

Appendix E.1: Making Tracks: Walking Safety General Session Duty Form

Pre-Planning Session Checklist

To be completed by the MAKING TRACKS LEADER or a CREW LEADER

Before each session the Making Tracks Leader or Crew Leader will use this checklist to ensure that the necessary materials have been obtained and safety checks have been completed.

*All of the tasks with an asterisk beside them can be completed by either the MTL or CLs. If no asterisk is present, only the MTL can complete the task.

TASKS	SESSION A	SESSION B	SESSION C	SESSION D	SESSION E	SESSION F
PRE-PLANNING SESSION CHECKLIST						
Set up a time and deliver a training session for the CLs to learn how to deliver the Making Tracks program.						
Establish contact with the participants' families using a detailed Information Letter (Appendix F) that outlines the program, expectations, and requirements. Include the Informed Consent and Medical Information Forms to be returned prior to the start of the program.						
Update the emergency plan, taking note of current changes in policy for your organization.						
Collect the Informed Consent Form from participants who will take part in the program.						
Collect the Medical Information Form from participants who will take part in the program.						
Inform the CLs about the participants' medical concerns, including allergies.						
Update the Session A Duty Form.						
Update the Making Tracks "Program at a Glance" Form.						
Examine the potential teaching locations outside and begin to create a route card that identifies the travel locations for program sessions.						
Finalize the teaching route and have a route card.						

TASKS	SESSION	SESSION	SESSION	SESSION	SESSION	SESSION
	A	B	C	D	E	F
PRE-PLANNING SESSION CHECKLIST						
Travel, with the CLs during the training session, the teaching route, and assess possible risks using the risk management plan.						
Determine what activities can be taught along the route. This will save time and avoid missed opportunities to make the learning authentic.						
Develop backup instructional plans to prepare for unpredictable weather conditions.						
Develop a monitoring plan to keep track of the participants at all times.						
Arrange extra adult supervisors if needed. This will depend on each organization or institution's adult-child ratio policies. This information will need to be gathered by the MTL.						
Decide on which CLs will serve as activity leaders for the session and inform them.						
*Check that paperwork is prepared: <ul style="list-style-type: none"> o Passports o Handouts (if needed) o Chart paper (if needed). 						
*Check that the correct materials have been obtained.						
*Check the working order of the materials.						
*Check that materials have been set up before the session begins.						
*Check to see that the first aid kit is properly stocked.						
*Be familiar with the program, the instructional site, and rules of the location.						
*Review the Safety Plan.						
*Employ the risk management process for all the activities.						
*Know the pick-up arrangements for each participant after each session.						
*Know the order of which CLs (if they are delivering the program) will lead activities.						