



Ten Easy Steps for Leading a Hike



	What to Do:	When to Do it:
1.	Contact the Trail Blazer or a Hike Coordinator to sign-up for a date to lead a hike.	Anytime.
2.	Choose a meeting place & time, hike distance and rating (optional: hike title and special notes; see by-laws Rule 54 to calculate car pool rates). Get info to appropriate Hike Coordinator.	At least 4-6 weeks before hike date. (Deadline for the Newsletter is the 10th of each month, and includes 4-5 weeks of hikes for the following month.)
3.	Finalize a route (including a rest stop if at all possible).	Anytime before the hike.
4.	Arrive at meeting place w/ sign-in sheets.	10-15 minutes before the hike.
5.	Have everyone sign-in as a member (top of sheet) or guest (bottom).	As hikers arrive.
6.	Call for "circle-up", ask for any announcements, and then initiate name introductions.	At start of hike.
7.	Pause occasionally so all hikers can catch up.	During hike.
8.	Complete trip report with final mileage and other details.	After hike.
9.	Submit trip report to Membership Chairperson.	Within 1-2 weeks of hike.
10.	Repeat from Step 1.	As soon as possible!