in a particular state.

5.2.1 Exceptions

The federal statute allows states that have certain existing restrictions on volunteer immunity to retain those limitations without having to take the affirmative step to enact new legislation. These restrictions, which states may enact at a later date if they so choose, include:

Requiring non-profits or governmental entities to adhere to risk management procedures, including mandatory training of volunteers;

State laws that make the organization's liability for the acts of its volunteers consistent with its liability for the acts of its employees;

Providing that volunteer immunity is inapplicable if the lawsuit is brought by an appropriate state or local officer to enforce a state or local law; or

Requiring, as a condition of limited liability, organizations or governments to provide a financially secure source of recovery for individuals who suffer harm as a result of actions taken by a volunteer.

Acceptable sources of recovery could include an insurance policy with specified limits, comparable coverage from a risk pooling mechanism, equivalent assets or alternative arrangements that demonstrate that the organization could pay for losses up to a specified amount.

Additionally, liability limitations would not apply to violations of various federal statutes including civil rights laws, crimes of violence, terrorism or hate crimes, nor to misconduct committed under the influence of alcohol or other intoxicating drugs.

5.3 AMC Liability Insurance

The Appalachian Mountain Club (not your chapter or the activity committee) maintains a general liability insurance policy. This policy protects the Club from financial loss due to liability claims, and, in addition, it protects leaders of Club activities from personal financial loss due to liability claims when they are acting for the Club.

This policy is not intended to pay the medical expenses of persons injured on an AMC activity.

Individuals participating in Club activities are expected to be covered by their own medical insurance or have other means of providing for their own medical expenses. If an individual does not have any coverage, the Club and its insurance company will, on a case by case basis, review any claim and make a determination as to provision of any medical payments.

5.3.1 Activities Covered

The personal liability protection of the Club insurance policy applies only to leaders of official "Club" activities. "Club" activities or trips are those that have been approved by some committee or unit of the Club and are led by an approved leader for that activity. Approved leaders must be Club members, over 18, and meet the other requirements of the sponsoring committee. The trip must be announced, advertised, or listed as a scheduled event in some regular Club, chapter or committee publication. The chapters' Outings Committees, Hiking Committees, other activity specific committees, camps and the Major and Interchapter Excursions Committees are examples of trip sponsoring/approving Club units. AMC Outdoors, the chapters' activity schedules, newsletters, chapter or Club operated Internet web sites and voice mail systems, or camp postings are examples of publications.

The Club recognizes that it is not appropriate to advertise certain approved outings and that some outings cannot be advertised by any of the methods above because of time restraints. For these outings to be considered an official AMC activity, the sponsoring Club unit must keep a log consisting of the dates of approval, the date of the activity, the leader, the kind and general location of the event. Also, all report forms that the sponsoring unit requires for publicized trips must be completed.

The Club liability insurance does not protect you as a leader of a pick-up or private trip.

5.3.2 Who Is Covered

This personal liability protection for "leaders" extends to any person who takes on any leadership role (lead, sweep, rescuer, instructor, first-aid giver, etc.), on or off the trail or river.

5.3.3 Club Membership

Club membership is required of the listed trip leader, to make it an official AMC activity, but otherwise, membership is not required for this personal liability protection. The insurance policy covers ANY person acting for the Club in a leadership role, whether they are AMC members or not.

5.4 Obtaining Your Own Liability Protection

If you do lead and are concerned about your personal liability protection and/or want to be absolutely certain of your own protection, you can obtain additional personal liability coverage through a rider on your homeowner's, or tenant's, liability insurance policy. These riders are usually available at reasonable cost, as long as you are a VOLUNTEER leader for the activity, and you are not charging for your services.

5.5 Waivers/Releases

As of this writing, the Club, and most chapters and activity committees do not require people who go on their activities to sign a waiver or release form. AMC Major Excursions, and staff-led activities do require participants to sign waivers or releases from liability. The Boston Chapter has received a Waiver form and the INTRO Steering Committee has distributed it to our current Leaders List. You are strongly encouraged to ask participants in your activities to use this form. A copy of the form is provided in the Appendix of this handbook. It can also be obtained from our web site library at:

<http://www.amcboston.org/comm/intro/library.html>

5.6 How to Handle Difficult Participants

We cannot emphasize enough that your responsibility is for the safety and enjoyment of the group. It is very important that each participant fit into the group agenda even before they arrive at the trip destination. Screen carefully for skill ability so that the participant will be at a skill level that he/she can safely enjoy and that will not be a problem for the skill level of the group.

If while you are screening for a trip, a conflict develops between you and a potential participant, remember that on the trip things can only get worse and affect the whole group. Be polite but avoid taking problems onto the trip. If you cannot successfully resolve the problem prior to the trip, do NOT allow this participant on the trip.

When people become upset, the most important thing that they expect is that you will listen to them. LISTEN even if you disagree. Then explain politely why you need to make the decision required even if they do not agree. Be direct that if they are not comfortable with your decision, they should not come on the trip, and if appropriate, suggest other alternatives.

If a problem develops on your trip, immediately take the person or persons aside and discuss the problem. If it cannot be resolved, ask the individuals to leave the trip and write up a detailed incident report for the INTRO Committee following the trip.

6.0 Trip Ideas

6.1 Trip Fees

There is a great deal of interest in local one-day trips and events. Most of these events are FREE or have a nominal admission charge to cover expenses. If running a dance or other inexpensive event, if possible, collect \$1.00 for the INTRO Committee. The only way the committee makes money to cover newsletters, printings, and mailings, and other services is from trip fees. We do use workshops to generate money.

All weekend trips include a \$3 per head trip fee that is sent to the INTRO Committee with your Trip Report.

6.2 Events

6.2.1 Use of Cabot Auditorium at 4 Joy Street

Cabot Auditorium is a good central location for events because it is accessible to public transportation. Parking is available in the underground garage under the Boston Common. If you are planning an event, you can purchase parking discount tickers at \$4.00 each, which attendees can buy from you. This allows them to park for \$4.00 in that garage.

Cabot Auditorium has a very nice wooden floor, folding chairs, and tables which can be placed in any configuration you wish. Please put everything back the way it was when you came. There is a kitchen with sink, refrigerator, and microwave. Additionally, there is a storage closet where the Membership and the INTRO Committees store paper goods, soda, and other supplies. Restrooms are available on the lower level. Coats can be hung in the hallway. In the daytime in good weather, the door to the garden can be open during the event.

For security reasons, the door to 4 Joy Street should be kept closed and someone should be assigned to mind the door. It costs \$50.00 to rent Cabot Auditorium. Call 617-523-0636 to schedule use of Cabot Auditorium and make arrangements to get in after hours. Please be sure to leave everything clean and locked up.

6.2.2 Dances

The INTRO Committee current puts on two contra dances per year: one in the spring and one in the fall. The dances are held at Joy Street and include a potluck supper. The admission price covers rental of Joy Street (\$50), performance fees, beverages, and paper goods. On occasion, INTRO leaders have run a popular music dance, also at Joy Street.

6.2.3 Workshops

Workshops are intended to perform two services to the INTRO Committee:

- Skills training

- Fund raising

Since the aspect of fundraising is critical to the continued operation of the INTRO Committee, it is important to structure the pricing of the workshop so that a profit will be realized for the INTRO Committee treasury. One of the ways to do this is to use volunteer labor to produce the workshop or to provide honorariums rather than following a professional fee structure.

Following the event, submit a trip report, invoices, and the funds raised to the INTRO Committee treasurer.

6.2.4 How to Get Reimbursed

If you have run an event and wish to have your expenses reimbursed, send the receipts and the reimbursement form to the INTRO Committee Treasurer with an SASE. See the INTRO web site library page for this form or see Section 8 of this book.

6.2.5 Volleyball

From the Thursday after Memorial Day until the Thursday just before Labor Day, the volleyball group meets at 6:30 PM on the grass by the parking lot for Sandy Beach in Medford. The INTRO Committee purchased the volleyball net and it is maintained by this group with the assistance of a \$1.00 donation each time.

6.3 Day Trips

6.3.1 Local Walks

Skills/Equipment Required - Local Walks leaders should have basic map and compass skills, enough to know their location on a map and to navigate (know the correct direction to travel based on map information). They should be familiar with basic First Aid and carry a First Aid kit with matches, compass, and jack knife; snacks, extra water, and a map.

Preparation - Walk the route beforehand, taking note of the starting and ending time. Take note of the location of turns and missing signs. Pay attention to the elevation gain and the footing. If possible, choose a looping route that includes an optional additional loop that can be added if all agree.

Know that if you are more than an hour's walk from the parking lot, a medical emergency will be considered a wilderness contingency, unless emergency vehicles have access to your location. A worst-case scenario might mean an overnight stay on the trail, which would require backpacking gear (insulating pad, sleeping bag, rain protection, stove, extra water, etc.) to protect a victim from hypothermia while awaiting evacuation. An alternative would be to use closely looping trails close to the parking lot, or to stay on carriage paths. If you have a cell phone, see if you can get a signal while you scout your route.

6.3.2 Trail Maintenance Events

Skills/Equipment Required - The leader should be experienced in trail work. Trail work weekends are offered at Pinkham Notch several times per year. The INTRO Committee and the Boston Chapter Trail Partners Committee also run events that will give participants experience. The Trail Maintenance leader should own and read *The Complete Guide to Trail Building and Maintenance* by Carl Demrow and David Salisbury. This is published by the AMC and is available in its bookstore.

Members of the INTRO community are encouraged to become aware of conservation areas in their towns and to sponsor a trail maintenance event. This can include cleanup, trail maintenance, or new trail construction. Permission must be obtained from the land owner or the town Conservation Commission. All trail maintenance events should be coordinated with the INTRO Committee Trail Maintenance Coordinator.

Preparation - Go and scope out the work that needs to be done. Plan tasks that can be completed in one day so that participants get a feeling of satisfaction. Have participants sign in. Turn in their names and hours worked to the INTRO Trails Coordinator so that their hours of stewardship can be counted. If tools are not supplied by the land owner, ask each participant to bring gloves, loppers, hand tools, and hand saws. We do not use power equipment. Have participants sign waivers. In addition to filing an event report with the INTRO Committee, a report should also be sent to the agency that manages the property where the event was held.

6.3.3 Bike Trips

Skills/Equipment Required -INTRO Bike leaders should be in good physical shape and be experienced bikers. They should also be familiar with basic bike repair and carry repair kits. The Boston Chapter Bike Committee runs a Bike Repair Workshop each spring. INTRO Bike leaders are urged to attend this. Leaders should always carry a patch kit/tube, First Aid kit frame pump, map, compass, and rain gear.

Review the universal signals.

Check all equipment.

Remind participants not to stand up in the boat or to lean upstream.

6.3.5 Skiing/Snow Shoeing Day Trips

Skills/Requirements - The leaders should be experienced in the sport that they are leading. Always bring extra clothing, snacks, and water. Always check whether you have any beginners on the trip, and if so, do some basic instruction at the start of the trip.

Preparation - These trips are publicized in the Charles River MUD and the AMC Outdoors. Since adequate snow is unpredictable in the Boston area, we encourage spontaneous trips with only a week's notice. Any spontaneous trip still requires a leader and a co-leader, trip submission, and trip report. However, the trip will be advertised only in INTRO-News, the INTRO Committee's electronic newsletter. Since these are official INTRO trips, they also count for co-lead opportunities. The INTRO web site lists local equipment rental information for participants' convenience.

6.4 Weekend Trips

Here are some tips to help with the trip.

List the event fully - Have a destination, a goal for BOTH days. There are too many vague notices like "hiking in the Whites". OK, but which mountain/trail is planned? May be a potential tripper has already done that and should take a pass, or NOT done that and wants to LEAD, not follow.

Poop Sheet - Consider providing a map of the trip site and areas of activities to be visited. Less lost souls on Friday night and less lost souls in the caravan to the trailhead. The Poop Sheet should include the names, towns, phone numbers, and e-mail addresses of the participants, as well as what to bring and how to get there. State that car pooling is encouraged. **On the trip, ask participants if they wish to be added to INTRO-News, and if so, send their e-mail addresses to the list manager.**

Communications - When everyone has arrived let participants know what the plan is! When will breakfast start? when to be ready to leave for the event, when dinner will be served, etc

6.4.1 Carpooling

Encourage carpooling but leave the participants to their own devices prior to the trip. It would be good to mention on your Poop Sheet that carpooling is encouraged and that riders are expected to share in the costs of gas and tolls. While on the trip, drivers should also be re-imbursed by their riders or the trip leader for the use of their car to transport other participants. Accidents are the responsibility of the drivers and their insurance companies.

6.4.2 Affordable Accommodations

Look on the Leader's page on the INTRO web site for suggestions of affordable lodging. If you find some good spots to add to our list, please write to the web page.

Hale Reservation

6.4.3 Leader-Owned Facilities

AMC is a non profit organization and volunteer-led trips are expected to be run at no profit to the leaders. Trip costs are limited to the costs of the trip. AMC trip leaders discouraging from charging for the use of their own vacation home as a base for an AMC trip.

Here are things to consider in such instances:

If you own property and rent it out, your homeowners insurance will cover your property and any belongings you leave in the house.

The renter's homeowner insurance will cover any belongings they personally own which are in the house.

If you run an AMC trip to cover expenses only, it is not a business, and you do not incur liability other than the normal AMC trip liability.

If you make ANY profit, it is a business and you need to take outbusiness insurance and meet local building codes and business licensing.

6.4.4 Hiking Weekends

Skills/Requirements - INTRO hiking trips usually involve staying in an AMC hut, a hostel, or an inn and doing day hikes. The Hiking Leader is expected to be an experienced hiker and if leading hikes in the wilderness, the Hiking Leader must be an L1 (Wilderness First Aid within the last three years). If leading hikes in the White Mountain National Forest, it is necessary to get a WMNF guide card from the INTRO Committee. See the Leader's web page to find out how to get one.

<http://www.amcboston.org/comm/intro/leaders.html>

Always carry your guide card with you because the Forest Service Rangers will stop you - The fine is \$500 if you don't have YOUR card. We receive cards based on the number of WMNF trips we led last year.

Although group size on trails should be limited, only wilderness areas are limited to 10.

If you use a WMNF guide card, at the end of the trip, you must complete two reports: one for the INTRO Committee and one for the WMNF. You can send the WMNF report to the INTRO WMNF Coordinator, who will collect all the reports for the season and submit them appropriately.

Preparation - The INTRO Committee runs Hiking/Backpacking trips for beginners only. More advanced trips are run by the Boston Chapter Hiking/Backpacking Committee. INTRO does NOT run winter backpacking trips because these trips require experienced fully geared participants. Two leaders are required on an INTRO hiking trip. We usually run two hikes each day: a strenuous hike and a non-strenuous hike, each with one of the trip leaders. A member of the group can be appointed to be the sweep. We try not to have more than 15 participants on a hike.

All participants carry daypacks with water, snacks, lunches, and all-weather gear. Leaders should carry a First Aid kit and extra food, gear, and water. Make sure all participants know the route you will take and have done at least some previous hiking. Screen participants carefully for physical ability.

6.4.5 Winter Weekends

Skills/Requirements - Leaders must be experienced in the sport that they are leading. Intermediate skill level is required. It is strongly recommended that you be current in Wilderness First Aid (WFA), although it is not required if you are running trips on commercially groomed trails or trails close to civilization and quick rescue resources.

Some leaders lead straight snow shoeing weekends. Others mix cross-country skiers, down hill skiers, and snow shoers together. During the day, the group may divide up according to their interests and unless, they are going into a wilderness area do not need to be accompanied by a leader. A beginner's cross-country lesson should be available on every trip, either to introduce the novice to new skills or review skills with novice participants. Participants provide their own equipment or rent it.

Preparation -. Discuss ways of keeping warm and dry. Allow a slow group and a faster group, which minimizes participant frustration. Make sure that participants are dressed warmly prior to embarking on the trip and that all have adequate water, snacks, and clothing.

Refer to the INTRO web site for a list of cross-country ski centers in New Hampshire, as well as their equipment rentals, rates, and directions. This type of trip also may include going out to listen to music in the evening or playing games back at the inn. It is wise to check out options in advance.

6.5 Interchapter Excursions

If you want to broaden the participant base for a trip, follow the normal procedures for an INTRO-based trip but indicate to the INTRO Trip Coordinator that you also want this trip listed in the AMC Outdoors Interchapter Excursions section. Your trip report needs to be sent only to the INTRO Committee.

7.0 References

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7.1.2 Wildlife

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Venning, Frank D.; A Guide to Field Identification Wildflowers of North America; Golden Press, New York. 1984.

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8.0 Forms

The following forms are included in this guide:

Acknowledgement of Risks, Assumption of Risk and Release Agreement for AMC Volunteer-Led Activities

INTRO Trip Report

Incident Report

White Mountain National Forest Usage Report

Reimbursement Request Form

**Acknowledgement of Risks, Assumption of Risk and Release Agreement
for AMC Volunteer-Led Activities**

Chapter / Activity: _____ Leader(s): _____
 Trip Date(s): _____

Please return this form to your committee or chapter representative when your activity is complete or mail to:
 AMC Volunteer Release Agreement, 5 Joy St., Boston, MA 02108 OLDC 2/2/02

PLEASE READ THIS ENTIRE DOCUMENT CAREFULLY BEFORE SIGNING. 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, employees, representatives, 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 acknowledge and agree as follows:

AMC volunteer-led educational and/or recreational 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. I take responsibility for having appropriate skills, physical conditioning, equipment and supplies for these activities.

These activities include inherent and other risks, hazards and dangers 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, hazards and dangers 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 delays in 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 staff, leaders or other personnel cannot assure participant's safety or eliminate these risks. I am voluntarily participating with knowledge of the risks. Therefore, I assume and accept full responsibility for the inherent and other risks of these activities (both known and unknown), and for any injury, damage, death or other loss suffered by me, resulting from those risks.

I agree to release and not to sue AMC (as AMC is defined above) in regard to all claims, liabilities, suits, or expenses (hereafter collectively 'claim' or 'claims'), including claims caused or alleged to be caused by the negligence of AMC (but not its gross negligence or intentional or reckless misconduct), for any injury, damage, death or other loss to me in any way connected with my participation in these activities, or my use of AMC equipment or facilities. I understand I agree here to waive all claims I may have against AMC, and agree that neither I, nor anyone acting on my behalf, will make a claim or file a lawsuit against AMC.

I 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. 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.

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.

Name	Signature	Date	Allergies	Emergency Contact	Phone #
			1.		
			2.		
			3.		
			4.		
			5.		
			6.		
			7.		
			8.		
			9.		

INTRO Trip Report

Please fill out and mail this trip report for ALL trips (day and overnight) within two weeks of the trip. It provides valuable trip statistics for both the INTRO Committee and the Boston Chapter. Please complete this form even if the trip was cancelled. Thank you for taking the time to fill this out.

Date(s) of Trip:

Trip Title:

Trip Type:

Ski/Snowshoe

Hike

Bike

Walk

Trail Maintenance

Dance

Paddling

ASL

Location: (State)

Leaders:

Co-Leaders:

Did the trip go? Yes NO If not, why not?

Were any qualified people turned away? Yes: number _____ No

Total number of participants on the trip

Male

Female

Total

If weekend trip:

Name of Lodging Facility:

Address:

Cost of facility per person per trip:

What does this include? (circle all that apply) Beds Bedding Meals Kitchen Other

Trip Detail and/or incidents

Trip fees:

The INTRO Committee charges a fee per participant of \$3 per person for weekends. There is no fee for day trips. Make checks payable to: AMC INTRO Committee.

Send check with this form to:

INTRO TRIP REPORT COORDINATOR

Please use the back if you need more space for comments.

Incident Report

In the event of an accident or unusual incident, please turn this report in with your trip report.

Date: _____ Location: _____

Type of Event: _____

Leaders:

Name	Address	Phone	E-Mail

Co-Leaders:

Name	Address	Phone	E-Mail

Individuals involved in the incident:

Name	Address	Phone	E-Mail

Witnesses:

Name	Address	Phone	E-Mail

What happened? (Please give accurate times and actions and use back of sheet if necessary.)

How was the incident resolved?

White Mountain National Forest Summary of Use

Name of AMC Chapter/Committee:

Mailing Address and Zip Code:

Telephone Number:

Trip Leader Name:

Please complete the chart below indicating your use of the White Mountain National Forest. Please return within 2 weeks of completing your trip.

* The # of people refers to the number of participants (do not include trip leaders). Number of Days includes ½ days.

Date(s) of Trip	Location(s)	# People	# Days	Total Service Days (#people x # days)

Please Return To: USFS - Androscoggin Ranger District
 Marianne Leberman
 300 Glenn Road
 Gorham, NH 03581

Or Email Completed Form to: mleberman@fs.fed.us.

**INTRO COMMITTEE
BOSTON CHAPTER
APPALACHIAN MOUNTAIN CLUB
2002 REIMBURSEMENT REQUEST**

TO BE PAID TO: _____
ADDRESS: _____

Please use the following categories for your expenditures and then total the amount.

Volunteer Committee Expenses, Telephone, Administrative Support, Printing/Xeroxing, Postage/Shipping, Supplies, Paper Supplies, Food, Tax, and Miscellaneous.

DATE		SUBTOTAL	TOTAL
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Check number _____
Reconciliation Date _____