



SIERRA CLUB OUTINGS

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Hello!

Thank you for inquiring about leadership with Sierra Club Outings. We're excited that you are interested in joining our special group of volunteer outing leaders! The Sierra Club has been offering outings for over 100 years, furthering the Sierra Club's conservation goals across the country and around the world. To learn more about the Sierra Club and the Sierra Club Outings Program, visit www.sierraclub.org

This packet is designed to introduce you to our programs and help you decide what kind of outings and which program may be the best fit for you. Whether you're curious to find out more about a specific outings program, or you simply want to review our general leadership requirements, we hope you'll find the information useful.

Enclosed are the following:

- Welcome
- Outings Program Description
- Sierra Club Leadership Requirements
- Frequently Asked Questions

After reviewing this packet, your next step is to fill out the easy online application here:

http://www.sierraclub.org/outings/training/forms/prospective_leadership.asp

Upon receipt, we will review your information and forward it to the appropriate outings chair or training coordinator of the program you are interested in leading for. They will then contact you to let you know about your next steps. We ask for your patience, since all our chairs and training coordinators are volunteers and may also be out on the trail!

In the meantime, you can begin your Sierra Club leadership development with Outings Leader Training – Basic (OLT 101) and your first aid training!

Thank you again for your interest. We look forward to hearing from you.

Best regards,

Sascha Paris
Outdoor Activities Training Manager

WELCOME

The Sierra Club is a non-profit organization and is the largest conservation organization that runs outings in the country – all planned and led by volunteers! We have three different Outings programs: Inner City Outings (ICO), Local Outings (LO) and National Outings (NO). An overview of each of these programs is provided in this packet.

Sierra Club Outings leaders come from diverse backgrounds, but they all share a common goal: helping others to explore, enjoy, and protect the planet by providing quality outdoor experiences.

The following outline should give you an idea of what to expect if you choose to embark on our leader development path.

A Sierra Club Outings leader should aim to:

- Place participant safety as the most important aspect of leading
- Possess and practice sound judgment and decision-making skills
- Display strong interpersonal skills such as clear communication and active listening
- Have knowledge of the area in which you are leading (cultural, historical, and/or ecological information)
- Possess the relevant technical skills for the activity being led
- Be self-motivated
- Be an effective planner and a well-organized person
- Demonstrate compassion and empathy

A Sierra Club Outings leader is expected to:

- Meet the leadership requirements for the program they would like to lead for
- Uphold the Sierra Club's outing leadership professional standard
- Uphold the Sierra Club's outings policies (both general and program/activity-specific)
- Model (and teach) the seven Leave No Trace principles: (<http://www.lnt.org/>)
- Educate participants about the local and/or national conservation and wildlife issues

A Sierra Club Outings leader receives the following benefits:

- Affiliation with the largest conservation organization that runs outings in the country
- Association with an organization whose reputation is well-known and respected
- Training opportunities to develop and enrich skills, knowledge, and core competencies
- Access to a unique community of like-minded individuals who actively support the Sierra Club's conservation mission
- Insurance coverage (assuming the leader is certified and is following Sierra Club and Outings policies)

OUTINGS PROGRAM DESCRIPTION

LOCAL OUTINGS

Most members take their first Sierra Club outing close to home, participating in outings that they've read about on their local Sierra Club website or newsletter. These locally run trips may be day hikes, peak scrambles, bird-watching excursions, conservation-oriented walks, or multi-day forays into the remaining natural areas with walking stick, backpack, canoe or kayak. The variety ranges as widely as the interests and creativity of our volunteer leaders.

How are local outings structured? Each state has a chapter (except California which has 13), and within each chapter are local groups. Each of these entities plans both the local conservation campaigns and outings. Local outings are published in each chapter's website and newsletter (which every Sierra Club member automatically receives from their chapter).

The best way to get involved is to get in touch with the local outings chair/training chair and attend the next local meeting. You can find your local chair contact information in your local Sierra Club website or newsletter. To learn more about the types of outings being offered and who to contact, you can also find your Chapter and/or Group webpage on Sierra Club's Get Outdoors page:

<http://www.sierraclub.org/outings/chapter>

INNER CITY OUTINGS

Inner City Outings (ICO) is a community outreach program that provides outdoor opportunities for urban youth and adults to explore enjoy and protect the natural world. Leaders for this program are Sierra Club volunteers who are certified and specially trained to work with a younger population. From backpacking trips to neighborhood clean-ups to naturalist-led hikes through local marshes and meadows, ICO certified leaders and volunteers introduce all types of people to the natural world and teach them how important it is to protect and restore our wild places.

The Sierra Club San Francisco Bay Chapter established the first ICO group in 1971. Today, about fifty groups across the United States and Canada provide valuable learning experiences for young people who might not otherwise have them.

To introduce young and disadvantaged people to the wilderness, ICO certified leaders and volunteers work with community agencies to provide outings programs for their members. Agencies may include schools; church and neighborhood youth groups; rehabilitation centers; boys and girls clubs; and outdoor clubs. ICO provides the outdoor leadership expertise; the equipment necessary to conduct safe wilderness experiences; the love of the outdoors; and the interpersonal leadership skills to inspire their participants. Most ICO groups offer outings free of charge.

To learn whether there is an ICO group in your community, what kinds of outings they lead, and who to contact to get involved, visit the Sierra Club's ICO page: <http://sierraclub.org/outings/ico>

OUTINGS PROGRAM DESCRIPTION

NATIONAL OUTINGS

These are the domestic and international trips you see in the *Sierra* magazine (that over one million members and supporters receive each year). These multi day outings include service trips, supported trekking, basecamp, backpacking, trekking, lodge based and much more! Most of our outings are wilderness trips that are run as cooperative ventures, where trip participants help out with the camp chores and other work that's needed to make the trip a success. The trips are not geared towards the luxury travel market. They are, however, a great way to meet like-minded, adventurous travelers from around the country and the world to learn more about conservation and wildlife issues affecting numerous beautiful places in nature.

The National Outings program is overseen by the volunteer Outings Committee, which delegates much of its work to its 14 subcommittees. Each "regional" or "functional" subcommittee organizes their trip schedule, solicits and reviews trip budgets, trains their leaders and staff their trips. The current subcommittees are: Alaska, California/Nevada, Hawaii, International, Knapsack (Sierra Backpack), Midwest, Northeast, Northwest, Rocky Mountain, Service, Southeast, Southwest, Southwest Service and Water.

There is a small staff in San Francisco that administers the program, including the day-to-day efforts involved in running the reservations system, producing the trip guides, sending out information such as this document, doing bookkeeping, managing public relations, answering telephones, coordinating volunteer efforts, and other various tasks. We operate the National Outings program as a non-profit member service. Trip prices are comprised of the direct costs of operating the trip, allocated portion of administrative operational costs (staffing an office, maintaining a reservations system, advertising, insurance, and rent) and leader training.

To learn more about the many different National Outings being offered across the country, please visit: <http://www.sierraclub.org/outings/national/>

LEADERSHIP REQUIREMENTS

ALL SIERRA CLUB LEADERS

All Sierra Club leaders must meet the below-listed set of leader standards. Many groups, chapters, inner city outings groups and national outings subcommittees will have **additional** requirements, so it is imperative to contact the respective chair to learn what will be required of you.

All Sierra Club Leaders must:

1. Be a Sierra Club member.
2. Be at least 18 years of age.
3. Have First Aid certification equivalent to or higher than American Red Cross Basic.
4. Complete the Outings Leader Training - Basic ("OLT 101") or comparable training from local outings Entity. If OLT 101 is not available, then the leader must complete the OLT 101 curriculum on his or her own. OLT 101 and ICO OLT 101 are available at <http://clubhouse.sierraclub.org/outings/training/intro/>
5. Have outing participant skills appropriate for the activities of the trip towards the advanced end of the scale.
6. Provisionally Lead at least one outing and receive a positive evaluation by the Mentor Leader.
7. Receive approval to lead outings from the Outing Chair or delegated authority of the Entity sponsoring the outing.

In addition the leader of an outing that includes an overnight stay away from cars (Level 2) must...

1. Successfully complete the Outings Leader Training Workshop (which includes OLT 101 and OLT 201) or comparable training from local outings Entity. If participation in OLT 201 cannot be arranged, then the leader must complete the following portion of the OLT 201 curriculum on his or her own: Safety Management Planning, Trip Planning, Interpersonal Leadership, and Group Management.
 - Outings Leader Training Workshops are available around the country each year: <http://www.sierraclub.org/outings/training/upcoming.asp>
 - Check with your local outings chair to see if they are running a local OLT 201 workshop.
 - Consider taking the OLT 201 Self Paced Course: <http://clubhouse.sierraclub.org/outings/training/advanced/OLT201/selfpacedcourse.aspx>
2. Provisionally Lead at least one outing that includes an overnight stay away from cars and receive a positive evaluation by the Mentor Leader.

There are a wealth of leader support and training materials available to new and current Sierra Club leaders. To access the password-protected leader resources listed in this document, use the following login/password:

login=clubhouse password=explore

LEADERSHIP REQUIREMENTS

INNER CITY OUTINGS LEADERS

ICO Certified Leaders work with local “agency representatives” to put on an ICO trip. The agency provides the kids and a staff person, while the Certified Leader provides the leadership on the actual outing. Oftentimes outings are led by 2 or more Certified Leaders. Additionally, a Certified Leader may be assisted by a certified leader in-training or volunteers (who volunteer their time but have no leadership responsibility). Contact your local ICO Chair to determine any additional ICO group’s leadership requirements.

An Adult ICO Certified Leader must fulfill the following requirements:

1. Be a current member of the Sierra Club.
2. Be at least 18 years of age.
3. Have current First Aid certification equivalent to or higher than American Red Cross Basic First Aid.
4. Complete the ICO Outings Leader Training - Basic ("ICO OLT 101") or comparable training from local outings Entity. If an ICO OLT 101 workshop is not available, then the leader must complete the ICO OLT 101 curriculum on his or her own:
<http://clubhouse.sierraclub.org/outings/training/intro/>
5. Have outing participant skills appropriate for the activities of the trip towards the advanced end of the scale.
6. Assist on at least one ICO outing.
7. Provisionally Lead at least one outing and receive a positive evaluation by the Mentor Leader.
8. Receive approval to lead outings from the Outing Chair or delegated authority of the Entity sponsoring the outing.
9. Complete an ICO Volunteer Application: <http://clubhouse.sierraclub.org/outings/ico/forms>
10. Pass the ICO criminal background check (once), and a DMV check if driver (within 5 years)
11. Read and sign the ICO Code of Ethics: <http://clubhouse.sierraclub.org/outings/ico/forms/>
12. Read and sign the Sierra Club Outings Volunteer Agreement:
<http://clubhouse.sierraclub.org/outings/ico/forms/>
13. Complete annually Recognizing Sexual Misconduct and Abuse module.
14. Complete any additional requirements prescribed by the local ICO group.

In addition to fulfilling the requirements of ICO OLT 101, leaders of Level 2 outings must also:

1. Successfully complete the Outings Leader Training Workshop (OLT 101 and OLT 201) or comparable training from local outings Entity.
2. Provisionally lead at least one outing that includes an overnight stay away from cars and receive a positive evaluation by the Mentor Leader.

LEADERSHIP REQUIREMENTS

NATIONAL/INTERATIONAL OUTINGS LEADERS

Most leaders for the National Outings program have started out first as participants on the type of trip that they are interested in leading. However, some have come directly from the Group and Chapter programs or from other outdoor programs. If you are interested in leading for the National Outings program, you must meet the National Minimum Requirements as well as the specific Subcommittee Requirements for the subcommittee you wish to lead under, please visit:

<http://clubhouse.sierraclub.org/outings/national/leadership/>

These are three “typical” paths new National Outings Leaders take:

Step	Path 1	Path 2	Path 3
1	Participate on a National Outing and express leadership interest to the leader (who then puts you in contact with the subcommittee chair).	New to the Sierra Club but have the leadership and technical skills to lead an outing.	Either a participant on a National Outing or new to the Club (but have the leadership and technical skills to lead an outing).
2	Contact the Subcommittee Chair and start the leadership development process with the chair and that specific subcommittee.	Fill out the online application, be interviewed and be introduced to the subcommittee chair with training/staffing recommendation.	Fill out the online application, be interviewed and be introduced to the subcommittee chair with training/staffing recommendation.
3	Complete the leadership and subcommittee (OLT 101, 201, first aid training, etc.)		Apply for and complete the National Outings Training Trip (or subcommittee equivalent that fulfills OLT 101 and 201), first aid, etc.
4	Placed as a trip staff (Trainee, Assistant Leader, or Provisional Leader) at the recommendation of the interviewer and/or trainers and with the approval of the Subcommittee Chair.		
5	Placed as next level trip staff - depending on the subcommittee, you may be placed as an Assistant Leader, Cook, Provisional Leader, etc. continuing until you have completed all steps to a Certified Leader in that subcommittee.		
6	Leading for other subcommittees - each have their own requirements and it is generally best to contact them to discuss your leadership in that subcommittee.		

Your next step is to fill out the easy online application here:

http://www.sierraclub.org/outings/training/forms/prospective_leadership.asp

Upon receipt, the National Outings Interviewer we will contact you to conduct a 30-45 minute interview to get you started on your leadership track.

FREQUENTLY ASKED QUESTIONS

How long does it take to become a Sierra Club Outings leader?

This will really depend on the requirements of the program that you would like to lead for. For local outings, you may be able to attend the next outings meeting, fulfill the leader requirements, be approved by your chair and be leading outings within several weeks. For Inner City Outings and National Outings, this *may* take longer (such as 3-6 months) due to the extra steps involved and different group requirements.

Is leader training centralized in the Sierra Club?

Yes and no. Primarily our outings and leadership training are run at the grassroots level. For local and Inner City Outings, you will want to contact your local chair to find out about the next training opportunities. In 2000, the Outings Program formed the Outdoor Activities Training Program (OATP) to fill training voids, support existing trainings and to develop new training materials for leaders. The OATP runs the nationally-sponsored Outings Leader Training Workshop 4-6 times; an annual Outings Chair Training (OCT); an annual National Outings Training Trip; and much more. These trainings are designed to supplement and support existing local trainings.

How can I sign up for a nationally sponsored training event?

We offer a number of weekend workshops in various cities across the United States. The OLT Workshop covers Trip Planning, Group Management, Interpersonal Leadership Skills, Emergency Response, Safety Management, and much more. As an added benefit, this workshop fulfills the OLT 101 and OLT 201 requirements. To learn more and sign up for a workshop visit us online at: <http://www.sierraclub.org/outings/training/>, call us at 415-977-5522, or email us at outings.training@sierraclub.org

Will I be a Sierra Club Outings leader once I complete an OLT workshop?

No. You will need to fulfill all Sierra Club Leadership Requirements and any additional requirements stipulated by the respective programs. (The OLT workshop will fulfill the OLT 101 and OLT 201 requirements.) The outings chair of your chapter, group or national subcommittee will “certify” you to be a leader upon completion of the leadership requirements.

What about other Sierra Club and non-Sierra Club trainings—do those count toward becoming a leader?

Definitely! As a developing leader, gaining as much experience from as many sources as possible will not only help you, it will greatly affect your participants’ experiences. Again, it depends on the program with which you want to be affiliated. Some programs, such as Inner City Outings, have a well-defined process whereby leaders move through clearly sequenced leadership experiences before they take a group out as the primary leader.

Will I be certified as a Sierra Club Outings leader?

Upon fulfilling the Sierra Club Leadership Requirements for the program would like to lead for, your chair will certify you either as a Level 1 or Level 2 outings leader. If you move or would like to lead for another part of the Sierra Club Outings Program, you may need to fulfill some additional requirements and be certified by the new chair.

Does the Sierra Club pay for any of my training?

Most training opportunities are free or offered at a nominal charge to cover only operational costs. Certain first aid training can be expensive and may be covered or partially subsidized by the Club, depending on the program with which you become affiliated. Contact your outings chair.