**BASE CAMP: WORKSHOP LEAD UP & PARTICIPANT ARRIVALS**

### Preparation Before Families Arrive

- Deliver Roster to TOF Coordinator
- Introduce Self to Park Headquarters and Leave Contact Information
- Notify HQ Where Arriving Families Should Be Sent
- Obtain Gate Combination and Give To Staff and Volunteers
- Establish After Hours Emergency Contact
- Review Emergency Action Plan w/Volunteers And Post Conspicuously
- TOF Signage Hung in Campsites
- Agenda Written on White Board and Visible
- Check Forecast For Changes
- Determine Emergency Shelter Scenario In The Event Of Bad Weather
- Establish The Location Of The Nearest AED Device and First Aid Kit
- Establish The Nearest Ice and Firewood For Your Campground
- Ensure Supply of Bait, Firewood, Food, Charcoal
- Charge Lanterns and GPS Unit Batteries
- Check Camping Gear For Cleanliness and Completeness in Bins
- Geocaches Placed, Units and Waypoints Ready
- Fishing Equipment Checked / Untangled
- Sweep Of Campground Looking For Hazards and Cleanliness
- Stage Sunscreen, Water Bottle and Insect Repellant for Visual Aids
- Pens and Extra Waivers and Medical Forms Available
- Camping Gear Unloaded and Ready for Distribution
- Lay Out Tent On Ground Cloth & Position Poles Next To It

### Conversation With Your Participants

- Direct Audience to Reserved Sites
- Collect Liability Waivers, Medical Forms and Photo Releases
- Collect Demographics & Campsite Numbers
- Staff & Volunteer Introduction
- Thank You for Coming! Kids who play outside are happier, healthier, and smarter!
- Point Out Nearest Restroom for Campers
- Mention Campsite Utilities (Potable Water, Electricity, Nearest Dumpster)
- Comfort Recommendations (Sunscreen, Insect Repellant, Staying Hydrated)
- Location of Ranger Camp
- Review Emergency Plan (Shelter, 3 Horn Blasts, Weather Plan)
- Introduce 7 Leave No Trace Principles
- Basic Rules Conversation
  - Quiet Hours, Firewood Collection, Alcohol Policy, Parking On Pavement, Light Pollution
- Explain Agenda (Include Activity Locations & Special Instructions i.e. clothing/footwear)
- Split Youth From Adults – Jr. Ranger Activity & Adult Gear Instruction
Conversation With Your Participants About Equipment

☐ Lanterns
  - Inflate By Squeezing Valve & Allowing Inflow of Air
  - Do Not Inflate With Mouth
  - Leave On Table To Charge During Day
  - Turn Off When Retreating To Bed To Lessen Light Pollution

☐ Broom & Dustpan – For Maintaining Cleanliness Inside Tent
  - Do Not Wear Footwear Inside Tent – Keep Shoes Inside Tent Next to Door

☐ Sponge

☐ Slotted Spoon, Regular Spoon, Spatula, Tongs

☐ Wash Tubs – One Wash, One Rinse
  - Avoid Using Spigot to Wash Dishes – Piles Food For Animals in Campsite, Wastes Water, Creates Erosion
  - Scoop Food Scraps Out of Wash Tub and Cast Water Away From Campsite
  - Consider Using Rinse Water to Put Out Fire

☐ Pots & Pans
  - Use Caution With Lifter (Easily Detaches & Can Conduct Heat if Left On Pan During Cooking)
  - Only Boil Water in Large Pot with Two Handles

☐ Coffee Press
  - Do Not Place On Stove – Plastic Will Melt
  - Pour Boiling Water into Press & Wait 5 Minutes, Slowly Press Plunger Down
  - If Grinds are In Coffee, Rinse Plunger and Re-Press

☐ Stove
  - Make Sure Propane Is Securely Attached – Not Too Tight (Difficult To Remove), Not Too Loose (Gas Escapes Connection)
  - Safety Consideration: Blue Flame Difficult to See Depending on your Size
  - No Playing In The Camp Kitchen
  - Wipe Out & Keep Closed When Not In Use

☐ Cots
  - Demonstrate Loosening Straps Before Assembling & Disassembling
  - Must Remain Inside Tents At All Times (Allergies, Burns From Embers)
  - No Children On Cots
  - Foam Pads - One Per Junior Ranger

☐ Tent
  - Site Selection (Avoid Widow Makers, Tripping Hazards, Fire Proximity, Uneven Surfaces)
  - Demo Assembly
GEOCACHING

Preparation Before Families Arrive
- Caches Placed With Swag
- One Cache Placed Near Introduction Location To Be Used As A Demo
- GPS Units Charged and Loaded With Way Points
- Spare Batteries Available
- At Least 1 GPS Unit Per Family You Expect To Participate
- Encourage Participants To Dress Appropriately Before Leaving Camp
  - Durable Footwear, Hat, Sunscreen, Water

Conversation & In Practice With Participants Present
- Point Out Nearest Restrooms
- Discuss Universality Of Geocaching (2.6 Million On The Planet; Found In Every Urban Setting)
- Discuss Accessibility Of Geocaching Via Smartphones (Mention Geocaching.com as Resource)
- Discuss Caching Safety
- Discuss Taking The Path Of Least Resistance
- Discuss Keeping Eyes Up And Alert To Surroundings
- Discuss The Container Types That Have Been Hidden (Today’s
  - Today’s Caches
  - Public Caches
- Explain the Anticipated Difficulty For The Activity
- Reinforce That Adults Help With Path Of Least Resistance and Staying On Trail
- Instructions On What To Do When Cache Is Found
  - Swag, Replacement Of Cache
- Explain How To Use The Unit
- Explain Order Of The List Of Caches
- Find Demo Cache With Families
- Take Photos Of Families and Kids Caching
- Collect Geocaches and GPS Units
- Delete Coordinates from Units
- Refill Caches
- Charge Batteries
**FISHING**

**Preparation Before Families Arrive**
- Bait And Tackle Are Ready
- Fishing Poles Untangled and in Working Order
- First Aid Kit Available
- Pliers Are Available
- Backyard Bass Station Is Ready
- Safety Glasses Are Available
- Encourage Participants To Dress Appropriately Before Leaving Camp
  - Hat, Sunglasses, Sunscreen, Long Sleeves

**Conversation & In Practice With Participants Present**
- Point Out Nearest Restrooms
- Discuss Universality and Joys of Fishing
- Discuss Fish Species In Lake And Those Likely To Be Caught
- Discuss Not Needing A Fishing License In State Parks (on the shore only)
- Safety Talk About Control Of Hook
- Provide Safety Glasses For Those Who Want Them
- Demonstration On How To Safely Cast With Backyard Bass
- Instructions On What To Do When Fish Are Caught
  - Wet Hands, Remove Fish, Release, Call Leader Over
- Take Photos Of Kids Fishing and With Fish
- Collect Rods – Remove Extra Bait, Untangle, Repair as Needed
COOKING AND FIREBUILDING

Preparation Before Families Arrive

☐ Dutch Oven, Lid Lifter, Chimney, Paper, Charcoal, Aluminum Foil, Tongs, Spoon, Can Opener, Lighter, Welding Gloves Available
☐ Firewood, Kindling, Tinder, And Ignition Source At The Ready
☐ Clean Fire Pit Available
☐ Water Source Available to Extinguish the Fire
☐ Leader Has First Aid Kit Accessible
☐ Emergency Action Plan Discussed With Staff And Volunteers

Conversation & In Practice With Participants Present

☐ Camp Cooking - Simple Is Great
☐ Consider Prepping At Home
☐ Foil Packs (Less Mess & Can Be Prepped at Home)
☐ Dutch Ovens = Fun Camp Cooking & Western Pioneer Heritage
☐ Dutch Oven Maintenance
☐ Regulating Temperature In A Dutch Oven
☐ Baking vs. Boiling vs. Roasting vs. Stewing
☐ Fire Triangle (Fuel, Ignition, Oxygen)
☐ Log Cabin vs. Teepee
☐ Don’t Collect Firewood
☐ Fire In Fire Rings Only
☐ Remember The Tinder And Kindling
☐ Hatchet Can Be A Handy Tool
☐ Jr. Rangers Don’t Play With Fire
☐ Don’t Over Feed Your Fire – Attempt To Burn Everything You Put in the Pit
☐ Never Leave Fires Unattended
☐ Fully Extinguish All Fires
Preparation Before Families Arrive

- Kayak Trailer In Place
- Location Chosen For Safety
  - Low Boat Traffic
  - Knowledge Of Existing In-Water Hazards
  - Small Wind Fetch
  - Visual Contact With Kayakers
- Kayaks Freed From Locks And Straps
- Paddles Available
- PFDs Sorted By Size
- Leader Kayak Set Aside With Throw and Tow Ropes
- Leader Signaling Device (Whistle) Present
- Leader Has First Aid Kit Accessible
- Leader Is Aware Of Nearest AED
- Emergency Action Plan Discussed With Staff And Volunteers
- Encourage Participants To Dress Appropriately Before Leaving Camp
  - Appropriate Footwear And Apparel, Hat, Sunscreen, Water
- With Large Groups, Participants May Be Asked To Arrive At Staggered Times
- Kayaks Will Not Be On The Water Until 30 Minutes Have Passed Since The Last Sign Of Lightning

Conversation & In Practice With Participants Present

- Point Out Nearest Restrooms
- Explain That PFDs Will Be Worn By All Participants
- Set Paddling Boundaries
- Explain Emergency Communication Methods
  - Participants To Instructor “Boat Over!” Or Raised Paddle
  - Instructor To Participants – Whistle Or Vehicle Horn
- Instruct And Demonstrate Basic Paddling Skills
  - Forward, Stop, Reverse, Turn
- Explanation Of On The Water Etiquette
  - Minimal Horseplay
  - No Purposeful Wet Exits Without Leader Assistance
- Explanation Of What To Do In The Event Of Capsize
- Explanation Of Safe Entry And Exit Of Kayaks From Shore
- Leader On The Water With Participants In Open Water Environments
- Assist in Boat Entry And Exit
- Take Photos Of Families and Kids Kayaking
- Return Gear To Trailer And Lock To Prevent Theft
BIKING: AT SAFE TRAIL FOR BEGINNERS

Preparation Before Families Arrive
- Bike Trailer In Place
- Location Chosen For Safety
  - Good Trail Surface
  - Low Vehicle Traffic In Area
  - Minor Slopes, No Large Hills
  - Easy Followed Route
  - Distance Appropriate For Audience
- Tires Inflated To Appropriate PSI
- Bikes Arranged By Size
- Helmets Arranged By Size
- Leader Has First Aid Kit
- Leader Bike Set Aside
- Route Marked Or Visualized On Map
- Emergency Action Plan Discussed With Staff And Volunteers
- Encourage Participants To Dress Appropriately Before Leaving Camp
  - Appropriate Footwear And Apparel, Hat, Sunscreen, Water
- With Large Groups, Participants May Be Asked To Arrive At Staggered Times

Conversation & In Practice With Participants Present
- Point Out Nearest Restrooms
- Explain That Helmets Will Be Worn By All Participants
- Set Cycling Boundaries
- Check ABC – Air, Brakes, Chain
- Instruct And Demonstrate Bike Operation And Sizing
  - Brakes, Front Vs Rear
  - Gear Shift, High & Low
- Size Bikes Appropriately, Assisting With Adjustments
- Explanation Of On Trail Etiquette
  - Maintain Safe Spacing and Ride on the Right Side of Trail
  - Be Mindful Of Hikers And Horses
- Explanation That Bikes Are Not To Be Left Unattended
- Remind Participants About Hydration
- Ranger Or Competent Volunteer Rides With Participants
- Monitor The Safety Of Participants On The Trails
- Take Photos Of Families and Kids Biking
- Return Gear To Trailer And Lock To Prevent Theft
**BASE CAMP GRADUATION & CONCLUSION**

**Preparation Before Families Arrive**
- Grad Packets or Take Home Materials Ready
- Demonstration Tent and Gear Tub Ready For Breakdown
- Piles Started For Gear Collection

**Conversation & In Practice With Participants Present**
- Thank You For Coming!
  - Kids who play outside are happier, healthier, and smarter!
- Call To Action To Continue Visiting State Parks
- Mention the $75 Annual Pass And The Benefits
- Follow Us On Facebook, Twitter, and Instagram
  - #TxOutdoorFamily
  - Group photo
- Tell A Friend About The Program
- LNT Reminder For Exiting Campsite – Park Host Are Volunteers
- Gear Breakdown Demonstration
  - Dry, Clean, Orderly
- Maintenance Recommendations For Future Tent Owners
- Times To Keep In Mind
  - Gear Returned
  - Campsite Cleared
  - Exit The Park
- Junior Ranger Pledge
- Check Each Bin As It Is Returned
- Mark Bins w/Details About Missing Gear

**POST EVENT RESPONSIBILITIES**

**Post Event Responsibilities Due Monday Following Workshop**
- Email Demographics and Activity List to TOF Coordinator
- Email List of Broken Gear or Items Low in Stock (i.e. propane)
- Email Photos of Workshop Participants
- Send Survey To Participants (or turn in paper copies)
- Follow Up With Questions/Concerns/Success Stories From The Weekend