**Trip Leader Application Process**



The leader application process supports outdoor and adventure programs at Kalamazoo College by providing professional quality leaders and facilitators. It is our intent to offer supportive, fun, challenging, and rewarding programs, while providing the opportunity for College campus members to gather valuable and pertinent experiences for their own leadership development.

The leader application resembles a typical process of evaluating and assessing valid trip leaders, while offering a forum for feedback and development of necessary technical and interpersonal skills.

Candidates are encouraged to apply, regardless of their relevant experience, and develop experience through Outdoor Programs trainings and Outing Club experiences and leadership opportunities. A surplus of candidates with a need for specific skills practice and experience will facilitate more frequent opportunities for training outings.

**How to Start the Trip Leader Process:**

1. **Submit your application documents to Outdoor Programs Staff:**

*These documents can be submitted electronically to* *OutdoorPrograms@kzoo.edu* *or in person.*

* 1. **Trip Leader Application** (p. 2-6 of this document): This *includes your contact information, open response questions and a current outdoor experience log*. If you don’t have any previous outdoor experience, that is okay! You’ll be able to use this log in the future as you gain outdoor experience.
	2. **Professional resume**: This can include prior leadership experience, relevant coursework, outdoor experiences and *any medical/outdoor certifications* (Wilderness First Aid, CPR, First Aid, etc).
	3. **Letter of Recommendation**: Should be from someone who you have worked for, has been your leader or has led with you in outdoor environments or in other leadership positions. Examples could be a camp employer, a KOC Trip Leader, LandSea Leader or Co-Leader, a co-leader with another program, etc. This does not need to be a comprehensive recommendation, but should speak to the recommender’s belief of your ability to plan a trip, manage groups, live comfortably in a variety of conditions/environments, or anything else the recommender feels may be pertinent to a leadership position. *Recommender can submit this separately to* *OutdoorPrograms@kzoo.edu* *if needed.*
1. **Outdoor Programs Staff will review these documents** to learn about your previous experience and what skills you hope to learn while working towards becoming a trip leader. Outdoor Programs Staff will provide feedback and recommendations to develop a training plan for you.
2. **Take advantage of trainings, workshops, trips, etc** and continue to build your experience! As you gain experience, you may reach specific trip leading levels. The trip leader progression can be found online: <https://reason.kzoo.edu/outdoor/tripleaders/training/>

**Kalamazoo Outdoor Programs**

**Trip Leader Application**

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| --- | --- | --- | --- | --- |
| Name:  |  |  | Email:  |  |
| Date:  |  |  | Phone #: |  |
| Expected year of graduation: |  |  |  |

*Please answer the following questions in a detailed manner.*

1. What areas of your outdoor/adventure experience are strongest? Explain why.
2. What is your weakest area of outdoor/adventure activity experience?
3. What types of trips or outings would you feel most comfortable leading?
4. What types of trips or outings would you feel comfortable participating in?
5. What experiences would you like to add to your own resume of activities?

**Current Outdoor Experience Log:**

*If you have previous experience in any of these activities, please list your experience!*

*If you don’t have previous experiences, that is okay! You’ll be able to fill out these tables as you gain experience.*

*This log should be a living document, where you list your trips, trainings, personal trips as you gain experience.*

“Led?” refers to whether you served as a formal or informal leader for the party. The party should exceed 2 or more people to qualify as leading, but does not need to have occurred in a formal capacity. The leader should have planned logistics and possibly guided the group over the route, facilitated decision making, etc.

Backpacking/Hiking

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | Location | Trail/ Route | Duration:Hours/Days/Miles | # in Group | Led |
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Flat-Water Canoeing/ Kayaking

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| --- | --- | --- | --- | --- | --- | --- |
| Date | Location | Route | Duration:Miles/Hours/Days | Type:KayakCanoe | # in Party | Led? |
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 Rock Climbing

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Location | Route | Rating | Type: SportTrad.Top Rope | # of Pitches | Lead/Second/Top Rope | Led? |
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White Water Canoeing/ Kayaking/Rafting

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date | River & State | Run | Duration:Miles/Hours/Days | Rating | TypeRaftKayakCanoe | # in Party | Flow in CFI | Led? |
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Cross-Country Ski/Snowshoe/Winter Camping

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| --- | --- | --- | --- | --- | --- |
| Date | Location | Duration:Hours/Days/Miles | Method:Camp/XC Ski/ Snowshoe | # in Group  | Led? |
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Mountain Biking

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| Date | Location | Trail/ Route | Duration:Hours/Days/Miles | # in Group | Led? |
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**Outdoor Programs’ Staff Feedback & Recommendations:**