

Your Name:	Name of Your Trip:
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College Outdoors
2013 New Student Trips

Nuts & Bolts

Table of Contents

Welcome to the N&B of 2013!.....2

Trip Leader Resources: During Staff Training4

Your Trip’s Binder and Field Packet6

Trip Leader Expectations.....8

Trip Budget & Travel Advance.....10

General Vehicle Information11

Vehicle-Specific Information13

Before You Go.....14

Equipment Information.....16

Checking Out Equipment19

While You Are Out21

After Your Trip22

Post-Trip Paperwork: Receipts.....25

Final To Do List26

Appendix: Stores, Farmers Markets, Travel Advance and Maps.....27

Welcome to the Nuts & Bolts of New Student Trips 2013!

A Little Explanation

This document contains the basic logistical information you will need to get yourself oriented before, during, and after your trip. Reading it will answer many of the common questions that arise during the course of staff training, prep days, and cleanup. Please try to retain this useful and important information. There is a quiz on this material to be taken at staff training, and prizes to be won! We will have printed versions, UPON REQUEST, when you arrive, if you want a paper copy earlier just ask the office folks. Ask questions if you're uncertain, but try to find the answer here first! One last thing: we do revise this thing each year, so even if you've read it before, please review it again.

Important Numbers & Passwords

- CO Office in Templeton Campus Center: (503) 768-7116. Fax: (503) 768-7876
- CO Sequoia Equipment Warehouse: (503) 768-6287. Fax: (503) 768-6285.
- Computer lab login (or user name): **sequoia** password: **phone6287**
- All College Outdoors Combo lock combinations: 16-34-24

College Outdoors Staff

- Joe Yuska, College Outdoors Director: Joe is the guy to go to for policy questions.
 - Cell phone: (503)-880-5387
 - Office phone: (503)-768-7117
 - Home phone: (503)-452-7547
 - Email: yuska@lclark.edu
- Thom Lehman, Assistant Director/Logistics Manager: Thom is in charge of the Sequoia Equipment Warehouse, and he is the guy to ask for questions relating to equipment, logistics and rations.
 - Office phone: (503)-768-6287
 - Cell phone: (503)-201-9258
 - Email: tml@lclark.edu
- Josh Bickley, Administrative Coordinator emeritus: Josh (when around) will be the guy to ask about office stuff, participant questions, airport pick up schedules, or other logistics.
 - Office phone: (503)-768-7116
 - Cell phone: (360)-770-4630
 - Email: jbickley@lclark.edu
- Kelly Atkins, Administrative Coordinator: will be the guy to ask about office stuff, participant questions, airport pick up schedules, or other logistics. He leaves August 23 for graduate school in England.
 - Office phone: (503)-768-7116
 - Cell phone: (406)461-2423
 - Email: katkins@lclark.edu
- Kate Daniel, Administrative Coordinator starting Aug 20th: She's new and learning about office stuff, participant questions, airport pick up schedules, & other logistics.
 - Office phone: (503)-768-7116
 - Cell phone: (503)729-5807
 - Email: _____@lclark.edu

- Brian Webb, Vehicle Mgr.: Talk to Brian if you have any questions about your vehicle.
 - Cell phone: (530) 545-1182
 - Email: bmwebb@lclark.edu
- Katie Liebenstien, Logistics Coordinator & Airport Shuttles
 - Cell phone:
 - Email:

Trip Leader Resources: During Staff Training

Housing

- Trip leaders and student coordinators have the option to be in one of the residence halls before the trips leave.
 - If you arrive on campus during office hours (Mon. – Fri., 9 am – 5 pm) come to the C.O. office in Templeton Room 244 to get your key.
 - If you arrive after hours, go to Sequoia to get your key. It will be in a metal key box near the front (Northeast) entrance of Sequoia. The Keybox combo is: 9258.
- If you stay on campus you will need to clean your room out completely before the morning of your trip. You may store personal belongings in your staging area, in Sequoia, while you are on your trip.
- Trip leaders who need housing for the night of their trip's return should ask the office before their trip departs to help make arrangements for their accommodation that night.
- If you are living on campus during the coming school year you will be able to move into your dorm room on the day trips return.

Getting Paid

- If you are a current LC student trip leaders or working in the warehouse, you need to submit your WebAdvisor timecard by August 31, in order to get paid September 10.
- If you are not an LC student, you must reconcile your receipts and travel advance and turn in a Post-trip Report Google Doc by August 31st in order to get paid September 30th.
- Your check will be addressed to whatever address you supply Human Resources (HR) with for your W2 tax form (which will be mailed in February) so if you want your paycheck to go somewhere else than your W2 form, let us know by giving us a self-addressed envelope for your paycheck. You can also sign up for direct deposit thru Human Resources, and get your check immediately on Sept 30th, and not have to wait for the mail.
- The I-9 is the one-time form necessary for you to be hired officially by the College, and thus paid. These forms must be filled out before you leave on your trip in the Human Resources office. HR is located one door north of the Corbett Mansion. When you go to HR, you must come prepared with proof of your identity. Acceptable documents include either a passport, or drivers license AND an original Social Security Card (not a photocopy), or your birth certificate.

Food

- We'll be using the same food system we used last year for staff. Our new kitchen in Sequoia is too small to accommodate all the staff and trip prep, so almost all your meals will be in Fields Dining Hall in Templeton. You will have a swipe card to give you access to Fields for each meal. Meals begin the day your contract starts or the day staff training begins- whichever is sooner.
- There are a few occasions where the cafeteria is closed. In these cases we will either have food in the Sequoia kitchen (for breakfast) or we will order food out for everyone from a local eatery. We'll let you know this final schedule when you arrive.

Parking

- During Staff Training and while you are preparing for your trip, you may park in any non-reserved parking spots in the South Campus lot. Please respect all posted parking restrictions.
- If you need to leave your car on campus during your trip, you'll need to park by the stadium; for security reasons, leave your car in the stadium parking lot nearest the Campus Safety office. Do not leave valuables in your car. There are occasional break-ins.
- If you are staying off campus, please carpool with other CO folks if you can.

Phone Calls

- From On-Campus: Dial only the 4-digit extension number if calling to another campus phone (e.g., to call the office from Sequoia just dial 7116). To dial a local or 800 number, dial 9 to get an outside line,

then call normally (Ex.- 9-1-800-555-1111). Portland has 10-digit dialing, so you will always have to dial the area code for local calls, either 503 or 971, but not the 1 in front of the 503 and 971 area codes (ex-9-503-555-1111).

- Long Distance Calls from On Campus: You can make your long distance phone calls from any phone on campus using the following access code. Dial 3-748-979-64-9-1-(area code)-(phone number).

Library Books

- We have a great library, located primarily in the CO office in Templeton Student Center but also with some books in Sequoia. There are books on all the campgrounds in the Northwest, natural history guides, Native American mythology, etc. We also have a selection of audio books.
- **To check out a book:** Please email outdoors@lclark.edu with the book title, author & book number. Book numbers can be found in the upper right corner of the inside back cover for most books. Ask a CO Staff member for help if you need it.
- “Reference only” books can only be checked out by trip leaders.
- Keep in mind that others may want to use the same book -- if you know you only need a couple pages of information, grab a copy card or the South Campus copy room codes (below) and just copy the pages you need.

Copying Documents

- You can make copies on South Campus in Rogers Hall on the fourth floor, in room 418. The room door combo is 5968. This copier has a keypad, which will ask for your ID. Press *0004580* (the departmental budget) then press *log-in*. Make your copies. Then follow directions posted on copier to logout. Ask a staff member for directions if you are having trouble finding the copy room.
- You can also use the copy machines on the main floor of Templeton Campus Center, in the Campus Activities Board Office (Room 261) the International Students office upstairs in Templeton, and the Campus Living office on the lower level of Templeton. Use the same departmental budget number (0004580) listed above for these copiers.

The College Outdoors Office

- The College Outdoors main office is located in Room 244 of Templeton Campus Center, near the mailroom on the main floor.
- The majority of office paperwork will be located in the Logistics area in Sequoia.
- The Admin. Coordinator will be around the office before the trips take off and should be able to help you if questions or problems arise. If no one is in, please leave a message on the 503 768 7116 voicemail, which will be checked regularly.

Trip “In-Boxes”

Each trip has its own in-box located in Sequoia in the Logistics area. Here you will find your:

- Travel advance, if not directly deposited into your account
- Trip binder, containing all of the paperwork you need to take with you into the field
- Trip packet folder to take your important paperwork into the field.
- Messages or mail that we may have received for you
- Pre & Post Trip Assessments
- This is also where you should leave paperwork and keys for us after your trip.

Your Trip's Binder and Field Packet

Your trip binder contains many important forms concerning College Outdoors policies, participant's information, procedures, and emergency information. Please look through your binder thoroughly and ask if you have questions about any of the forms. Some more information about some of the items in the binder follows.

Important:

- Leaders, student coordinators, and participants all must have a Health & Diet Questionnaire on file.
- All participants and Student Coordinators must have an Acknowledgement/Assumption of Risk form on file in our office in Templeton.

Trip Binder

In your trip binder, you will find:

- Original Health and Diet Questionnaire Form for each student (we made a copy that stays in the office)
- Personal equipment lists
- Group gear checklists
- Trip hazard analysis
- Pre-departure checklist
- Post-Trip Checklist
- Emergency Response Guide
- Telephone Script for Emergencies
- LC Medical Insurance Card and Claim Form
- Incident Report Form
- CO Policy and Procedures Handout
- Asthma/Anaphylaxis Protocol

Trip Field Packet

You may decide to bring your entire trip binder into the field, or if you prefer not to carry all of it into the field, you can place the most important forms into the provided "plastic document envelope" for bringing into the field. Please be sure that your field packet includes all of the following forms:

- List of participants
- Health and Diet Questionnaire Forms for all participants and trip staff
- Consent for Medical Treatment forms for all participants who are under 18
- Personal Equipment Printout (for checking in personal gear on your last day in the field)
- Hazard Analysis (orange)
- Emergency Response Guide (yellow- also found in your First Aid Kit)
- Telephone script for calling in an emergency (blue- also found in your First Aid Kit)
- LC Medical Insurance Card and Claim Form
- Incident Report Form
- Asthma/Anaphylaxis Protocol
- Your Trip Itinerary (including your vehicles' license plate numbers and description) and Emergency Phone Numbers

Information about Student Paperwork

Health and Diet Questionnaire Form

All medical information on the form is confidential.

- There may be notes attached to the original copy (only) of a student's medical form if one of our staff members looked up information, found out from other campus offices of a medical issue for that student, or talked to the participant regarding anything on the form.
 - Please **remove any such notes before showing students their form**. Ask the CO Admin Coordinator if you have any questions about any of the notes on the form. These notes are for your information only and, unless the issue was written on the student's med form (i.e. disclosed to us by them), please do not ask them about the things written on the sticky note.
- Know the specifics, i.e. dietary needs, diabetics, allergies, prescription medications, etc., for your participants well in advance of their arrival.
- During your staff training or prep days, call all of your participants who
 - Use prescription medications. Remind them to bring two sets, so that you can carry a backup for them in case theirs gets wet or lost; this includes asthmatics with inhalers.
 - Have any severe allergy that could bring them to the point of anaphylaxis and remind them to bring their own prescription anaphylaxis kit. They must carry it with them on the trip at all times.
 - Have any other significant issue that you have questions or concerns about
- The Health & Diet Questionnaire has a place asking for participants' birthdays. Please be sure to check this to see if you have any birthdays on your trip!

Trip Leader Expectations

- Try to get in touch with other staff on your trip early (if possible, by email or phone, before staff training) to discuss menu ideas, new games and initiatives, aspirations, concerns, questions, or just to chat. Your fellow trip staff's names and contact info is included in an email. If not, let us know and we'll give it to you.
- Our office and the Sequoia warehouse will be very busy—if you are not working on your trip, please go elsewhere to hang out. The Graduate School lounge and the Corbett Mansion lawn are great places to do this.
- Please don't use the office phone or Sequoia lines for personal, non-business calls during the day (9am to 5pm).
- Please do not use the College Outdoors computers for personal, non-trip purposes during the day. If you are using the computers for trip logistics, please login to the Sequoia computers by using the user name printed on label tape at the bottom of the computer screen.
 - There are two computer labs across the hall from the College Outdoors office in Templeton. There is also a computer lab on South Campus in Rogers Hall, the building directly north of Sequoia. You'll need to use our user name and password to use either lab—User name: “*sequoia*”, Password: “*phone6287*”. If you need to print something out, please remember that the Office and Sequoia printers are for College Outdoors business from 9 am-5 pm, or business related to your trip.
 - Wireless access is available campus-wide on your personal laptop but you will need to log into the College's system with the current configuration:
 - Download and install the Virus Software on Information Technology's website:
 - http://www.lclark.edu/information_technology/security/symantec/index.php
 - If you have a PC, you will need to download this, but if you have a Mac, this step is not necessary.
 - Use your web browser and log in with the login: “*sequoia*”, Password: “*phone6287*”.
- Monitor care of group and personal gear so participants treat it properly.
- Drug/Alcohol Policy:
 - Do not use your travel advance to purchase alcohol. If you are buying beer for a 21-and-over trip leader shindig, for instance, you will have to pay for this out of your own pocket.
 - Do not buy alcohol or provide other illegal substances to your trip participants.
 - Set a good example for your participants: even if it is legal for you to drink, do not take alcohol on your trip.
- Test stoves, water filters, and tents before leaving for your trip.
- Please use conservative judgment throughout the length of your trip with regards to language, nudity, and other activities that may offend students on your trip, or anyone your group might encounter. We rely on our leaders to accept it as their responsibility to be exceedingly attentive to group dynamics and to be the family-friendly face of Lewis & Clark College and College Outdoors when other folks cross your path (Church groups, families, etc.). Some incidents have had a negative impact on our program in the past, and could potentially lead to sexual harassment claims, the loss of the program's Forest Service or BLM permits, or even a lawsuit involving you. Please keep this in mind at all times.
- Make sure your trip binder and field packet of information and forms are complete before you leave.
- Check medical forms for important medical & prescription information about your participants & co-leaders.
- Keep track of incidents and problems (e.g. medical) on your trip so that they can be effectively addressed when you get back, and so that you remember details to write into your post-trip report.

Contract Responsibilities

Here's some of what you need to do to fulfill your contract:

- Have current Wilderness First Responder, including current CPR certification, before the trip starts.
- Carefully review and follow the two following documents: *Trip Hazard Analysis & Safety Guidelines* AND *Lewis & Clark College Outdoors Policies and Procedures* in your trip binder.
- All leaders, assistant leaders, and student coordinators: Be aware of our swimming policy: Swims in still water more than waist deep OR in any moving water (e.g., rivers) of any depth need a PFD (lifejacket) or need to be at a supervised swimming area with a non-College Outdoors, Red Cross certified lifeguard.
- Raft trip leaders: familiarize yourselves with our *River Policies* (in your trip binder).
- Practice and inform your participants about minimum impact and/or Leave No Trace travel while in the field.
- Scout your trip area before leading a trip there.
- Follow food budget guidelines. \$10.00 per person per day. This is a maximum amount. Please help us by avoiding unnecessary food purchases. If you have a partial first or last day for your trip, (i.e., not 3 meals), plan on \$7 per person for those days.
- Review the "Pre-Departure Checklist" in your trip binder and follow these procedures.
- Before leaving, please email your trip itinerary to "outdoors@lclark.edu" –as an attached Microsoft Word document.

Trip Budget & Travel Advance

Bulk Foods

Costco and WinCo are our bulk food system. We have also standardized meals and portion sizes, into an Excel spreadsheet that's easy to fill out and use to plan your trip. You will be trained to use this spreadsheet during Staff Training. We've also updated our backpacking-specific excel sheet to more accurately pack for the backpacking trips

You will also be purchasing most of your own fresh foods (see the appendix for good places to buy fruits and veggies in the Portland area), as well as any special items you decide to bring.

Please Note for 2013: We kindly ask that since you will be managing a food budget that you spend as much as necessary within the generous allotment that we give you. However, if you have any remaining funds from your food budget or travel advance that are not necessary to spend, then please use restraint in purchasing unnecessary items.

Travel Advance

We have ordered a travel advance for all trip leaders. The dollar amount of the advance depends on your trip. This money is to be used for food purchases, gas, emergencies, and other incidental purchases for your trip.

- If you sign up, you can get it electronically deposited into your bank account and use it as you would normally, with your own credit/debit cards, checks, etc. Do this through WebAdvisor.
- **Be sure to keep all your receipts** and to **separate trip-related purchases from non-trip-related purchases**. After your trip you will need to submit this information to the College Business Office to be reimbursed. See the Receipts subsection in the "After Your Trip" section for more information on this.
- Receipts need to be itemized for the business office to accept them. This means that each receipt should reflect the actual item(s) that were purchased.

Meat needed on trips

It is College Outdoors policy that each trip have a variety of meat available for participants who want it. Suggestions are: dry salami, pre-cooked bacon in vacuum packs (available at Costco), canned fish/beef/chicken or turkey jerky. Many of our standard meals (in the Excel spreadsheet of meals) include meat as an option, but bring some extra along as snacks. Please be sensitive to all participants' needs as some students react negatively when forced into a meat-free diet, just as vegetarians would if forced to eat meat.

- Why a Meat Policy? In 2003, we had an irate parent call, demanding a full refund, because they were furious that not enough meat was available during their student's trip. OK, this was an unreasonable parent, but it caused lots of drama and the upper administration got involved. It's easier just to buy meat!

General Vehicle Information

First of all: ***Everyone must wear a seatbelt!***

Vehicle Assignments

- Vehicle assignments will be available at staff training. If you need to know details beforehand please call.

Trail Park Passes

- Are required for Mt. Adams, Wallowas, Waldo Lake, ESP & Columbia Gorge ONLY (We may have some extra for the Oregon Coast Trip, but aren't really needed for any of the hikes.)
- These will be taped on the inside of the vehicle that has been assigned to you. The pass must be visible at the trailhead.

Keys

- Will be in your vehicle binder located in the vehicle binder shelf on the west side of Sequoia.
- Make sure you have at least 2 sets of keys (3 for raft trips—one set to shuttle drivers).

Buying Gas

- Please use Voyager gas credit cards provided in your vehicle binder, or use your travel advance funds.
- PIN number is written on the back of each Voyager credit card. These cards will not work at some gas stations like Safeway or some Arco stations. If necessary, you can use your own debit/credit card and we will reimburse you.
- Keep all gas receipts.

Vehicle Tool Kit and Safety Boxes

Each vehicle has a plastic box which contains flares, fire extinguisher, jumper cables, a few tools, and Fix-a-Flat and Reflective Vests.

Vehicle Check Out Procedure

1) Damage Check

Immediately check interior and exterior, including the roof, of your vehicle for any damage. Report it right away to Thom before you head into the field. Here is a quick list of things that you should look for:

- Hairline or star cracks in mirrors and windows
- Paint scratches and small dents on exterior, including the roof
- Chipped turn signal housing
- Missing door latches
- Missing push down locks on doors
- Stains on carpeting
- Lights all working? Headlights, high beams, turn signals, brake, reverse, hazards.
- Tires all inflated to proper PSI? Check inside of drivers side door for manufacturers recommended tire PSI.
- Rips or tears in upholstery—on seats, on inside of doors
- Missing spare tire, jack, or wrench, flat or low spare tires
- Broken seat belts, seat belt straps that don't extend properly -- check ALL the seat belts.

2) Vehicle Checklist

- Before your trip, check your vehicle, Enterprise rental or LC, using our Vehicle Checklist. You will find a copy of the checklist in your vehicle's "green pouch" which is located in the glove box or center console of your vehicle. Please make sure that a member of the College Outdoors vehicle staff has checked your vehicle.
- Flat spare tires, loose bench seats, defective sliding doors and defective seat belts have all been common past problems.

3) Trailers

- If you are using a trailer for your trip, be sure to check the trailer wiring and tires on the vehicle & trailer you are taking.
- **BE SURE TO TEST YOUR TRIP'S VEHICLE WITH YOUR TRIP'S TRAILER** early in your trip prep. Don't wait until a few hours before you are to drive away to test it.
- Make sure you test the lights first, then allow the vehicle to idle, engine running, with the trailer on for 5 minutes and test the lights again. If the vehicle/trailer wiring is not compatible, it may take this long for the fuse to blow.
- Fixing trailer wiring sometimes takes a day, so again, test your trailer lights early in your trip prep.
- Make sure that you have the appropriate size spare tire for your trailer, lug wrench that fits the tire bolts, and the spare tire is fully inflated to the correct pressure.
- **Surge Brakes:** All the large trailers have surge brakes. If they lock up, the brakes can be turned off. Make sure you ask for instructions if you are not familiar with these brakes. Make sure the instructions for the surge brakes you're using are in your trailer repair kit.
- **Trailer Padlock Combo:** 16-34-24. All the padlocks we have should use this same combination, but before latching, test this out on the ones you have before leaving campus.
- **Special Note for Sea Kayakers:** Please see Thom or Joe for proper tie down of sea kayaks on the trailers if you are unfamiliar.

Driving the Vehicles

- **Backing.** Most of our accidents with the vehicles occur while backing up.
 - Always have a spotter outside the vehicle in a place the driver can see them when backing up (typically driver's side, visible by driver's side mirror).
 - Be sure to:
 1. Roll down both front windows,
 2. Turn off the music, and
 3. Shush your passengers when backing, so you can hear your spotter.
 4. Agree on a set of hand signals with your spotter so that they can indicate to you how much space you have.
- **Do not eat and drive.** It is important to keep both hands on the wheel and your concentration on the road. An occasional sip of coffee or soda is OK if you use the vehicle's drink holder, so the drink is only in your hand for a few seconds, and you do it where traffic is light. If you're hungry, pull over and make a rest stop or switch drivers.
- Let your front passenger be the music DJ! Don't try to do this while you're driving.

Vehicle-Specific Information

Lewis & Clark Vehicles (CO & Athletics):

- All Lewis & Clark-owned vehicles can be picked up at Sequoia.
- Hidden key: at staff training we will show you where you could hide a key on the vehicle frame and where it is already hidden on College Outdoors-owned vehicles.
- Record beginning and ending mileage for all Lewis & Clark vehicles. Mileage cards for vehicles are located in your vehicle binder.
- Test hitch, lights on trailer, and hook ups, well in advance of your trip with the vehicle you'll be using.
- Also remember that there is a \$1500 deductible for damage to the campus vehicles which comes directly out of the College Outdoors budget. Most of our accidents happen when backing vehicles.

Before You Go

Storing Luggage

- **Non-trip luggage:** Every trip participant will store the luggage they are not taking on their trip in the Corbett Mansion. All participants are asked to come directly here or are taken here when they arrive for their trip, where CO staff will assist them. Have a staff member show you where this building is located if you don't know.
- **Cell Phones, iPods, Etc.:** It is up to the Trip Leader to decide whether to allow them, and when participants can use them. Having a number of cell phones with different providers along can be VERY useful in an emergency, so we highly recommend taking them but allowing use only in emergencies. iPods and other personal music devices are nice on long drives. If you decide not to allow participants to bring these, they will be left in the storage area.
- **Keys:** We will have a staff person covering the Corbett Mansion luggage storage and helping direct people. If you take a student there while it is unstaffed, be sure to never leave the storage room unlocked and don't leave trip participants in the storage room without a staff member, trip leader, or student coordinator present.
- **Store in designated area:** Store general luggage in the Corbett Mansion in the designated area for your trip. A sign will indicate your trip's storage area.
- **Label Luggage:** Make sure that each participant's luggage is labeled with their name and the name of their NST trip. There should be markers and masking tape for labeling in the storage room.
- We have had a few problems with students taking the wrong luggage, so always go with the student to pick up their luggage, to be sure they take ONLY their stuff.
- **Lock doors to storage area:** Don't leave the doors open, even for a few seconds, if no one is in the room. There have been instances of professional thieves working the LC campus, and this storage area would be a big temptation. It is very important that the trip leader, student coordinator, or a staff member go with the student to store luggage; never give the key to the new students.

Itinerary

- An itinerary is required by email to College Outdoors (outdoors@lclark.edu) in addition to the copy that you take with you, in your field packet.
- You can use last year's itinerary (if we ran your trip last year) for the same area as a guide, found under the filepath **CO Server Files -> NST -> NST 2012 -> Trip Folders -> Your Trip Name**. The password for the CO Server is: A.Kerr11. If you have questions about the computer just ask one of our staff to show you where and how to do this.
- All itineraries must include:
 - The trip name, dates and the trip's cell phone number
 - Names of every individual in the group (this can be pasted from our database—ask the CO Admin. Coordinator- Kelly Atkins or Josh if Josh is here)
 - Level of first aid certification of each leader, paddle captain, student coordinator
 - Vehicle descriptions, including color, model, roof boxes/trailers, license plate number(s)
 - For boating trips: # of rafts or kayaks, sizes, colors of inflatables
 - Approximate route on each day, probable camp sites, trailheads or put in/take out,
 - Name(s) of county or counties you will be traveling through – you must know this to get connected to the correct 911 dispatchers when using a cell phone, this will get you the fastest response and avoid confusion on the part of emergency services.
 - Local emergency phone numbers, for example:
 - Sheriff's office, local/state police
 - Search & Rescue
 - Hospitals (address and directions may be useful as well), ambulance services, Life Flight
 - Land-governing agency whose land you'll be on (BLM, USFS), and their contact info

- Phone number for wildfire information in your area. Call the USFS or BLM Ranger station for the district, and ask them for a fire dispatch number you could call during and after normal work hours if a fire started and was moving toward your group.
- National Weather Service Phone Number: 503-261-9246 for W. Oregon and W. Washington, 541-276-0103 for Wallowas and Deschutes trips.
- Have an Alternative plan for your trip: locations and routes in case of foul conditions, fires or other unexpected unpleasantness.

A Note on Solos

New Student Trips are often a time that many students are going through a rough transition from their home to their new life in college. In the past, some trip leaders ask their participants to go on “solos”, where the participant is away from the group for a night or a day to reflect on their current position in life (whatever that may be). Some participants are going through particularly difficult times with parents, friends and sometimes are even psychologically unstable. Since many of our trip leaders lack the appropriate counseling certifications, formal training, or feel uncomfortable dealing with these situations, we request that trip leaders do not have their participants go on these types of “solo” experiences for over 2 hours. Please talk with the Director for approval for any solos planned for over two hours.

We want participants to be able to have a good experience and make sure that trip leaders don't get students into an emotional state that is difficult to manage.

Show “Soft Paths” to your group before leaving campus

Be sure to show this Leave No Trace video (12 min long) to your group in one of the classrooms we have reserved on South Campus. Find the videos near the Trip “In” Boxes.

Equipment Information

College Outdoors Gear Preparation Policy

Ultimately it is your responsibility to make sure that your trip has all of the gear it needs, and that all of that gear is in good shape. The warehouse staff has looked at a lot of it to reduce problems in the field, but things may get overlooked or mislabeled. Please visually inspect all gear that you plan to take into the field.

- It is College Outdoors policy for you to test all of the equipment you plan to take with you.
 - Take the time to test your stoves, water filters, and tents, at a minimum.
- Please be extra careful with the small things that you and your participants borrow, like compasses, headlamps, hats, socks, mittens, river guide knives, etc. We've lost lots of these things on past trips and they add up to a lot of money to replace. Check them out, by ID #, on the students' gear checkout sheets. See the "Checking Out Gear" section, after the equipment information pages.

Check your Aqua Mira bottles TO MAKE SURE EACH BOTTLE HAS THE SAME AMOUNT IN IT (this has been a problem in past years); the warehouse can give you extra bottles if you want them.

Group Gear

Much gear for your trip is already in your staging area and ready to be pulled and checked by you. We have signs showing the location of major equipment and if you need further assistance just ask. When exchanging or checking out additional group equipment for your trip, (stoves, water filters, sea kayak paddles, tents, etc.) mark the ID number (or quantity of items if there is no ID) on the Group Gear Checkout list. This is important, so please be specific! Check items back in on your Gear Checkout list if you are exchanging them, so we know where the gear went.

Satellite Phones/Cell Phones

- For all backcountry trips, we rent satellite phones. The sat phones have cases and instructions included. Please familiarize yourself and check the phones functionality before heading into the field.
- For other trips (Columbia Gorge, Opal Creek, Urban Action, Sustainable Action, Oregon Coast trip), we ask that the trip leader or SC use their personal cell phone for emergency purposes. We'll compensate you \$10 for use of your phone. For outdoor trips, personal cell phones NEED to have car chargers- if you don't have a car charger, we'll buy you one in place of your \$10 phone payment.

Keys

- Keys for Sequoia and the office will be checked out to CO staff and trip leaders at staff training.
- The CO key opens the office and the front door, the gates, and the back door of Sequoia. Please lock doors and gates.
- The keys that we check out to you are numbered and must be checked in for trip leaders to be paid.
- Key Deposits: \$75 total key deposit for the CO key. We won't cash the deposit unless we can't get the keys back. We'll take these deposits at staff training.

First Aid Supplies

- Our First Aid Kits have been designed based on WMI standards and suggestions from trip leaders.
- If you need any additional supplies from the First Aid closet, please talk to Thom.
- The book *Medicine for Mountaineering* should be taken into the field except for backpacking trips, which may elect to leave it in their vehicle (if they have a vehicle).
- If you use any supplies from the first aid kits, please completely remove all marking tape from each package, so Thom knows the kit has been used.

***IMPORTANT: Please read below about our epinephrine procedures.**

Severe Allergies: Like NOLS and Outward Bound, we no longer carry pre-loaded Epinephrine syringes. Each first aid kit now has four empty 0.3cc syringes and a 30cc vial of epinephrine. Make sure all students at risk for anaphylaxis have their own epinephrine kit and review its proper use with them when they arrive. They should carry it with them at all times in an easily accessible place. Do not refrigerate the epinephrine or store it anywhere that will get very hot, such as an ammo box sitting in the sun, on a raft, or the top pocket of a backpack.

If you have questions about the first aid kits contact Thom.

Specific Equipment Notes

All Trips

Maps & Compasses/GPS: We have pulled maps and compasses for each trip. You need enough maps on backpack trips to teach some basic map & compass skills. The compasses have been distributed equally among the staging areas. We also have large demonstration compasses for teaching that can be easily seen by a group of 12 or more.

- If you want more or different maps, please ask! If we don't have them you can pick them up using the funds provided on your travel advance.
- We have a fleet of GPS units for the vehicles. We also have trail GPS units this year that have 7.5' USGS topographic maps loaded in them. These are not a substitute for a good topo map though. Please ask CO professional staff for more information on how to use these units.

MSR Dragonfly stove (for backpacking trips): If you haven't already, re/familiarize yourself with the operation of these handy stoves before explaining their use to your participants. These are high fire hazards! The open flame from priming could easily start a forest fire. Use on non-flammable surfaces, and never use on a picnic table (due to spill danger to people seated at the table).

Sleeping Bags - we have 3 different styles: Pack all sleeping bags in a stuff sack lined with a plastic bag to keep them dry in your pack.

- **Down Sleeping Bags:** These all-down bags must go out with a waterproof bivy sack, which students must be trained how to use. Make sure your participants always put the bivy sacks on a tarp and treat them carefully. Down bags can go on rafting, Gorge, Opal Creek, and Wallows trips. All other trips must take synthetic bags (see below).
- **Transition Sleeping Bags:** These have a zip-off down tops with a synthetic main body allowing warmth to be adjusted. They are OK for the west side of the Cascades, if used with caution.
- **Synthetic bags:** For trips going to the west side of the Cascades (Mt Adams, Bull of the Woods, Waldo Lake).

Wiggy Synthetic Liners/Sleep Sheets: These are sleeping bag inserts that increase the bag's temperature rating 10-20° F. We also have cotton and synthetic sleep sheets.

Food storage:

- 16 oz. and yellow 32 oz. Nalgene Lexan screw top bottles: For storing cooking oil, soy sauce, syrup and any other food/cooking liquids – these are not water bottles for participants.
- We will have 1 liter pink Lexan Nalgene and milky white HPDE Nalgene for participants to use as water bottles.
- Don't use the wide mouths/white lid Lexan storage containers for liquids because **they will leak.**
- Red stuff sacks are marked specifically for storing food on backpack trips. *Always line them with a plastic bag* or repackage all of your food items in Ziplocs. That way if something leaks, the goop is inside the plastic bag and the red stuff sack is easy to clean. The plastic liner bag/Ziplocs also help seal in food smells so animals aren't as attracted to your food.

Tents: Please take the time to practice setting up any tents that you have not set up previously and make sure you know you can teach others to set them up correctly. It is a good idea to practice setting up tents with your group as an initiative before you leave, so that you can **check to make sure all parts are present and functional.**

- **Sierra Designs Hyperlight:** Lightweight & Freestanding – 3 Season, 3 Person

- **Big Agnes Emerald Mountain SL3.** Lightweight & Freestanding – 3 Season, 3 Person
- **Sierra Designs Lightning:** Lightweight & Freestanding – 3 Season, 4 Person
- **MegaMids and Mega Bugs:** Circus-style & Not Freestanding – 3 Season, 4 Person
- **Mountain Hardwear Trango:** Heavier & Freestanding – 4 Season, 4 Person
- **Sierra Designs Meteorlite & Mondo Condo:** For buggy areas to meet & eat – 3 Season, 6 Person

Backpacking/Hiking Gear

Backpacks: We have Osprey Packs in various mix-and-matchable pack, frame, and waistbelt sizes. Please make sure your participants have a properly fitted pack before you leave! Ask Thom how to use the Osprey pack sizer.

Hiking Boots: We have a good number of hiking boots (lightweight Salomons for backpacking) to check out to students who don't bring appropriate footwear for backpacking. The Salomons tend to run a 1/2 size big. Boots that have already been pulled were pulled with this in mind.

- As a boot-fitting guide, if student can put their foot all the way forward in the boot with no sock, they should be able to get 1-2 fingers behind their heel.
- Have students try them on and walk around campus before leaving & switch if necessary.
- We have a foot-measuring device, similar to what a shoe store carries, to help size the boots.

Kayaking Gear

Kayaks: The Tempest kayaks are not recommended for most beginners because they're pretty tippy. We recommend these boats be taken only by more experienced paddlers.

Sea Kayak PFDs: Have participants empty the PFD pockets of food wrappers and garbage every evening so rodents don't chew holes in them.

Checking Out Equipment

Personal Gear

- Your participants' borrowed personal gear has already been pulled and checked out for you. It is in your staging area.
- This gear is recorded on the Gear Checkout sheets, which is a printout of each student's personal gear.
- You're welcome to add or remove gear from a participant's checkout sheet, but make sure to mark these on the printout. Be explicit in describing the equipment that you check out. Record the number of any item that is numbered. Please don't count on remembering—things get a little crazy the day your trip leaves.
- If you do pull additional gear, please make sure you don't take gear needed for another trip! If any damaged personal or group gear has been checked out to your trip, please let Thom know before you leave.
- Once all your participants Gear Checkout sheets are up-to-date with any items that have been added or removed, give the sheets to Thom. We'll then photocopy the sheets so that we have an accurate count of what is in the field. You keep one of the copies for checking gear back in before you return
- When checking gear in, check the "returned" box of the items that are returned.

Assessing ALL Participants' Gear Using Gear Scrolls

- Before leaving campus, check all participants' gear (including your own and your student coordinator's) for sleeping bag warmth, quality rain gear, warm, non-cotton clothing, medication and appropriate footwear.
- Have your participants lay out their things using one of the handy laminated scrolls (this has a visual layout of all the things participants need), so you can visually check it. Remember that a lot of students may not know much about the outdoors (or at least the Pacific Northwest) and often make mistakes assessing their gear. The examples of bringing the wrong types of clothing or unnecessary items are endless - prevent this before it happens!
- Emphasize proper care of borrowed equipment. We're counting on you to teach students how to care for our gear.
 - Use ground tarps for sleeping on and for storing gear in camp to aid this process
- Explain WHY each item is included on the equipment list. If participants don't understand the importance of an item, they won't bring it.
- CO River Footwear Policy: Open-toed sandals are allowed on rafting trips **if and only if** they are worn with neoprene socks (or similar) underneath. On the river and on land, guides and participants on river trips should wear tennis shoes, hiking boots, sandals with neosocks, or any other closed-toe footwear (such as the Keen sandal).
 - Trip leaders, paddle captains, and student coordinators are expected to model good behavior on the river and wear the same footwear/protection required of the participants.
 - Beyond these guidelines, it is up to the trip leader to use their best judgment when assessing a student's footwear. This is in order to prevent foot injuries.
- Return the Personal Gear printout with detailed information to your trip in-box when you return, so that if an item is damaged or lost we will know who borrowed it.

Checking Out Additional Personal Gear

- Personal gear for your participants has been pulled in advance, but many will need more equipment once you've visually inspected the gear they brought with them using gear scrolls.
- After students have received any additional gear, record the ID numbers of what more they've borrowed on the student's Gear Checkout printout. Do not have the students check out their own gear themselves!

Last Things to Do Before Your Trip Leaves

- An abbreviated checklist will be in your trip inbox for you to fill out before driving away. The list will include these items:

- Turn in your Sequoia & Residence Hall Keys
- Have students fill out the Pre-Assessment Sheets
- Have a photocopied version of the Gear Checkout sheets with you (original is in the trip inbox)
- Have students eat in the Trailroom (not the Bon) for lunch- they pay for their own lunch
- Write down the starting mileage of your vehicle
- Leave a copy of your itinerary in the trip inbox
- Try to keep your troop corralled within their staging area and have the leader or student coordinator assess the gear they brought with them.
- Make sure all participants' gear is packed into your vehicle.

While You Are Out

In Case of Emergency

Please use the Emergency Response Guide in your trip binder and first aid kit for the most up-to-date contact list. Of course, always call 911 first if anyone is seriously injured (know what county you are in. You will list this in your itinerary).

LC Medical Insurance

Aetna Student Health
P. O. Box 15708
Boston, MA 02215-0014
(877) 375-7911

USI Agent: Patricia Wylie
(503) 295-6357 or 1 (800) 251-4246

LC Group # 890438

Medical Care Information for staff who are on payroll

If paid trip staff are injured during NST, they should explain to the clinic or hospital that it is a work related injury and ask for State Form 827 for Workers Comp. As soon as leaders return to campus, they must fill out Oregon State Form 801 in Bob Tomlin's office (Campus Health & Safety Officer). Talk with a CO Staff member for more information on this.

After Your Trip

Returning to Campus

Final Arrival Info for Tuesday & Wednesday

It's always hectic . . . so be prepared. Always keep the big picture in mind, and do as much gear clean-up and check-in as possible **before** you arrive at the Sequoia warehouse. It's a good idea to do a full closing of your trip before you meet with other trips and arrive back on campus, because you'll only have time for a brief one after cleaning up. The students' minds will quickly be on other things . . . like COLLEGE!

Trip Arrival Schedule:

To manage arrivals we request that trips arrive at the following times (these are a little flexible but will give you a guide.):

- Urban, Sustainable, and Mt Rainier ESP- around 5:30 PM, Tuesday, August 27th
- Waldo Lake- around 6 PM, Tuesday, August 27th
- Wallowas, Mt. Adams, Deschutes – around 7PM, Tuesday, August 27th
 - Tuesday night arrivals should have already eaten dinner BEFORE arriving to LC
- Columbia Gorge Trip – 10:30 AM, Wednesday, August 28th
- Oregon Coast Trip – 11:00 AM, Wednesday, August 28th
- Opal Creek and Backpack Oregon- 11:30 AM, Wednesday, August 28th

Details for Tuesday Night Arrivals: Adams, Wallowas, Deschutes, Waldo Lake

We're having groups show up Tuesday night to help alleviate some of the move-in pressure (on Campus Living) on Wednesday. Once your group has arrived on Tuesday night (see above), we'll have you work on gear clean-up for about an hour and a half. After this, we'll need you all to assist the students by getting any necessary bags that they'll need for the night from the Corbett Mansion to their new residence hall. This should all be wrapped up by 9-10 PM at the very latest! We'll then have you meet your students at 10 AM on South Campus for breakfast & gear wrap-up on Wednesday morning. Any items still in storage in the Corbett Mansion can now be moved.

Details for Wednesday Morning Arrivals: Gorge, Service Trips, Opal Creek, Cascades

There are New Student Orientation events scheduled all afternoon on Wednesday, August 24th, so we recommend that you let your students go by 12 ideally, but 2:00pm at the latest. You should keep them around to help with clean up, but they'll need to register for orientation and eat lunch on campus. Please allot for the time it takes to clean and sort gear and transport the students' luggage from the storage area to their respective residence halls. Keep in mind there will be many others trying to do the same thing. It is your responsibility to continue clean up after your participants are taken to their dorms.

Post Trip Responsibilities

This is an abbreviated list of post-trip responsibilities. When you arrive on campus please refer to and review the complete Post-trip Checklist in your trip binder.

- Turn in personal equipment and group gear printouts to your trip file. Leave the file in your in-box at the Logistics area in Sequoia. Please refer to the Checking Out Equipment section for more details.
- Leave group gear in boxes labeled with your trip's name in the staging area in our warehouse when you return. Make sure all the group gear is clean and dry, with any broken items labeled with flagging tape.
- Turn in all receipts and reconcile your travel advance with the CO office. Double check that your group's gear is cleaned up and the paperwork for your trip is complete.
- Write a post-trip report using the Google Doc you were sent before the trip.

Checking in Personal Equipment

- Check everything in using the Gear Checkout printout (do this before you return to campus). To note that an item is returned use the checkboxes, where applicable, or circle the item.
 - Please keep these printouts legible so our staff can enter the data into the computer later.
- Make sure everyone returns all the group gear and personal equipment they borrowed. Often CO gear is left in personally owned backpacks—we've lost stoves, water filters, fuel bottles, headlamps, etc., this way.
- Check personal backpacks by having participants empty all the pockets at the trailhead after the trip, or at least before they leave Sequoia. Do not let students take CO backpacks to their room to unload—it takes us weeks to retrieve them.
 - Instead, give them a *clear* garbage bag-not black or opaque so we don't think it's trash-to put their personally-owned gear in.
- Clean, unused gear can be put back on the shelves or racks in your staging area. If it was used, or is dirty, place it in the "To Be Washed" bin by the washer. Please help with the laundry process by hanging washed gear to dry and putting dry clothing away. After the gear goes into the laundry you will not be able to tell which came from your trip, but each trip should hang and put away a fair amount of personal gear to help complete the clean up process.
- **Damaged Gear:** If an item needs repair, list the ID number of the damaged gear and describe the nature and circumstances of the damage on the Gear Checkout printout. Place damaged personal gear with any damaged group gear in the damaged gear bin after marking it with a piece of flagging tape. Write on the flagging tape:
 - The name of your trip
 - The name of the participant to whom the gear was checked out
 - A brief description of the damage.

Gear Cleanup

- Once you have cleaned and checked all of your gear, keep all of it (except damaged items) in your staging area until Group Clean Up Day, the day after trips return.
- Return your copy of the Personal Gear Checkout Database and Group Gear Database printouts to your trip file in the Logistics area in Sequoia.

Group Gear

- Clean all personal equipment, group gear, and the inside of the vehicle. Student participants should help with cleanup. We encourage you to do this the day before their trip returns.
- Have your participants set up the tents you took, make sure all the parts are with the tent and that it is clean. After making sure that all items are clean, please keep all your group gear (except for dishes and coolers) in boxes in your staging area.
- **Cooking/Eating Items:** All dishes, including pots and pans, must be washed with soap and be placed in the racks by the sink. Our staff will kindly take care of running dishes through the sanitizer and putting them away.
 - Please finish your dishes so that the next trip has room to do theirs in the same space.
- **Coolers:** Clean with soap, rinse, then rinse with a weak bleach solution. Set coolers upright and open to dry in the parking lot outside Sequoia, then put them away above the kitchen in the loft.
- **Perishable Food:** Opened, perishable food can be given away to participants and staff. Do not leave funky trip leftovers in our walk-in as it simply means that we will have rotten food to clean up after a couple of weeks. We can use unopened perishable food for our September trips. There will be a shelf in the walk-in refrigerator where you can leave high-quality leftovers (Unopened cheese, etc.).
- **Nonperishable food:** Non-perishable food should be put on the rack indicated so the kitchen staff can put it away.
- **Rubbermaid storage containers & raft bins:** please wash all of these inside & out.
- **Broken Group Equipment:** We expect some things to break from normal use—don't worry about it if it happens. As long as you are monitoring folks to make sure they are treating the borrowed gear

properly, you have no worries. Please explain in your post-trip report so that we know exactly what happened if we try to have it repaired or replaced under warranty. Mark any broken equipment with securely attached flagging tape and a big, obvious note that says what is wrong. Please leave it in your staging area in Sequoia with the explanatory note.

After Cleanup: Student Check-Out and Residence Hall Check-In

- For Tuesday night arrivals, we have told students that they could meet friends/family by around 9 PM. Be sure to let the students go around this time, but be sure to set a solid plan for having them arrive back at Sequoia to wrap up clean-up on Wednesday at 10 AM.
- For Wednesday arrivals, we have told students to make arrangements to meet friends or family in front of their assigned residence hall around 2:00 PM at the very latest, so they are expecting to be free by then. Parents will be waiting at their offspring's assigned residence halls for them to arrive back on campus. Try to diplomatically discourage parents from hanging around Sequoia.
- For both arrival times, take your students up to the luggage storage room in the Corbett Mansion **as a group**. When you leave the mansion, make sure the doors are shut and locked.
- For Wednesday arrivals, students must go to Stamm Dining Hall, on the upper level of Templeton, **first**, to sign in and receive their orientation materials, before going to the residence halls.
- After checking participants in at Stamm, help deliver their luggage, using your vehicle, to their residence hall rooms. Beware—dropping off luggage at the end of a trip is a likely time for a fender bender to occur. The parking lots will be very busy with other students and parents arriving. Be extra careful, and have someone spot you while backing up.
- **Procedure for Moving Students into Residence Halls for Wednesday arrivals:**
 - Remember that only about one-fifth of new students have been able to go on these trips, meaning that almost all of your participants will be moving into rooms in which their roommate(s) has/have not gone on a trip. Since everybody is nervous and anxious on the first day at college, we want to respect the feelings of students who did not go on our trips, so please follow this procedure when bringing students to their rooms for the first time.
 - **Have student go into their room alone first**, without the rest of their trip-mates. Allow them to meet roommates alone at first, and check that it's okay to bring the rest of the trip participants in to help move their luggage into the room.
 - **After getting this consent from the roommate**, direct students to their Resident Advisor and check in with the RA.
 - **Then the group can move the student's luggage into their room!**
 - Reminder: Do not take students directly to their residence halls without first visiting Stamm.

Post-Trip Paperwork: Receipts

Be sure to get a receipt for everything that you purchase for your trip. *We cannot reimburse you for things you've purchased if you have no receipt.* This is an IRS requirement -- they audit our business office and want to see receipts.

Save receipts to tally up your expenses when you turn in the remainder of your travel advance. After your trip, this procedure goes as follows:

- 1) Attach all receipts, using clear **scotch** tape (not packing tape!), to 11" x 17" sheets of paper. The paper is located in the Logistics area in Sequoia.
- 2) Each receipt must be fully visible, so don't overlap or fold over the printed information. Cut them into smaller sections and run them in columns if necessary so they fit on the page.
- 3) Write your name and the number on each page.
- 4) Circle the total on each receipt as a courteous gesture to our business office.
- 5) Label receipts and identify purchases if it isn't obvious what they are.
- 6) Write the total for each page on the bottom right-hand corner of your 11x17 pages. It helps keep the math straight.
- 7) Fill out the Travel & Entertainment Expense Report in your trip binder and ask the Administrative Coordinator or Joe to sign it. Only a small portion of the form needs to be filled out—Refer to the *Appendix* for an example report form.
- 8) Turn in the remaining balance of your advance to the Cashier's office in the basement of Templeton. Take all of the above paperwork with you and get a deposit receipt showing that you've paid the balance. You can pay the balance with cash, check, or credit/debit card.
- 9) The deposit receipt then gets turned in with the original travel receipts and the white Travel Expense Report to Joe or the Admin Coordinator.

Please consult Joe or Josh about this process if you have questions. See Appendix for an Example Travel Advance.

Final To Do List

Post-trip Report

Your post-trip report could be priceless to us in the years to come. Look over the guidelines at the top of your Google Doc and keep a running tab of suggestions for next year while you're out in the field. We have little yellow water resistant notebooks for you to take. However, feel free to use whatever means you prefer to keep track of these priceless tidbits of information. They are a huge help when we are trying to evaluate Staff Training, logistics, equipment needs, and most other elements of New Student Trips.

- We would also appreciate knowing if you consider any of your participants to be good potential College Outdoors staff.
- Please do this Wednesday evening or Thursday during the day if you have some free time during this period. Please do not do post trip reports when we are cleaning up or if the warehouse staff indicates it is a bad time.

Group Debrief

The debriefing session will be held Wednesday afternoon, at 4:00 PM. We'll have an optional (but encouraged) pizza dinner at 5:30 PM. Please meet at Sequoia for this, and come with ideas to give us to improve our trips for next year.

Final Cleanup Day

On Thursday at 8:00 am (show up at 7:30 in Sequoia if you want breakfast), we will tour Sequoia to identify any floating gear and make sure that it is placed in the proper location. To make sure that this goes smoothly, please ensure that your gear is clean and ready to put away. Check the Sequoia message board for any adjustments to the meeting time. The first trip debrief will be begin at 8:30 am.

LAST, BUT NOT AT ALL LEAST, HAVE A GREAT TIME!

Appendix: Stores, Farmers Markets, Travel Advance and Maps

Winco Foods

7500 S.W. Dartmouth St.
Tigard, Oregon 97223



Costco

M-F 11am-8:30 pm,
Sat 9:30-6, Sun 10-6.
7855 SW Dartmouth Rd, Tigard
(503) 639-0811

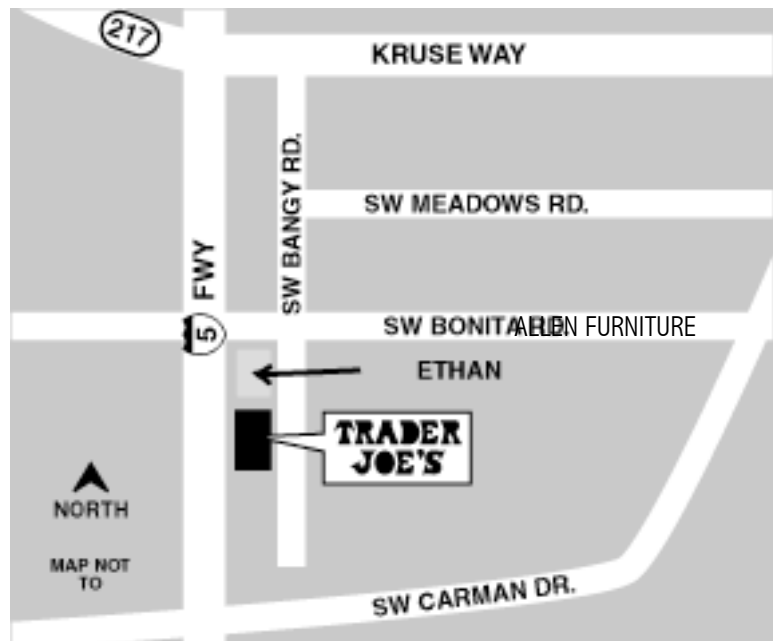
Winco

Open 24 hours!
7500 SW Dartmouth Rd, Tigard
(503) 624-5894

See map at left. Costco and Winco are located next to each other behind the Tigard Cinemas on Barbur Blvd. (99W).

Trader Joe's

15391 S. W. Bangy Road, next to the Ethan Allen Furniture Gallery. Take the Lake Oswego exit (292) off I-5. Phone: (503) 639-3238 The store is open 9AM to 9PM. It is not too far south of the Costco/Winco consumer complex.



Local Farmers Markets

Portland Farmers Market

Saturday: 8:30 am to 2:00 pm, SW Park Blocks @ Portland State University
Wednesday: 10:00 am to 2:00 pm, SW Park Blocks @ SW Salmon Street

There are many Farmers Markets in Portland:

<http://www.oregonfarmersmarkets.org/directory.html#Portland%20Metro>

These are the Farmers Markets closest to campus:

Portland Farmers Market-Eastbank

Thursdays, 3:30 - 7:30 SE 20th & SE Salmon St.

Moreland Farmers Market (Sellwood)

Wednesday: 3:30 pm to 7:30 pm, Bybee and 13th (Sellwood)

Lake Oswego Farmers' Market

Saturday: 8:30 am to 1:30 pm, 1st & Evergreen, Lake Oswego

Directions: Go down to the traffic circle and head down Terwilliger toward Lake Oswego (i.e., not toward Fred Meyer). At the bottom of the hill, turn right on OR 43. Take another right at A Ave., and then a left on 1st Street.

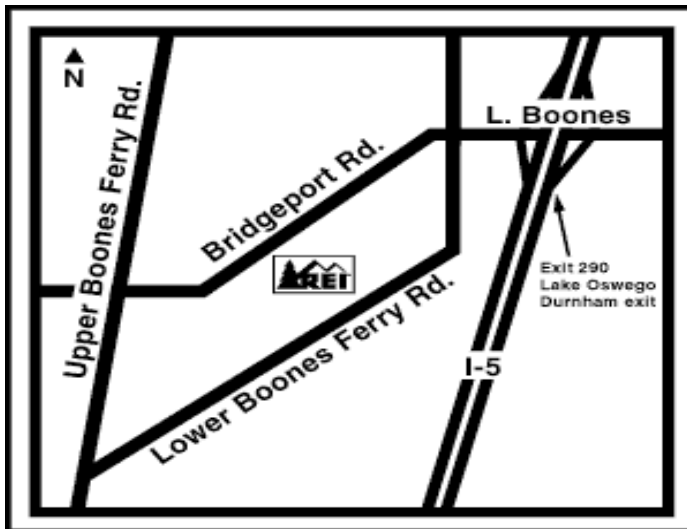
People's Co-Op Farmers Market

Wednesday: 2:00 pm to 7:00 pm, 3029 SE 21st Avenue (1 block north of Powell Blvd.)

Directions: Take Barbur Blvd. toward downtown, follow signs to Ross Island Bridge (Hwy. 26 Eastbound). Cross the bridge and continue on Powell Blvd., and turn left at SE 21st Ave.

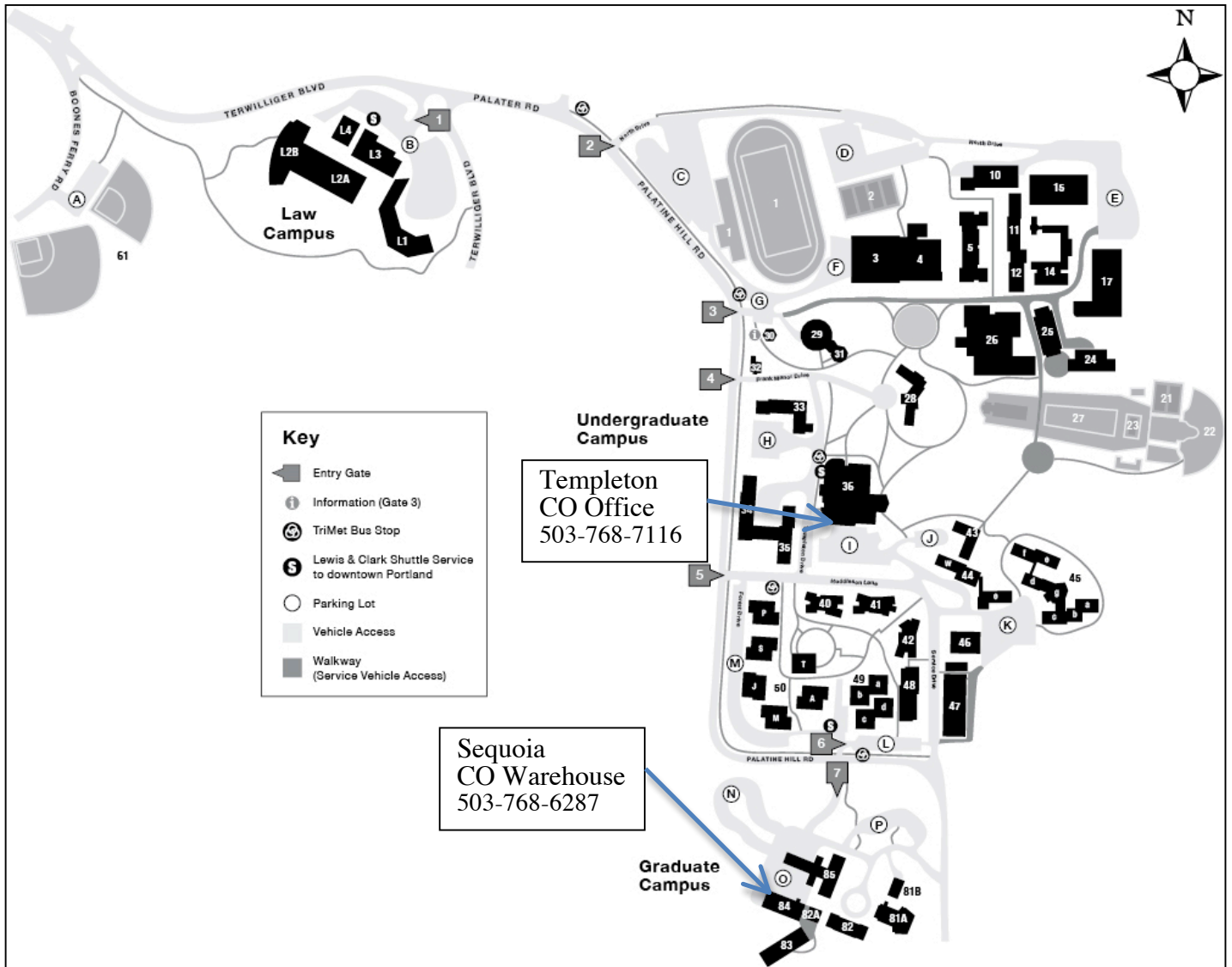
REI

1) Located further south on I-5 at exit 290—the Lake Oswego/Durnham exit. Turn right from the off ramp. REI is straight through past the stoplight, and on your left, at 7410 SW Bridgeport Road. Phone (503) 624-8600. The store is open 10-9 Monday-Saturday, 10-6 Sunday. Parking is definitely easier here than at the other REI in the Pearl District.



2) The other REI is located in the Pearl District in downtown Portland. Take I-5 North to the I-405 exit, number 299B, on the left towards CITY CENTER/US-26 W/BEAVERTON. Merge onto I-405 N. Exit number 2B, towards EVERETT ST. Merge onto NW 14TH AVE, and the store is at 1405 NW Johnson St. Phone (503) 221-1938. Store Hours: Mon-Fri: 10 am - 9 pm, Saturday: 9 am-9 pm and Sunday: 10 am - 7 pm. Parking—Please don't go into parking garage here with a roofbox on your vehicle.

Campus Map



Lewis & Clark College
Travel & Entertainment Expense Report

Destination: EXAMPLE NST TRIP NAME
 Date of Travel: AUGUST XX-XX, 20XX
 Purpose of Travel: NEW STUDENT TRIP ADVANCE

Name: **PRINT YOUR FULL NAME**
 Address: **PRINT YOUR ADDRESS HERE**

Mail _____
 Pick-Up _____

Supervisor Travel Authorization: GC Director's Signature

TRAVEL:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Totals
Date:								
Destination:								
Airfare								
Auto Mileage @ \$0.405	IF YOU DRIVE YOUR OWN VEHICLE, PLEASE FILL IN 'AUTO MILEAGE' ON THIS LINE WITH THE APPROPRIATE DAYS. IF IT IS MORE THAN ONE WEEK, ATTACH A SEPARATE PAGE DOCUMENTING MILEAGE EXPENSES							\$ XX for Driving
Taxi, Car Rental								
Lodging (1)								
Breakfast (2)								
Lunch (2)								
Dinner (2)								
Other								
Entertainment (Complete Below)								
Totals								Example: \$738

WRITE "See Attached" HERE -
TAPE ORIGINAL RECEIPTS TO PAPER, WRITE CHECK FOR
AMOUNT YOU OWE (UNLESS YOU NEED REIMBURSED)
COPY ALL DOCUMENTS AND STAPLE FORMS TOGETHER

ENTERTAINMENT: (details to support entry above)

Date	Company/Individual	Description, Including Business Purpose	Amount

- (1) Meals charged to hotel bill must be reported in meals section.
- (2) Maximum amount reimburseable without receipts: \$10.00

I hereby certify that all expenses on this report were incurred for Lewis & Clark business purposes and conform to the College Travel and Entertainment Policy.

Sign Name/ Date
 Traveler's signature _____ Date _____

Reimbursement Approval	
Supervisor Authorization: _____	Date _____
Account _____	Amount _____
FILL THIS SECTION ONLY IF YOU SPENT MORE THAN YOUR TRAVEL ADVANCE AND THE COLLEGE OWES YOU MONEY.	

Cash Summary	
Total Cost of Trip	Example: \$738
Less Items Charged to College:	
Airfare	
Total Paid by Traveler	Example: \$738
Less: Travel Advances	Total Travel Advance: \$2000
Amount to be Reimbursed	Fill only if reimbursement
Amount Returned to Cashiers (attach receipt)	Example: \$1262