

AMC Delaware Valley Chapter — Leader in Training (LiT) Checklist

The goal of our Leader-in-Training program is to ensure that LiTs receive the most substantive experience possible while doing co-leads—not just showing up and acting as “sweep.” The first co-lead is mainly to observe and learn from the leader. For a first co-lead, many items on this list will be marked Not Applicable (N/A). The final co-lead includes many more responsibilities, please see the list below.

Send the completed form to the applicable Activity Chair, AND to the Leadership Chair

leadership@amcdv.org after the activity. Thank you for your assistance!

Fill this form out electronically using the free Adobe Acrobat Reader.

DESTINATION: _____ **ACTIVITY TYPE:** _____ **DATE:** _____

LEADER IN TRAINING: _____ **LEADER OF RECORD:** _____

Check one: This is the LiT's 1st co-lead ____ 2nd co-lead ____ 3rd co-lead (for backpacking) ____

	YES	NO	N/A
PLANNING:			
A. Thoroughly researched and planned the trip route.			
B. Wrote an accurate trip description for online listings.			
COMMUNICATION:			
A. Screened participants and assisted in planning appropriate questions.			
B. Clearly stated expectations ie pace, mileage, terrain, etc.			
C. Specified required gear, water, footwear, layers, etc.			
DAY OF ACTIVITY AT START:			
A. Arrived early to greet participants, answer questions, etc.			
B. Had required gear including first aid.			
C. Checked participants for proper gear etc.			
D. Provided info r/t the day's plan and expectations for time, pace, breaks, safety, etc., using Trailhead Talk guidelines.			
E. Brief talk about the AMC and the AMC waiver they signed.			
F. Conducted introductions.			
G. Appointed sweep.			
DURING THE ACTIVITY:			
A. Set appropriate pace and breaks.			
B. Set a reasonable turnaround time.			
C. Was direct but tactful in leadership role.			
D. Monitored participant wellbeing.			
E. Had map, demonstrated route finding skill.			
F. Adhered to safety and Leave No Trace principles.			
G. Accounted for all participants at trail junctions & after breaks.			
POST ACTIVITY:			
A. Debriefed with leader, turned in Waiver (if paper waiver was used)			
LEADER OF RECORD RECOMMENDATION:			
Leader in Training meets committee leadership requirements.			

Leader of Record electronic signature and date: _____

Leader of Record comments: