

Activity Leader Checklist 2025

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Before arrival at the Event

- READ YOUR LEADER/INFO PACKET. We will attempt to supply the leader/info packet in ample time.
- Ensure you fully understand the leader/info packet activity.
- Contact the chair-people of the Event at Event@MosaicOutdoor.org if you have any questions or concerns
- OWN your activity. Use the internet to get to know the activity.
- The final version of the leader/info packet will be supplied to you when you arrive. There is no reason to print it out unless you made notes. Please refer to the final version for any changes.

Lead the Meet Your Leader meeting.

- Please bring your packet to dinner as “Meet Your Leader” meetings will be held right afterward, and there is no time in between to get your stuff from your bunk.
- We will hold morning activities first and then afternoon second for any half-day activities.
- Only activity outside of camp will be a Meet You Leader Meeting (which includes paddles, bike rides, and hikes starting from camp).
- Give pertinent info on what they are doing the next day to ensure everyone is ready or fit for the planned activity. Make sure everyone in your group understands the details:
 - weather conditions/changes to plans
 - Distance from camp
 - Length of activity
 - How strenuous will the activity be?
 - Anything else you learned in your research?
 - List of what to bring and not to bring
 - Lunch – Pack at camp during breakfast or not. Anyone going out of camp for a full day should pack a lunch. Half-day activities depend on when they are scheduled to return or leave camp.
- Establish teams/buddies/paddle partners as needed.
- To give everyone a last chance to back out, send anyone looking for a change to the event chairs. This is the time to have the person back out if they are uncomfortable—not the day of the activity.
- Make sure everyone understands the transportation plan.
 - All drivers and leaders are instructed to **LEAVE ON TIME; DO NOT WAIT FOR ANYONE FOR ANY REASON.**
 - There are NO Refunds for No-shows or people missing their activity due to missing their Mosaic-supplied transportation.
 - Make sure everyone knows:
 - Which vehicle are they going on?
 - Meeting location.
 - All buses will meet TBD.
 - All vans will meet **TBD**.
 - All private cars will drive from the parking area and meet their group TBD. Keep out of the way of any buses.
 - Some activities have multiple vehicles parked in various locations. Please make sure the drivers have a list of passengers for their car. Introduce any drivers/bus captains (as applicable) and physically split the group to fit in the vehicles. Make sure drivers know who their passengers are.
 - The meeting time should be at least 20 minutes before the planned departure time.
- Ask anyone with a medical issue you should know about to see you after this meeting.
 - Asthma, Diabetes, High Blood Pressure, Serious Allergic Reactions to anything, Use of an Epinephrine Pen, pregnancy, Joint or muscle issues, Seizures, or any other medical issues.
- Access the group and adjust if needed.
 - As you are meeting with your group, take the time to look around.
 - Is anyone obviously not fit to attend your activity?
 - Anyone who has medical issues might be a safety issue.
 - Is everyone on your list at the meeting?
 - If a participant misses the “Meet Your Leader” meeting, you have the right not to let them attend the activity the next day.

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- Is anyone not on your list asking to join you? Oversee these at the end of the meeting and work it out with the Event Chairs.

The Morning of Activity

- Bring EVERYTHING you need for your activity to breakfast. As a leader, you WILL NOT HAVE TIME to return to your cabin.
- Make sure you bring:
 - All leader packets for the day that you are leading.
 - Any maps
 - Sign-in sheet.
 - Any paperwork required by the vendor.
 - Release forms/Waivers for each person.
 - Checks or Cash
 - Whistle (activity-dependent)
 - Flashlight (activity-dependent)
 - Be sure you have the following from our Quartermasters:
 - Radios (activity-dependent)
 - First Aid Kit (activity-dependent)
 - Clipboard
- If you are traveling in a Mosaic Passenger Van, your package from the Quartermaster will be in the van.
- If you travel by bus or private car, you will find the package from the Quartermaster in the Mosaic Office. Make sure to take the one labeled for your activity. Call contact Quartermaster if you have an issue.

Before You Leave Camp

- Group up at your vehicle(s). Check in everyone by name with the supplied list. Not just by headcount. This will give you a chance to put a face to a name.
- Account for anyone who is not on the list.
- Ensure everyone has paid for any activity (if there is a charge) before leaving. If they are not on the list given to you, then expect that they have not paid for that activity. They should have a payment slip from the Event Chairs if they made any changes the night before. Take note of any issues and report back to Event Chairs when you are back in camp. ALL TRIPS out of camp have a fee.
- Ensure all drivers understand the route and have a navigator to help them.
- Make sure the navigator understands how to use a mapping app/unit.
- Make sure you have cell phone numbers for all leaders and drivers in your group with you. You will be supplied with a list, but it would be good to exchange phone numbers so they are on your phone.
- Check to make sure everyone is appropriately dressed for the activity. **This includes proper shoes. Anyone not correctly dressed should not be allowed to board the vehicle.**
- Make sure everyone has the proper amount of water for the activity.
- Work with your Bus Captain (when applicable) to get all the groups on the bus and the road on time.

○ **LEAVE ON TIME!!! DO NOT WAIT FOR ANYONE FOR ANY REASON.**

- Any schedule delay will be compounded as the day progresses and can affect the whole camp. There are NO REFUNDS FOR NO SHOWS OR MISSED TRANSPORTATION. Event Staff will deal with any complaints about this policy.

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Once you arrive on-site at your activity

- Recount to make sure you have everyone.
- Regroup in a circle and do an icebreaker:
 - Go around and have everyone say:
 - Name
 - Hometown
 - What they expect to get out of today's activity
 - Something else (be creative on a topic). For example, if it is a paddle, tell us about your past paddle experience.
 - Something unique about oneself.
- Go over what to expect once more.
- Hand out any maps or pamphlets provided to you in your leader packet.
- Designate a leader (you) and a sweep.
- Ensure the leader and sweep have radios and understand how to use them. Test radios before heading out. (activity-dependent)
- Make sure everyone understands the rules of the trip (activity-dependent)
 - Make sure everyone understands to stay behind the leader and in front of the sweep.
 - No going off on your own
 - If you need a bio break, let the leader know to stop. Leave your pack/boat on the trail to ensure we understand your off-trail.
 - Ensure everyone understands not to go in front of the leader or behind the sweep.
 - Everyone stops at all intersections of trails. Then, wait until the last person has sufficient time to rest before heading back out.
- Ask anyone with a medical issue to make you aware of this issue either publicly or privately.
 - Define if anyone is carrying an Epi-pen and precisely where that pen is located (preferably in front of the group).

On the hike, paddle, or peddle.

- Set a comfortable pace. The slowest member of your group sets the pace; therefore, screening your participants BEFORE you leave is essential.
- **Count & recount-** You are responsible for the safety of your group. Count 'em when you leave camp. Count 'em at the trailhead, count 'em at breaks & lunch, count 'em at all intersections, count 'em before heading back to camp.
- **Stop at all trail junctions** - Keep people from getting lost. Stop at all trail junctions for people to regroup. Again, give the last person a rest before proceeding. Do NOT just head out as soon as the last person arrives at the junction.
- **Stop the group, yell, and use your whistle if someone is missing.** Note the location on your map where the person was lost. STRESS THAT NO ONE GOES IN FRONT OF THE LEADER OR LEAVES THE GROUP UNANNOUNCED. If no one shows up, retrace your steps to the last known location. Let the camp know ASAP by calling 888-MOSAICS to contact the proper authorities to begin search and rescue.
- **Take breaks as needed** – A five-minute break will refresh the group and remind people to drink water and use the bathroom (separation breaks). Do not forget to count 'em at the end of the break BEFORE heading out again. It is best to take a break about fifteen minutes after starting to let participants adjust any gear after warming up.
- **Use your radios** (activity-dependent)– Check in occasionally with your co-leader to see if everything is okay. It reinforces communication and ensures the radios will work in an emergency.
- Please encourage your group to act in an environmentally responsible way, such as picking up trash along the way & staying on the trail. See: [Leave No Trace – 7 Principles](#)
- **Do not forget to have fun yourself!**

When you get to the end of your activity before returning to camp.

- Count em' to make sure everyone is back. Report any missing people to Mosaic.
- Circle up and ask everyone about their activity's high and low points. This will give you a true sense of whether everyone had an enjoyable time or not. Do not forget to report your findings on the leader Debrief form.
- Make sure everyone hydrates. The body tends to suck up liquids when at rest just after a workout.
- Ensure any bio breaks are dealt with before getting into the vehicles for the ride back to camp.

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Leader Debrief Form

- On the way back to camp or as soon as you arrive, please spend time filling out your leader debrief form.
- Indicate the time you returned.
- Please write down your thoughts as a leader on how the day went while they are still fresh in your mind.
- Rate the day on a scale from 1 to 10 (10 is the highest).
 - Indicate any issues that may need to be addressed. If required, make sure to fill out an incident report form. **Please personally deliver incident report forms ASAP to an Event Chairperson and discuss what happened and your recommendations if there is something the event staff should be aware of.**
- List any materials you used in the first aid kit; Let the Quartermaster know if we need to resupply missing items in the first aid kit. Any use of a first aid kit requires an incident report.
- Return all Medical Information Envelopes to the Quartermaster and/or into the marked bin in the office. **ANY OPENED MEDICAL INFORMATION ENOLPES WILL REQUIRE AN INCIDENT REPORT EXPLAINING WHY IT WAS OPENED.**
- Turn in the leader debrief form in the marked basket in the office. Please note that the Event Chairs may not read these forms until later that night or the next day. Make sure to personally make sure we are aware of an issue that needs our attention.

When you arrive back in camp

- Bring your gear to the office ONLY if you are in a private car or on a bus; **LEAVE ALL MATERIALS (Keys, Radios, First Aid Kit, Etc.) IN THE VAN.**

○ LEAVE KEYS IN THE VAN.

○ DO NOT LOCK THE MOSAIC VAN

- We will have a master sign-in board in the office.
 - Please sign in once you have arrived under your activity.
 - Provide an overall rating of the action on a scale of 1-10. Ten is the highest.
 - Sign-in that your vehicle has arrived.
 - Please confirm if the other vehicles are back and if multiple vehicles are engaged in the activity. Do not assume.
 - Check off an indicator that there is an issue or incident we should check up with.