

OUTDOOR ADVENTURE CHALLENGE



INSTRUCTOR REFERENCE GUIDE



Instructor Reference Guide

Contents

4-H Outdoor Adventure Challenge (OAC) Instructors should also utilize information in the Training Manual (such as the Gear Lists) and be familiar with the 4-H OAC Leader Certification Standards listed in the Leader Reference Guide. These items are not duplicated in this Instructor Reference Guide.

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PROGRAM GOALS & OVERVIEW

The Michigan 4-H Outdoor Adventure Challenge (previously called 4-H Challenge) program began in 1975 and is intended to help participants see themselves from a whole new perspective. The 4-H Outdoor Adventure Challenge program seeks to help the participant renew the bond with self, others and the natural environment. Through trained leadership, the natural environment and stressful outdoor activities become classroom and curriculum to further learning by experiencing.

The multi-session training program is designed to train adults to utilize the outdoors to develop life-skills in youth. The program includes an introduction to the 4-H Outdoor Adventure Challenge program, training in backpacking, caving, canoeing, kayaking, rock climbing and rappelling, map and compass orienteering, winter camping and first aid. Adults being trained are expected to work with youth enrolled in 4-H and the 4-H Outdoor Adventure Challenge program.

Youth development is the primary goal of the 4-H Outdoor Adventure Challenge program. The specific goals of the Michigan 4-H Outdoor Adventure Challenge program are:

- To teach cooperative participation and the value of effective communication.
- To instill a greater sensitivity, understanding, and appreciation of the natural environment, with a sense of stewardship.
- To achieve personal growth and heighten self-awareness, physically, mentally, and emotionally, through a variety of outdoor experiences.
- To acquire a better understanding of wilderness first aid and group safety.
- To create an awareness for the needs and safety of others and the needs of the environment.
- To help members learn the means for coping with stress.
- To develop qualities of leadership among members.
- To strengthen families through participation in life-long recreational activities.
- To involve youth in improving their environment through community service.
- To set realistic boundaries and goals and provide positive role models that will encourage youth to do their best.

Definition

The Michigan 4-H Outdoor Adventure Challenge instructors assist the State 4-H OAC Coordinator and 4-H Environmental and Outdoor Education Program Leader with the following:

- Determine the annual training calendar
- Update the 4-H Outdoor Adventure Challenge Training Manual
- Facilitate 4-H OAC leader and instructor training
- Facilitate program development
- Conduct program evaluation
- Serve as an advisory group as needed

Major policy and budget decisions are referred to the State Coordinator and 4-H Director.

Annual Meeting

The 4-H Outdoor Adventure Challenge instructors meet annually at the beginning of the year to set the annual training calendar, assess equipment (inventory and replace as needed) and address other issues. 4-H OAC leaders and trainees are welcome.

Volunteer Instructor Reimbursement

Instructors giving leadership to trainings may receive up to 50 cents per mile in travel reimbursement. No lodging reimbursement is available. Please note that MSU travel policy requires that each leg of your trip be accurately reflected for multiple destinations to ensure proper reimbursement amounts. (For example: from point A to B, B to C, C back to A.) If applicable, all original receipts for parking/entrance fee reimbursement must also be provided at the time of mileage reimbursement.

The 4-H Outdoor Adventure Challenge Instructor Travel Reimbursement form is available online at http://4h.msue.msu.edu/4h/outdoor_adventure_challenge under Resources.

Program Administration

The program is administered by Michigan 4-H Youth Development of the MSU Extension Children and Youth Institute through the staff member designated as the State Outdoor Adventure Challenge Coordinator.

PROGRAM POLICIES

Use of Name

Use of the name '4-H Outdoor Adventure Challenge' attached to *any* group requires participation of a Certified 4-H Outdoor Adventure Challenge Leader.

Trips and Outings

A certified adult (21 years or older) 4-H Outdoor Adventure Challenge Leader is ***required*** to be on all 4-H Outdoor Adventure Challenge outings for the ***entire duration*** of the outing. A 4-H Outdoor Adventure Challenge outing is defined as any activity conducted by a 4-H Outdoor Adventure Challenge club and its certified leader away from its normal meeting location, (usually the leader's home or a local community center, school, etc...)

Private Property

All 4-H Outdoor Adventure Challenge leaders must obtain the permission of the property owner when using private property.

Parental/Guardian Consent Forms

Parental/guardian consent forms for participants for all 4-H Outdoor Adventure Challenge outings are ***REQUIRED***. Participants ***WITHOUT*** signed forms ***CANNOT BE ALLOWED*** to go on the outing.

Life Jackets

Life jackets ***MUST BE WORN BY ALL OUTDOOR ADVENTURE CHALLENGE PARTICIPANTS*** (youth and adults) during canoeing, boating or other float trips and any shoreside activities.

Helmets

Helmets ***MUST BE WORN BY ALL OUTDOOR ADVENTURE CHALLENGE***

PARTICIPANTS (youth and adults) during caving and climbing/rappelling and white water activities. You must have the proper approved helmet for each activity.

Insurance

Leaders are covered by the MSU liability insurance policy when working with the 4-H clubs. Health/Accident Insurance for youth and adults participating in Outdoor Adventure Challenge outings ***MUST BE OBTAINED***. MSU Extension has access to low cost health/accident insurance programs. 4-H Outdoor Adventure Challenge leaders should work with county Extension staff to obtain group health/accident insurance. Some counties cover insurance costs; others require clubs to do so.

Conduct Policy

All 4-H Outdoor Adventure Challenge program activities (leader training, youth group trips, etc.) must follow the 4-H Code of Conduct Policy. Instructors/leaders should include the Conduct Policy Statement with all correspondence to trainees.

Michigan 4-H Code of Conduct for 4-H Activities: Positive behavior is a key expectation for youth and adults participating in 4-H activities – behavior that reflects trustworthiness, respect, responsibility, fairness, caring and citizenship. Participants are expected to follow all program and event guidelines. Theft, vandalism, the use of illegal drugs and alcohol, inappropriate or threatening behavior that violates the rights of others, and other such offenses are strictly prohibited, and anyone involved with these offenses will immediately be sent home at his or her own expense. If it is determined by 4-H staff or persons in charge of the activity that the offense warrants it, the offender will be turned over to the proper authorities.

4-H OUTDOOR ADVENTURE CHALLENGE INSTRUCTOR JOB DESCRIPTION

Training Planning and Procedures

- Work to establish training dates and agenda with 4-H OAC Program Coordinator and Instructor Team. (The OAC Program Coordinator will then get statewide promotion prepared and distributed to counties and posted online regarding the upcoming year's training dates.)
- Work with 4-H OAC Coordinator and Instructor Team to plan training sessions:
 - Ensure program standards of 4-H and Outdoor Adventure Challenge are being met.
 - Correspond with trainees regarding each session (when/where/equipment/etc.).
 - Arrange for facilities and equipment for training sessions.
- Double check who's planning to attend training against the current roster of 4-H OAC leaders and trainees (provided by the 4-H OAC Coordinator). Those on the roster have submitted 4-H OAC applications and fees and are also enrolled as 4-H leaders in their county. Only these people may attend 4-H OAC trainings; if others show up they must be turned away.
- Cross reference with Coordinator those who attended each individual training so the master trainee database can be brought up-to-date.

Trainee Certification Procedures

- Work with Instructor Team to review trainee progress prior to certification to ensure qualified people are being certified. Provide Coordinator with updates on participants' progress.
- Maintain individual trainee records in order to:
 - Recommend trainees for leader certification.
 - Recommend certified leaders for instructor training.
- Provide copies of Leader Certification Record Cards, or a verbal report, to the Coordinator after each training. Reports are to include location, date, participants, activities, routes, and other information that enables review of consistency & growth of overall training programs.
- To be certified, trainees must have a good understanding of 4-H philosophy and the concept of shadow leadership and demonstrate good judgment and acceptable skill levels in activities.

Other Related Responsibilities

- Report any issues or concerns to the Coordinator.
- Relay equipment and facility needs to Coordinator.
- Serve as the custodian of State 4-H OAC equipment stored regionally and maintain an inventory of those items.

REQUIREMENTS FOR 4-H OUTDOOR ADVENTURE CHALLENGE INSTRUCTORS

The 4-H Outdoor Adventure Challenge Program uses the following standards for certifying candidates to be instructors:

- The potential instructor must complete at least one year of work with a 4-H Outdoor Adventure Challenge Club after having been certified as a 4-H Outdoor Adventure Challenge Leader.
- The potential instructor should have leader certification in the area in which he or she is seeking instructor specialty certification.
- The potential instructor completes a prescribed course of study and leadership experiences in the specialty area in which he or she wishes to become an instructor. This would include satisfactory completion of three leader training sessions as a specialty instructor-in-training, supervised by an already certified specialty instructor and includes:
 - Observation, in which the instructor-in-training participates and observes.
 - Co-instructing, in which the instructor-in-training carries out the planning and implementation of the training weekend as determined by the instructor(s).
 - Leading instruction, in which the instructor-in-training carries out the planning and implementation of the training weekend, under supervision of the chief instructor with critique.
- A minimum of one year's experience as an instructor-in-training, which involves actively instructing during at least four training weekends.
- The potential instructor must have current certification in both CPR and First Aid.
- The mentoring instructors fill out an evaluation form for each weekend.
- The Instructor-in-Training submits the completed evaluation card to the State 4-H Outdoor Adventure Challenge Instructor Team for final approval.

SPECIFIC SPECIALTY INSTRUCTOR REQUIREMENTS

Caving Instructor Certification Criteria

Be able to demonstrate:

- Tie a ring bend, bowline, figure-eight loop, and prusik knot in total darkness or blindfolded.
- Crawl through a passage 10 feet long, 12 inches or less high, and 2 feet or less wide.
- Slide downward through and climb back up a low angle passage at least 10 feet long and not more than 2 feet in diameter.
- Make a horizontal traverse using counter pressure to straddle a fissure.
- Extinguish carbide lamp and, in total darkness, find and light a secondary source of light.
- Be able to determine the cause of any of the following carbide lamp problems and correct them.
 - Lamp won't light
 - Irregular burning
 - Flame around gasket or tip
 - Water spurting from tip to bubbling out of filler cap
- Find and rig a satisfactory belay anchor.
- Belay someone from above and below and successfully hold an unannounced fall in each position.
- Find and rig a satisfactory cable leader anchor.
- Climb down and up a cable ladder at least 30 feet long using a self-belay on a fixed line.
- Rig a satisfactory anchor for a rappel and a prusik.
- With a carbide lamp on the helmet, rappel down a tight fissure and over an overhang.
- With a carbide lamp on the helmet, prusik up the fixed line used for rappels.
- Change from a rappel to a prusik in mid-rope.
- Recover from an inverted position on a rappel.
- Be familiar with cave rescue techniques, including methods of raising a victim.

Climbing and Rappelling Instructor Certification Criteria

Be able to demonstrate:

- Tie a bowline on a coil, a three-loop bowline, and a grapevine (double fisherman) knot and tie a prusik with one hand.
- Climb a slab using friction techniques.
- Demonstrate hand and foot jams and a layback.
- Chimneying up and down a fissure.
- Find and rig a satisfactory belay anchor and demonstrate the principle of aimed belay.
- Belay someone from both above and below, successfully holding an unannounced fall in each position.
- While holding a fallen climber, rig a prusik anchor for the belay line.
- Place and remove chocks and pitons. Rig chocks, pitons, and natural anchors as intermediate points of protection.
- Lead and second climbs requiring the use of points of intermediate protection.
- Rig rappel lines for single line and double rope rappels.
- Make body rappels, sling rappels, and hasty rappels and use prusik self-belay on a rappel.
- Make a short-line rappel which requires adding rope in mid-rappel.

- Change from a rappel to a prusik in mid-rope and prusik up a fixed line.
- Recover from an inverted position on a rappel.
- Demonstrate climbing and belay techniques for aid climbing.
- Know how acclimatization takes place. Be familiar with the effects of altitude on nutrition, water intake, solar radiation, and physical activity.
- Know the signs, symptoms, and appropriate action for cases of mountain sickness, Cheyne-Stokes respiration, hypothermia, hyperventilation syndrome, and high altitude pulmonary edema.
- Be familiar with environmental problems such as avalanche and rockslide, abnormal weather, and lightning. Know pre-cautionary measures to take against each.
- Be familiar with mountain rescue techniques including methods of lowering a victim.

Swift-Water Canoeing and/or Kayaking Instructor Certification Criteria

Instructors for either of these disciplines must have certification from the American Canoe Association (ACA), British Canoe Union (BCU), or other recognized paddling organizations.

Winter Camping Instructor Certification Criteria

Be able to demonstrate:

- Cross-country skiing techniques, including
 - Diagonal stride
 - Kick turn
 - Snowplow step
 - Snowplow turn
 - Side step
 - Herringbone
- Equipment maintenance techniques for cross-country skiing, including waxing, on-trail repair and ski parts and their function
- Snowshoe styles and their uses, binding styles and their functions, snowshoe maintenance and improvisation of snowshoes and bindings
- Effective types of shelters, related to:
 - Snow conditions
 - Available materials
 - Time available
 - Low-impact considerations
 - Fire management
 - Location related to wind, weather, slopes, trees
- Knowledge of and treatment for frostbite, hypothermia, and snow blindness
- Be able to list and substantiate choices for gear, food, and clothing relative to health, safety, convenience, and expense
- Provide dated narratives or testimonials supporting the following experiences:
 - A weekend winter trip with Outdoor Adventure Challenge youth or an Outdoor Adventure Challenge training unit in which the major portion of at least one day was spent *skiing* with a pack.
 - A weekend winter trip with Outdoor Adventure Challenge youth or an Outdoor Adventure Challenge training unit in which the major portion of at least one day was spent *snowshoeing* with a pack.

- In conjunction with an all-day trip in a wilderness and one night in a shelter of natural materials (not snow), both of which must be built by the candidate.

SUGGESTED LEADER TRAINING ORIENTATION WEEKEND OUTLINE

Goals: To give trainees an overview of the 4-H Outdoor Adventure Challenge program, certification requirements and equipment; and to prepare them for subsequent trainings.

Environment: Must provide a camping experience consisting of at least one night, preferably two, in the outdoors in a rustic setting (i.e., established tent sites, fire pits, water, toilets, vehicle access, but no buildings).

Training Topics:

4-H Youth Development Program

- philosophy
- policies

4-H Outdoor Adventure Challenge

- overview
- philosophy
- policies
- risk management
- insurance

Certification

- overview of training series
- expectation that trainees come prepared
 - proper equipment
 - having read material
- certification requirements
- trip plan assignment

Working with Youth

- developmental processes

Group Dynamics, Expedition Behavior & Group Dynamics

Leadership

- styles
- shadow leadership

Stress

- identification
- management techniques

Processing Basics

- processing assignment

Equipment

- backpacks
- sleeping bags & closed cell pads
- cooking equipment

- clothing & shoes
- tents
- other gear

Foods & Nutrition

- Food Pyramid
- drying techniques
- water needs
- water purification techniques
- low impact clean up

Low Impact Camping

- campsite selection
- waste disposal

Fire Building

- safety element
- proper equipment usage

Emergency Management

- elements of survival
- hypothermia
- heat exhaustion/stroke

Map & Compass

Processing

Other Questions Trainees Have

Setting for Orientation Weekend

The orientation weekend must provide a rustic camping experience for the trainees. Thus, at least one night (preferably two) must include camping outdoors in a rustic setting (i.e., established tent sites and fire pits; water wells, faucets, or water from home; pit or flush toilets; vehicle access). The camping can be in a less established setting, but cannot be in a dorm, cabin, barn, or other building.

Leadership

- Know responsibilities, limitations, and liabilities in conducting various 4-H Outdoor Adventure Challenge activities.
- Know the characteristics of an effective leader and which attributes are more important. Be familiar with the concept of “shadow leadership.”
- Know the basic principles of interpersonal relations and group dynamics.
- Have knowledge of and be able to use appropriate stress management skills and techniques in outdoor settings.
- Be able to disseminate information concerning a planned trip to participants, their parents, and other appropriate individuals, including County Extension 4-H staff.
- Demonstrate ability to teach principles and techniques for at least two areas included in the Outdoor Adventure Challenge Leader Certification.
- Show sufficient leadership potential during training activities.
- Demonstrate ability to organize and direct a group in carrying out an assigned risk.
- Know the minimum number of people needed for a wilderness outing.

- Know where to find emergency assistance and techniques for summoning aid.
- Know what information should be available to rescue personnel.
- Be able to organize and delegate responsibilities for an evacuation or rescue.
- Know the illnesses, hazards, and disorders most likely to be found among youth engaged in strenuous outdoor activities (such as hypothermia, frostbite, heat exhaustion, heat stroke, high altitude pulmonary edema) and techniques for preventing and treating each.
- Know personal hygiene techniques which cause minimum environmental damage, such as how to dispose of human and other bio-degradable waste with proper regard for sanitation and conservation.
- Prepare a detailed plan and budget for a 4-H Outdoor Adventure Challenge activity lasting five or less days, including:
 - Food requirements
 - Individual and group equipment/clothing lists
 - Itinerary
 - Transportation arrangements
 - Nature of group (age, experience, sex, etc.)
 - Emergency preparation
 - Pre-trip communications to members and parents
 - Sample letters to various agencies assisting in trip plan (requesting information, permits, assistance, etc.)
 - Cost of group-related expenses and a per member charge.

Map and Compass

- Be able to demonstrate knowledge of orienteering.
- How to orient a map to the group with a compass and without a compass, adjusting for declination.
 - Ability to read compass bearings to designated objects.
 - Ability to find a location by triangulation.
 - Ability to locate the North Star.
 - How to use map and compass to follow bearings in a field project which includes both left and right turns and which involves estimation of distance traveled (course both left and right turns) and which involves estimation of distance traveled (course to be a minimum of three miles in length).
 - Ability to determine various distances by use of personal measurements (esp. pacing).
 - Ability to correctly identify topographic symbols or colors on a map.
 - Ability to interpret common map scales and measure distances on a map.
 - Ability to interpret contour lines on a map.
 - Ability to find sources for obtaining topographic maps.

Hiking and Backpacking

- Demonstrate how to put on a heavy pack alone.
- Know how to get a proper fit in hiking boots.
- Know the characteristics of good boots for different kinds of terrain and packing conditions.
- Know how to adjust the pace of the group.
- Know how to anticipate and prepare for weather and trail conditions.
- Develop a gear and clothing list for a club weekend backpacking activity.

- Know all the preceding things listed in the other categories.

Flat-Water Canoeing

- During the course of the training cycle(s), the following topics should be covered as integral to the training. These topics can be taught from written materials, discussion and sharing, actual practices and/or directed teaching, or a combination of all of these techniques.
 - Canoe history
 - Canoe types
 - Canoe uses
 - Canoe camping
 - Canoe tripping
 - Canoe wilderness tripping and rescue/evacuation
 - Canoe transportation - air, portage, carrying, train, car, truck
 - Canoe literature and sources
 - Types and uses of personal floatation devices
 - Solo rescue
 - Tandem rescue
 - Rope rescue - Use of throw line
 - Moving water float through
 - Swimming rescue
 - Canoe-over-canoe rescue
 - Pinned canoe rescue
 - Hypothermic prevention and treatment
- Paddling strokes and techniques listed below should be taught and learned to the point of being functional as the lakes and rivers require them. Know the types of paddles and how to use them.
 - Basic - for both flat and moving water
 - Forward
 - Backward
 - J-stroke
 - J-stroke variations
 - Pry
 - Draw
 - Sweep
 - Landings and launchings
- Safety and rescue techniques listed below should be practiced on both flat and moving water:
 - Solo rescue
 - Tandem rescue
 - Rope rescue - Use of throw line
 - Moving water float through
 - Swimming rescue
 - Canoe-over-canoe rescue
 - Pinned canoe rescue
 - Hypothermic prevention and treatment
- In addition, trainees should be able to read river from upstream while on the river:
 - Currents
 - Obstacles

- Dams
- Sweepers
- Be able to properly lift and carry a canoe on land.
- Be able to properly and safely enter and exit a canoe on water.
- Be able to properly set off and land a canoe in a current.
- Have a basic knowledge of trip planning including
 - Shuttles and canoe rentals
 - Map reading as pertains to reading river gradient and structure
 - Group behavior on the water
 - Packing, loading, and portaging a canoe

BASIC ACTIVITIES CHECKLISTS

Listed below are activity checklists for several activities in the 4-H Outdoor Adventure Challenge program **for leaders and instructors to use to prepare themselves for taking others on an outing.** (This is different than the Gear List section of the Training Manual that lists items needed by each individual going on the outing.) Depending upon the specific activity, time of year, site location, etc., additional items may need to be added at the discretion of the individual leader.

Backpacking

- ☐ Health and personal identity cards for all youth and adults; permission slips for all youth.
- ☐ Comprehensive group first aid kit
- ☐ Group accident insurance has been obtained (Check with local Extension office)
- ☐ Emergency evacuation arrangements have been made.
- ☐ Site information, travel plans, etc., have been left with someone “at home”.
- ☐ County Extension staff person has been informed of trip.
- ☐ Permission/permits have been obtained for activities on public/private property.
- ☐ Key individuals at activity site (ranger, state police, etc.) Have been notified of travel plans and return time.
- ☐ Maps have been secured for the hiking route. (Copies or originals for all members of activity).

- ☐ Each individual (youth and adult), before leaving, has been checked for:
 - ☐ Adequate footwear
 - ☐ A pack with a waist belt that fits properly
 - ☐ Adequate and proper clothing, including hat and rain gear
 - ☐ Adequate and proper gear, including
 - Tent
 - Sleeping bag & mat
 - Cookware (stove, spoon, pot, etc.)
 - Canteen
 - ☐ Compass, whistle, knife, and waterproof matches

- ☐ Personal survival kit, including cordage
- ☐ First aid kit
- ☐ Waterproofed map of route
- ☐ Bug dope
- ☐ Sunglasses recommended

Canoeing

- ☐ Health and personal identity cards for all youth and adults; permission slips for all youth.
- ☐ Comprehensive group first aid kit
- ☐ Group accident insurance has been obtained (check with County Extension office)
- ☐ Emergency evacuation arrangements have been made
- ☐ Site information, travel plans, etc., have been left with someone “at home”.
- ☐ County Extension staff person has been informed of trip.
- ☐ Permits/permission have been obtained for activities on public/private property
- ☐ Key individuals at activity site (ranger, state police, etc.) Have been notified of travel plans and return time.
- ☐ Maps have been secured for all members of the group (either originals or copies).

- ☐ Each canoeist should have:
 - ☐ Personal floatation device - to be worn at all times when in the canoe or near water.
 - ☐ Knife, compass, waterproof matches, whistle – all kept on person at all times
 - ☐ Adequate and proper clothing, including hat and rain gear (glasses strap recommended)
 - ☐ Bug dope
 - ☐ Warm change of clothing in a waterproof bag
 - ☐ Sunglasses recommended
 - ☐ Shoes with non-skid soles (ankle support desirable if doing much portaging)
 - ☐ Personal survival kit, including cordage
 - ☐ First aid kit, including sun screen
 - ☐ Wet suit and boots (optional based on trip conditions)
 - ☐ Waterproofed map of route
 - ☐ Extra heavy-duty garbage bags

- ☐ Each canoe should have:
 - ☐ Life line or other rescue device, secured to canoe
 - ☐ Bailer or large sponge (depending on water conditions)
 - ☐ Spare paddle, extra duct tape

- ☐ Each group leader should have:
 - ☐ Extra blanket, cooking pot, plastic drop cloth in waterproof bag (emergency survival kit)
 - ☐ Throw line, life line, or webbing (secured to canoe)

- ☐ Leader should have a plan for keeping canoes organized and together during trip.
- ☐ Leader should discuss life saving and rescue techniques with all individuals in the group prior to the trip.

SPECIALTY AREA ACTIVITIES CHECKLISTS

Listed below are activity checklists for 4-H Outdoor Adventure Challenge specialty area programs. Depending upon the specific activity, time of year, site location, etc., additional items will need to be added to the checklist at the discretion of the individual leader.

Caving

- ☐ Health and personal identity cards for all youth and adults; permission slips for all youth.
- ☐ Comprehensive group first aid kit
- ☐ Group accident insurance has been obtained (check with local Extension office)
- ☐ Emergency evacuation arrangements have been made.
- ☐ Site information, travel plans, etc., have been left with someone “at home”.
- ☐ County Extension staff person has been informed of trip.
- ☐ Permission/permits have been obtained for activities on public/private property.
- ☐ Key individuals at activity site (ranger, state police, etc.) Have been notified of travel plans and return time.
- ☐ Maps (to cave/of caves) have been secured (copies or originals).
- ☐ Leader should have current weather conditions and how they might affect the cave or caves being explored.
- ☐ Each individual (youth and adult) should have:
 - ☐ Three sources of light (plus spare batteries and bulbs)
 - ☐ If carbide lamps are used, spare carbide and a lamp repair kit
 - ☐ Layered clothing capable of covering the possible range of activity and duration
 - ☐ Personal first aid kit
 - ☐ Personal survival kit
 - ☐ Knee and/or elbow pads (optional, but highly recommended)
 - ☐ Water
 - ☐ Food - high energy snacks such as gorp, jerky, dried fruit
 - ☐ Knife, whistle, compass, waterproof matches
 - ☐ Notebook and pencil
 - ☐ Reflective tape, cave map, spare clothing (optional at discretion of leader)
 - ☐ A “buddy” to check for signs of fatigue, hypothermia, etc.

Climbing and Rappelling

- ☐ Health cards for all youth and adults; permission slips for all youth.
- ☐ Comprehensive group first aid kit

- ☐ Group accident insurance has been obtained (check with local Extension office)
- ☐ Emergency evacuation arrangements have been made.
- ☐ Site information, travel plans, etc., have been left with someone “at home”.
- ☐ County Extension staff person has been informed of trip.
- ☐ Permission/permits have been obtained for activities on public/private property.
- ☐ Key individuals at activity site (ranger, state police, etc.) Have been notified of travel plans and return time.
- ☐ Maps have been secured for the hiking route (copies or originals).

Kayaking

- ☐ Health and personal identity cards for all youth and adults; permission slips for all youth
- ☐ Comprehensive group first aid kit
- ☐ Group accident insurance has been obtained (check with County Extension office)
- ☐ Emergency evacuation arrangements have been made.
- ☐ Site information, travel plans, etc., have been left with someone “at home”.
- ☐ County Extension staff person has been informed of trip.
- ☐ Permits/permission has been obtained for activities on public/private property.
- ☐ Key individuals at activity site (ranger, state police, etc.) have been notified of travel plans and return time.
- ☐ Maps (of the river/lake) have been secured and presented to kayakers.
- ☐ Review auditory and visual signals.
- ☐ Introduction to kayak types/uses
- ☐ Make sure wet exit procedure is clear and demonstrate/test as appropriate.
- ☐ Have a plan for keeping kayaks organized and together during trip
- ☐ Discuss lifesaving and rescue techniques to all individuals in the group prior to the trip

- ☐ Each kayaker should have:
 - ☐ Personal floatation device to be worn at all times
 - ☐ Knife, compass, waterproof matches and whistle
 - ☐ Sun screen, sun glasses, hat (glasses strap optional)
 - ☐ Personal first aid kit
 - ☐ Bug Dope
 - ☐ Warm change of clothing in a waterproof bag
 - ☐ Rain gear
 - ☐ Shoes with non-skid soles (w/ankle support if doing a lot of portaging)
 - ☐ Wet suit and boots (Optional based on trip conditions)

- ☐ Each group leader should have:
 - ☐ Emergency survival kit (extra blanket, cooking pot, plastic drop cloth in waterproof bag)
 - ☐ Throw line, life line or webbing (stowed in kayak)

Swift-Water Canoeing

- ☐ Health and personal identity cards for all youth and adults; permission slips for all youth.
- ☐ Comprehensive group first aid kit
- ☐ Group accident insurance has been obtained (check with local Extension office)
- ☐ Emergency evacuation arrangements have been made.
- ☐ Site information, travel plans, etc., have been left with someone “at home”.
- ☐ County Extension staff person has been informed of trip.
- ☐ Permission/permits have been obtained for activities on public/private property.
- ☐ Key individuals at activity site (ranger, state police, etc.) Have been notified of travel plans and return time.
- ☐ Have a plan for keeping canoes organized and together during trip
- ☐ Discuss lifesaving and rescue techniques to all individuals in the group prior to the trip

- ☐ Each canoeist should have:
 - ☐ Personal floatation device to be worn at all times
 - ☐ Knife, compass, waterproof matches and whistle
 - ☐ Sun screen, sun glasses, hat (glasses strap optional)
 - ☐ Personal first aid kit
 - ☐ Bug Dope
 - ☐ Warm change of clothing in a waterproof bag
 - ☐ Rain gear
 - ☐ Shoes with non-skid soles (w/ankle support if doing a lot of portaging)
 - ☐ Wet suit and boots (Optional based on trip conditions)
 - ☐ Map of the river and surrounding topography

- ☐ Each canoe should have:
 - ☐ Life line or other device for rescue (secured to canoe)
 - ☐ Extra trash bags
 - ☐ Bailer or large sponge (depending on water conditions)
 - ☐ Spare paddle, extra duct tape

- ☐ Each group leader should have:
 - ☐ Emergency survival kit (extra blanket, cooking pot, plastic drop cloth in waterproof bag)
 - ☐ Throw line, life line or webbing (secured to canoe)

Winter Camping

- ☐ Health and personal identity cards for all youth and adults; permission slips for all youth.
- ☐ Comprehensive group first aid kit
- ☐ Group accident insurance has been obtained (check with local Extension office)
- ☐ Emergency evacuation arrangements have been made.

- ☐ Site information, travel plans, etc., have been left with someone “at home”.
- ☐ County Extension staff person has been informed of trip.
- ☐ Permission/permits have been obtained for activities on public/private property.
- ☐ Key individuals at activity site (ranger, state police, etc.) Have been notified of travel plans and return time.
- ☐ Adequate number of skis and snowshoes are available for the group.

- ☐ Each individual (youth and adult) should have:
 - ☐ Adequate clothing covering the full range of possible weather conditions
 - ☐ Proper and adequate gear for the activity
 - Backpack with waist belt
 - Sleeping bag and closed cell pad
 - Knife, whistle, compass, waterproof matches
 - Canteen
 - Cord/wire
 - Personal survival kit
 - Personal first aid kit
 - High energy foods
 - Cooking gear/stove
 - Fire starter
 - Waterproof gloves/mittens/extra wool socks
 - ☐ A “buddy” to check for signs of fatigue, hypothermia, etc.
 - ☐ Personal survival kit, plastic drop cloth, cordage
 - ☐ Personal first aid kit

Cross Country Skiing and Snowshoeing (One day activities or in conjunction w/winter camping)

- ☐ Health and personal identity cards for all youth and adults; permission slips for all youth
- ☐ Comprehensive group first aid kit
- ☐ Group accident insurance has been obtained (check with County Extension office)
- ☐ Emergency evacuation arrangements have been made.
- ☐ Site information, travel plans, etc., have been left with someone “at home”.
- ☐ County Extension staff person has been informed of trip.
- ☐ Permits/permission has been obtained for activities on public/private property.
- ☐ Key individuals at activity site (ranger, state police, etc.) have been notified of travel plans and return time.
- ☐ Group ski repair kit (duct tape, wire, steel wool, ski tip, metal straps, extra bale, etc.
- ☐ Maps of all terrain to be covered
- ☐ Range of ski waxes
- ☐ Spare ski tip (optional)
- ☐ Personal survival kit, plastic drop cloth, cordage

- ☐ Personal first aid kit
- ☐ Spare mittens, hat, and wool socks

- ☐ Each individual (youth and adult) have:
 - ☐ Layered clothing capable of covering the full range of possible weather conditions
 - ☐ Personal first aid items, including chapstick
 - ☐ Sunglasses
 - ☐ Waterproof matches, knife, whistle, compass
 - ☐ Water and/or something in which to melt snow
 - ☐ A “buddy” for periodic checking of hypothermia

4-H OUTDOOR ADVENTURE CHALLENGE GROUP REPORT

Trip Dates _____ Location _____

Type of Trip: ☐ Canoeing ☐ Kayaking
 ☐ Backpacking ☐ Winter Camping Activities
 ☐ Caving ☐ Climbing & Rappelling
 ☐ Other _____

Include name, address, and telephone number of all participants, trainees, and leaders who attended this activity.

Name	Address	Telephone Number
1. _____		
2. _____		
3. _____		
4. _____		
5. _____		
6. _____		
7. _____		
8. _____		
9. _____		
10. _____		
11. _____		
12. _____		
13. _____		
14. _____		
15. _____		
16. _____		
17. _____		
18. _____		
19. _____		
20. _____		

over

Comments

Weather Conditions

Site Description

Unique Experiences

Special Activities

Injuries – If injuries occur, make sure you file a separate accident report.

Submit your completed form within 10 days of completing your trip as follows:

For a club activity – to your local 4-H staff.

For a state OAC training session -- to the State 4-H OAC Coordinator.

Group Leader's Signature

Date