



MACWARD BOUND

LEADER HANDBOOK 2015

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2015 SCHEDULE AT A GLANCE

Saturday, August 15th: Arrive at St Paul

Sunday, August 16th: Leader training begins

11am: meet in CC 215

2:15: depart for Camp Eden Wood overnight retreat

Monday, August 17th: Return from leader training at 4pm

Training continues on campus into the evening.

Tuesday, August 18th: Gear prep + training workshops

10am: Meet in CC 214

Lunch

1pm: Hikers review routes

1pm: Canoeists meet with Lisa from Outward Bound

Gear prep + training workshops continue rest of day

Wednesday, August 19th: Food prep day

10am: Meet in CC 215

Food prep + training workshops all day.

Thursday, August 20th: First years arrive!

Welcome first years throughout day

Individual/co-leader meetings

5pm: MB program, dinner, and activities

7:00pm: Meetings with your participants

9:00pm: Gear and t-shirt hand out in the OC

Friday, August 21st: Depart for the north woods!

6:00am: Meet at Weyerhaeuser

7:00am: Departure for BWCA

7:30am: Departure for SHT

Tuesday, August 25th: Return to campus, help clean up.

8:30: Pizza and games in Smail Gallery

Wednesday, August 26th: Wrap-up lunch and activities.

11:30: Meet on Old Main Lawn (rain site Smail)

12:00: Wrap-up & reflection lunch with participants

Afternoon/evening activities in the Twin Cities

Thursday, August 27th: DONE!

Friday, August 28th: Orientation begins

BUS LOGISTICS: HIKING GROUPS

DROP OFFS ON FRIDAY, AUGUST 21

Bus 1 (Southern routes)

-Lunch stop in Two Harbors-

Stop 1: Split Rock River Wayside [Paige & Andrew]

Stop 2: County Rd 4 (Lax Lake Rd) [Thea & Aidan]

Stop 3: Silver Bay, Penn Blvd [Molly & John]

Bus 2 (Northern routes)

-Lunch stop in Two Harbors-

Stop 1: County Rd 6 [Eloise & Jeff]

Stop 2: County Rd 58 (Lindskog Rd) [Katie & Jon]

Stop 3: Judge Magney State Park [Nicola & Hope]

PICK UPS ON TUESDAY, AUGUST 25

Bus 1 (Southern routes)

Stop 1: Silver Bay, Penn Blvd [Eloise & Jeff]

Arrive at 11am, Depart by 11:15am

Stop 2: County Rd 4 (Lax Lake Rd) [Paige & Andrew]

Arrive at 11:15am, Depart by 11:30am

Stop 3: Split Rock River Wayside [Thea & Aidan]

Arrive at 11:45, Depart by 12:00pm

-Lunch at Grandma's restaurant in Duluth. Depart by 2:30-

Bus 2 (Northern routes)

Stop 1: Judge Magney [Katie & Jon]

Arrive at 10:45am, Depart by 11am

Stop 2: County Rd 58 (Lindskog Rd) [Nicola & Hope]

Arrive at 11:15am, Depart by 11:30am

Stop 3: County Rd 6 [Molly & John]

Arrive at 12:45pm, Depart by 1pm

-Lunch at Grandma's restaurant in Duluth. Depart by 3:45-



OVERVIEW & EXPECTATIONS

Thank you for being a Macward Bound leader! Your leadership is meaningful to the Macalester community. Macward Bound gives incoming students confidence and connections as they transition into their first year at Macalester. You have the opportunity to give your trip participants a great first impression of Mac as their leaders and mentors during and after the trip.

Please use this handbook to find information on training and trip logistics, leadership skills, technical wilderness skills, safety and emergency procedures, activity facilitation information, and important contacts pertaining to the program. Happy trails!

Preparing for your trip

Before departing for the wilderness, prepare for your trip by educating yourself about your group members. Examine their medical histories, medications, and needs prior to entering the wilderness. Understand their outdoor experiences and fitness levels and realize that these levels may vary among participants.

Try to gauge each individual's goals and desired level of challenge for the trip. While each member will follow the same route, you can help students challenge themselves (e.g. giving certain students more weight in their pack if

POLICIES & PREPARATION

they want more rigor) or help others adjust who want less of a challenge.

Communicate with your co-leader or Outward Bound guides to best understand where your strengths lie and who can take the lead with certain skills and activities.

Preparing for your trip requires a lot of thought, planning and care. To ensure a safe trip, it is important for you to have a clear sense of what is expected of you as a leader. Below are several policies that do not offer flexibility. Many of these will be covered in more depth later in this handbook.

Policies at a glance

- Alcohol or illegal drugs are not permitted on Macward Bound.
- Enjoy the peaceful wilderness experience. Casual cell phone use is not allowed.
- You must know how to use your SPOT emergency device.
- Always model environmental ethics and respect nature.
- Be aware of environment threats, including weather, terrain and wildlife.
- Fires are only allowed in established fire rings.
- Hike as a group. Solo and night hiking is not allowed.
- Sexual activity is not permitted during or after Macward Bound. Maintain a mentor relationship with your participants.
- Shoes must be worn at all times. Flip-flops around camp are not allowed.
- Swimming: Follow rules on page 23

EXPECTATIONS & SELF REFLECTION

Expectations of Macward Bound Leaders

- Group facilitation and daily reflection
- Lead a physically and emotionally safe trip
- Share stories of yourself and your Mac experience
- Be observant of group dynamics
- Build community and encourage participation
- Model teamwork and collaboration
- Be a good role model (wilderness ethics, respect, etc.)
- Provide support and motivation
- Be available and present
- Recognize your strengths and limitations as a leader
- Report any and all incidents that are not ordinary
- Maintain a good relationship with your co-leader(s)
- Check in with each student on a regular basis
- Have fun!

Who are you as a leader? Ask yourself:

1. What would make you feel like you have had a successful trip?
2. On the last day of the trip, how do you want your students to describe the experience?
3. What scares you about the upcoming trip? What are your greatest concerns?
4. What are your goals for this trip – for the group and for yourself?
5. What are your greatest strengths as a leader?
6. How do you want to improve as a leader?
7. With regards to leading, what are your personal goals for the trip?



WILDERNESS SKILLS

Hiking Tips

- Group should always stay together
- One leader should lead and the other should bring up the rear
- Be mindful of the range of physical abilities on your trip when pacing
- Encourage participants to speak up about any hot spots on feet before blisters form
- Take snack breaks at places where other groups can easily pass by
- Don't wait for a student to tell you that they're struggling...be observant! Don't single them out, you can casually ask how they are doing
- Check in with group about how the hiking pace is
- Pack heavy objects closer to the back between shoulder blades
- If someone is struggling, redistribute weight as a team

Be Mindful of Time and Mileage

Use the following formula for calculating miles :

$$\begin{aligned} & (\text{miles traveled}/2 \text{ mph}) + (\text{elevation gained}/1000) \\ & + (\text{miles traveled} \times 5 \text{ minutes}) = \text{travel time} \end{aligned}$$

Simply put, 1 mile = 30 minutes hiking plus time for eating, layer adjusting, physical obstacles, & sightseeing breaks.

FOOD & WATER

Safe Drinking Water

Drinking unpurified or inadequately purified water puts you at risk of infection by bacteria, viruses or parasitic cysts.



Wilderness water supplies are often infected with giardia. You need to purify all water to ensure that no one gets sick. We also expect you to educate your group about the need for purified water so that no one begins their first year at Macalester with the runs.

Water is safe to drink after it maintains a rolling boil for 3 minutes.

All water must be purified by boiling, use of iodine or chlorine, LED device, or filter.

Food

Eating well is a crucial part of any outdoor activity. If you are hungry, others are probably hungrier. Take GORP breaks and check-in with the group to see how they are feeling. Hunger and low blood sugar can lead to irritability and even accidents.

So what exactly does one eat on Macward Bound? Oatmeal, burritos, pasta, brownies and more! Remember to be flexible and creative.

HIKING TRIP MEALS

Breakfasts

4 Oatmeal breakfasts

Granola, brown sugar, spices, PB, trail mix topping options

Lunches

Trail mix

Wasa crackers (~2 per person per lunch)

Jelly, PB, Cheese, Sausage

Dinners

Burritos 🕒🕒

Tortillas

Add-water burrito mix

Cheese

Avocado

Add mix to boiling water, stir, cover, let set 5-7 minutes, serve

Mac & Cheese 🕒🕒

Pasta

Cheese powder

Real cheese

Broccoli

Add pasta to boiling water, cook ~10 mins, add cheese + veg

Pizza/calzones 🕒🕒🕒

Pizza crust mix (add water)

Tomato sauce powder

Cheese

Make dough & form into individual pies, fry or steam, add sauce & cheese

Curry Rice 🕒

Instant rice

Spices

Veggies

Cashews

Add rice to water (ratio of 1:1), cover, remove from heat. Let stand 5 minutes. Rehydrate veggies in hot water. Add spices, top with cashews.

HIKING TRIP MEALS

Desserts

Brownies 🕒🕒

Add water and oil to mix, scramble in a pan

Dirt 'n Worms 🕒

 Pudding mix

 Instant milk

 Oreos

 Gummy worms

Combine pudding mix + instant milk with cold water

No-bake oatmeal cookies 🕒

 Oats, Peanut butter, Brown sugar, Hot cocoa powder, Cinnamon, Oil, Water

Combine all ingredients (to taste) and enjoy!

Peanut Butter Truffles 🕒🕒

 Peanut butter, Brown Sugar, Chocolate Chips

Combine PB and sugar (optional cinnamon, oats, and/or flour to help set), use two spoons to form into small balls. Melt chocolate in fry pan over stove/fire (don't put directly on heat or chocolate will burn). Dip PB balls into chocolate. Let set atop a cold water-filled dromedary & enjoy.

Beverages

Hot cocoa, coffee, tang, emergen-C, tea (decaf & regular)

Extras

Honey, salt + pepper, oregano, garlic powder, curry powder, cinnamon

Other ideas

Candied nuts

Put leftover trail mix nuts, oil, brown sugar, and cinnamon in a bag. Mix. Toast in fry pan over stove.

“Crazy” tea

Steep cedar branches in boiled water. Add honey and enjoy!

Rosehip tea

Steep rosehips in boiled water. Add honey and enjoy!

BEAR SAFETY

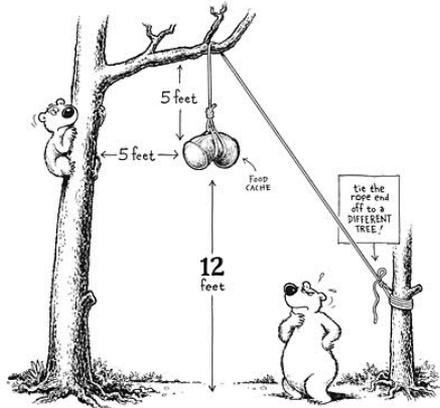
Black bears are the only species of bears in Minnesota and are far less aggressive than other species.

That said, keep the following in mind:

- Never cook or store food in or near your tent
- Hang food and other items with strong odors i.e., toothpaste, bug repellent, soap, etc.) in a bear hang
- Change your clothing before you go to sleep; don't wear what you cooked in to go to bed
- Store smelly clothing along with your food/smelly items.
- Keep the area clean. Be sure to wash dishes, pack out garbage, and wipe down tables

Bear hang 101

- 100 yards from both kitchen and sleeping areas
- 12 feet off the ground
- 5 feet from branches and tree trunk
- Attach a rock or weighted stuff sack to aid in throwing the rope over a sturdy branch, then hoist the bear bag into the air and tie the loose end to a different tree



What to do in the presence of a bear:

- Make it clear that you mean no harm. Never run from a bear; slowly back away from it. You can drop non-food items on the trail to distract it
- If a bear charges, make your group appear bigger without acting menacingly: Be loud, wave your arms around and stand your ground
- If a bear attacks, be aggressive, fight back and use any object you have

FIRE SAFETY

Fire building guidelines:

- Only build fires in the fire pit of your campsite
- Gather dry, dead sticks from the ground
- Use small twigs to get the fire started, making a small pile surrounded by a tipi made of larger sticks. After lighting, blow on the flame if it is too weak
- Leaders must supervise fire at all times

Stoves & Fuel

- Stove use should always be supervised by a leader.
- Fueling of stoves and storage of fuel bottles should take place at least 50 feet from the cooking area and any bodies of water.
- Always stay on your feet when lighting a stove.
- Roll up your sleeves when lighting a stove.
- Fuel should be carried upright and depressurized in packs, in separate compartments from food, and ideally in different packs than the food to prevent fuel contamination.
- Do not cook on picnic tables.

You, as the leader, ensure the success of the program by using sound judgment and by not hesitating to opt for the safer and more conservative course of action. Constantly monitor the weather, the sky, and the clouds. Even the tiniest changes can signal major changes in the weather. Wearing layers, staying well hydrated and fed, and monitoring the group are essential steps to being prepared for varying weather conditions.

Rain

Keeping everyone warm and safe is essential in the outdoors - always be prepared for rain!



What to do in case of RAIN:

Since it cannot be avoided, think protection.

Maintaining a dry set of clothes is essential.

Also, when hiking, both you and your students should always have rain gear accessible so that you can stay dry in case of sudden rain. Waterproof clothing and sleeping bags by putting them in garbage bags. Bring several extra garbage bags in case one gets ripped.

Lightning

When to take cover: follow the 30/30 rule

- Count seconds between lightning flash and thunder. If this is 30 seconds or less (which equates to 6 miles away), stop what you are doing and take cover.
- Stay put for 30 minutes after the last blast of thunder



How to take cover

- Get to low spots in the landscape, stay away from trees and bodies of water
- Spread out as a group
- Assume lightning position: crouch down on top of your pack, sleeping pad, or rocks, with your butt off the ground, hands on your shins or knees

WEATHER

Cold conditions: how to stay warm

Prevention is essential. Monitor each other, make sure individuals are wearing the proper attire, and keep the group warm. Many individuals don't like to admit that they are cold, and judgment is affected early in the onset of exposure. Know your equipment and how to use it. You should also help your students pack and make sure their equipment is suitable.



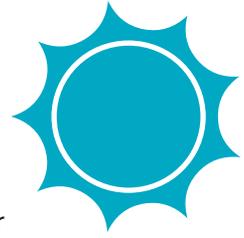
- Internally: Drink and Eat A LOT. Food and water help your body to create energy and keep you warm. Make sure that everyone is eating and staying hydrated.
- Externally: Proper layering will help ward off cold by reducing the amount of heat you lose to the environment. Don't forget to keep your head and other extremities warm with hats and gloves.

Layering System:

1. Wicking layer: This layer of synthetic undergarments wicks water away from your skin before evaporation can take place, keeping you warm. The reason cotton is bad in cold conditions is the same reason it is good in hot ones: it keeps moisture close to your body, allowing for evaporation that keeps you cool or dampness that can make you cold.
2. Insulation layer: This layer is essential for warmth. Sweaters and heavy shirts made of wool create a thick pocket of warm air next to your body, limiting heat loss due to radiation. Again cotton is not preferred, but better than nothing.
3. Wind/rain layer: This layer must be ABSOLUTELY WATERPROOF! Rain gear doubles as wind gear. This layer prevents convection heat loss by blocking the wind from the warm insulation layer. It also prevents rain from soaking your insulation and wicking layers.

Hot Conditions: How to stay cool

Making sure you are cool on a hot day can prevent injuries and will improve the feeling of your group. Again, monitor the group, making sure individuals are drinking enough and wearing protective clothing. Be careful of pushing the group too hard or without frequent water breaks, as many individuals don't like to admit when they are tired or thirsty in a group environment.



- Internally: DRINK WATER! Water and snacks will replenish the fluids and electrolytes that your body loses through sweat.
- Externally: Avoid sunburn, sunstroke and heat exhaustion by taking early protective action. Keep pants and long-sleeved shirts within easy access and wear a hat.
- Sunglasses prevent headaches resulting from the sun's glare on water and protect eyes from burn damage
- Protect skin from harmful UV rays with sunscreen; lead by example and put on more sunscreen than you need to. Your students will take their cues from you.

What to do in case of OVERHEATING:

- Rest in a cool shady area
- Drink plenty of water and grab some snacks
- Fan the person
- Place a cool washcloth on his/her/their forehead or gently splash water on the skin to speed up the cooling process

BACKCOUNTRY HYGIENE

Urinating & Defecating in the woods

- Urinate 200 yards from water supply and off trail
- Normalize pooping. Nobody should hold it for 5 days
- Gather leaves, moss, smooth rocks and sticks, etc and a stirring stick
- If away from a latrine, dig a hole 6-8" deep 200 yards away from water and trails using a trowel.
- Pack out toilet paper when away from the latrine or use leaves and bury them in the cat hole
- After doing your business, dispose of natural wiping agents in the hole, fill with a bit of soil and stir with a stick (NEVER use the trowel)

Washing hands

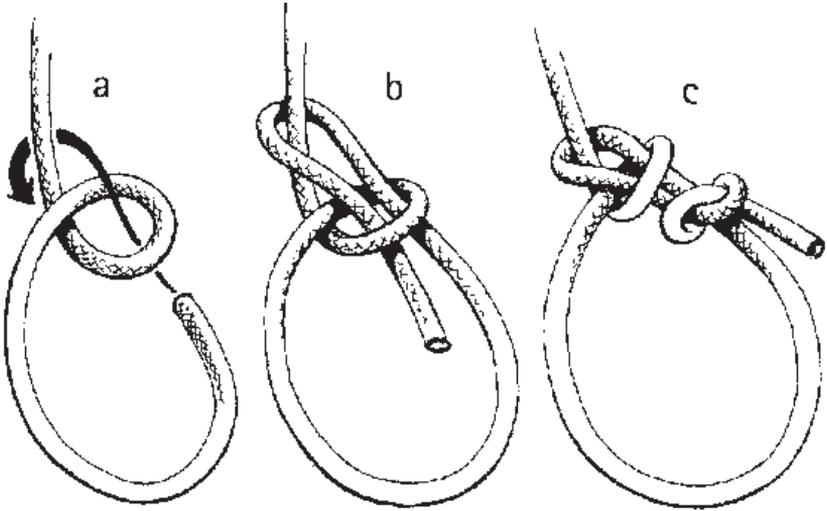
- Keep hands clean!
- Post-defecation, have a fellow camper put sanitizer or soap into your hands to keep germs contained

Periods in the woods

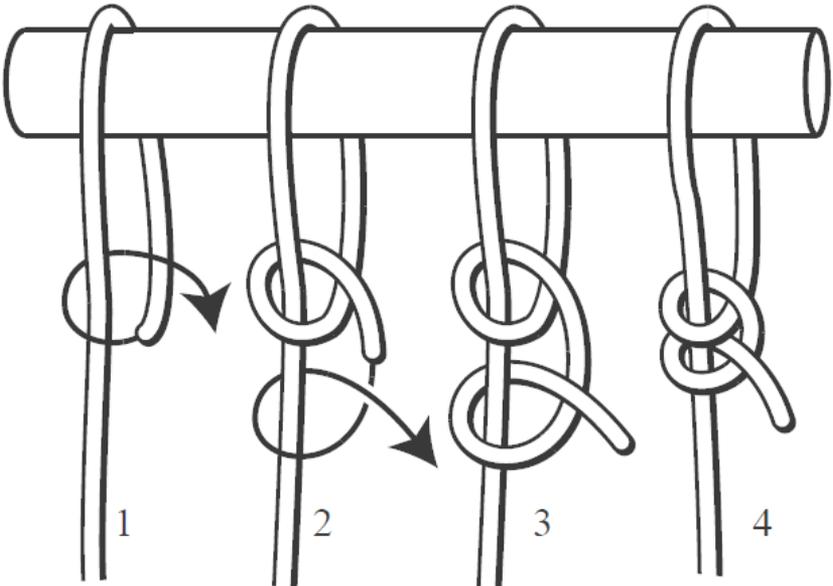
- Be mindful of females who may be embarrassed
- Approach the subject with an attitude that normalizes periods and makes the camper feel comfortable
- First Aid kit items: Tampons, opaque plastic bags, Advil
- Use a small, opaque plastic bag to contain used products
- Put a crushed aspirin or wet tea bag in waste bag to minimize odor
- Pack out all used feminine products and store in bear bags at night

USEFUL CAMPING KNOTS

Bowline: Use to tie a loose end of rope to an object (e.g. tarp line to tree)



Double Half-Hitches: Use to wrap a rope around an object (e.g. tree) and secure it back to itself



LEAVE NO TRACE PRINCIPLES

Plan Ahead and Prepare

- Know the regulations and special concerns for the area you'll visit.
- Prepare for extreme weather, hazards, and emergencies.
- Repackage food to minimize waste.
- Use a map and compass to eliminate the use of marking paint, rock cairns or flagging.



Travel and Camp on Durable Surfaces

- Durable surfaces include established trails and campsites, rock, gravel, dry grasses or snow.
- Protect riparian areas by camping at least 200 feet from lakes and streams.
- Good campsites are found, not made. Altering a site is not necessary.

In popular areas:

- Concentrate use on existing trails and campsites.
- Walk single file in the middle of the trail, even when wet or muddy.
- Keep campsites small. Focus activity in areas where vegetation is absent.

In pristine areas:

- Disperse use to prevent the creation of campsites and trails.
- Avoid places where impacts are just beginning.

Dispose of Waste Properly

- Pack it in, pack it out. Inspect your campsite and rest areas for trash or spilled foods. Pack out all trash, leftover food and litter.
- To wash yourself or your dishes, carry water 200 feet away from streams or lakes and use small amounts of biodegradable soap. Scatter strained dishwater.



Leave What You Find

- Preserve the past: examine, but do not touch cultural or historic structures and artifacts.
- Leave rocks, plants and other natural objects as you find them.
- Avoid introducing or transporting non-native species.
- Do not build structures, furniture, or dig trenches.

Minimize Campfire Impacts

- Campfires can cause lasting impacts to the backcountry. Use a lightweight stove for cooking and enjoy a candle lantern for light.
- Where fires are permitted, use established fire rings, fire pans, or mound fires.
- Keep fires small. Only use sticks from the ground that can be broken by hand.
- Burn all wood and coals to ash, put out campfires completely, then scatter cool ashes.

Respect Wildlife

- Observe wildlife from a distance. Do not follow or approach them.
- Never feed animals. Feeding wildlife damages their health, alters natural behaviors, and exposes them to predators and other dangers.
- Protect wildlife and your food by storing rations and trash securely.

Be Considerate of Other Visitors

- Respect other visitors and protect the quality of their experience.
- Be courteous. Yield to other users on the trail.
- Take breaks and camp away from trails and other visitors.
- Let nature's sounds prevail. Avoid loud voices and noises.

Source: Int.org



SAFETY & EMERGENCIES

There is inherent risk in this type of a program. It is imperative that you are observing changing environmental, equipment and human factors that can contribute to accidents.

The following are examples of factors that can contribute to accidents:

Environmental factors:

- Poor weather conditions
- Uneven terrain/rough trail • Slippery rocks
- Strong winds
- Animals

Equipment factors:

- Ill-fitting pack/boots
- Broken equipment (stove, tent pole, etc.) • Wet gear/clothes

Human factors:

- Inexperienced leaders
- Poor communication skills
- Sleepiness
- Lack of water/food
- Over-confidence

RISK FACTORS & SWIMMING POLICIES

Can you identify more factors? When the number of factors is increased, it is more likely that an accident can happen. What can you do to prepare to decrease the number? Help reduce accidents by knowing when to say NO!

Swimming Policies

Swimming is permitted. However:

- A leader **MUST** be on shore observing swimmers at all times
- Swimmers must wear footwear (jagged rocks, glass)
- No diving, cliff jumping, or jumping from high places
- No skinny dipping
- No night swimming
- No swimming in moving water
- No solo swimming
- Do not swim in water deeper than chest high
- River currents can be very swift. Use good judgment and **DO NOT** swim in rivers with a current.

RESPONDING TO EMERGENCIES

Responding to Emergencies

1. Assess the situation – what type of response is needed?
2. Develop a response plan – First Aid? Initiate search? Call for help?
3. Reassess situation and re-plan: continue to assess
4. Assume leadership of group and delegate responsibility
5. Patient care – patient and group care must happen while the plan is implemented and afterwards

Evacuation Procedures

Different situations create the need to evacuate.

Sometimes weather can create dangerous conditions, and it is important for the group to make a hasty evacuation.

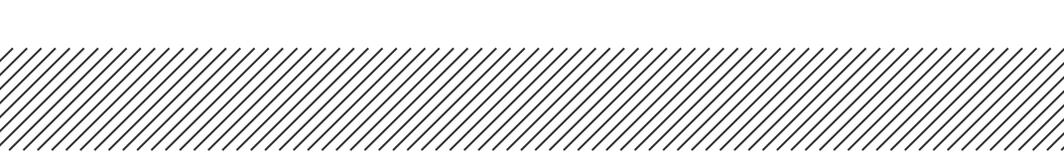
Severe injury or illness requires evacuation, and the leader must assess whether walking out is more efficient than sending for a rescue squad. Before evacuating, check to make sure the group has the necessary equipment, manpower and experience to safely evacuate the injured person. Keep all members of the group busy and occupied to prevent panic and chaos.

Mandatory Evacuations

If a severe accident occurs, when should you evacuate?

Mandatory Medical Evacuations for:

- Anyone who has received CPR
- Spinal cord injuries
- Shock
- Hypothermia
- Strains or sprains that cause prolonged limping or a slow pace that jeopardizes the rest of the group
- Serious burns
 - 2nd degree burn that cover more than 15% of body
 - All 3rd degree burns
 - Any burn on the face or hands

- 
- Dislocations
 - Compound fractures
 - Sickness that a layover day will not cure
 - Heat-stroke (not heat exhaustion)
 - Struck by lightning
 - Anaphylaxis/any epi-pen injection

Emotional & Mental Evacuations:

- Suicidal ideation
- Threatening behavior
- Eating problems that present a serious danger

Mandatory Notifications

The following events must be immediately reported to Macalester:

- An evacuation for any reason
- An accident or illness resulting in a student or leader being in a critical or serious condition
- An unanticipated lack of contact with a person lasting more than one hour
- A sexual or physical assault
- An accident or illness resulting in death
- Alcohol or drugs found in possession of a student

If evacuating, remember always to bring the following:

- A map, marked with the group's position
- Your leader handbook
- A record of the victim's vital signs (also known as the SOAP note)
- A copy of the patient's medical information
- Other necessary outdoor gear: food, water treatment, shelter, stoves, fuel, cook equipment, med kit, food, extra clothing, shelter supplies (if necessary). One leader plus two students should hike out to request help.

Fill out the Emergency Information Report in the event of an evacuation and/or injury.

USING YOUR SPOT DEVICE

SPOT: GPS for Emergency Communication

When you are in a remote area without cellphone reception, SPOT offers one-way communication alerting the nearest emergency agency and Macalester Security.

SPOT should be checked out and returned at the Campus Activities and Operations Desk in the Campus Center.

Steps for using SPOT:

1. Press the ON/OFF button
2. Give it a few minutes to coordinate with GPS satellites
3. To send a message: hold down button for 2 seconds

In an emergency – Always use 911

In a non-emergency situation, but you need help – Use the 'Help' button, i.e. flat tire, etc.

How it works:

- SPOT GPS satellites provide signals
- SPOT messenger's on board GPS chip determines your GPS location and sends your location and preselected message to communication satellites
- Your location and messages are delivered according to your instructions via email, text message, or emergency notification to the GEOS Rescue Coordination Center



GROUP DYNAMICS

Interacting with your group

- Keep a positive attitude throughout your trip: your group will mirror your approach to the weather, adversities, specific group members, and your co-leader
- Encourage teamwork when delegating tasks: Have people work in pairs to facilitate bonding and break up work loads
- Check in with and get to know each individual in addition to addressing the whole group during hikes
- Students want to learn the culture of MAC!
- It is likely that some very honest and candid conversations will come up during the trip. Be prepared to share your experiences honestly, but remember, as a leader YOU are responsible for maintaining appropriate boundaries.
- Students will naturally look up to you for advice, be mindful of how you are sharing. You will set the tone!

Daily Must Do's

Morning: Check in with the group, inquire about pains, blisters, etc. Taking care of these early will help detect little problems before they turn ugly. Also, share the daily plan – route, mileage, and destination.

Afternoon: Rest stops! Even if your group seems to be moving along well, take a couple of rest stops. It is easy to be hurting and not share it.

GROUP INTERACTIONS & DISCUSSIONS

Evening: Debrief – structured and unstructured
You are expected to lead daily activities during the trip. We will go over these in training so you have some practice!

Facilitate ‘Highs and Lows’ – do this periodically as a group check-in. Go around the circle with each group member saying the favorite thing about the day and their toughest thing about the day. You can also just go around the circle with different sorts of questions other than highs and lows.

Be prepared for topics and situations regarding:

- Community and relationships – you will set the tone for supportive community.
- Conflict – facilitate respectful discussions if conflict arises.
- Diversity discussions – it is important for students to be comfortable sharing info about who they are. There are many ways to facilitate conversations about identity.
- Gender roles – Be aware of taking on/assigning stereotypical roles during the trip.
- Class issues – Encourage students to talk about their unique experiences.
- Sexuality issues – Use inclusive language and be aware of assumptions. There may be opportunities to discuss relationships and sex on campus. Be familiar with resources on campus and correlation between alcohol and sexual harassment/unwanted sex.
- Alcohol/campus culture – Alcohol is part of college culture, however, it’s not the only social outlet. Share honestly, but remember that you are a role model. The first six weeks of a college student’s experience often involve high-risk situations.



Remember these tips while facilitating conversations:

- Setting: Comfortable, good timing, in a circle
- Front-loading: Asking students to think about things before you enter into conversation, i.e. pairing them up with questions as they hike/canoe, then later share with the group, etc.
- Sequencing: Don't start conversations with deeply personal questions, build up to questions that may require degrees of vulnerability.
- Physical: Be a calm, welcoming presence. Make eye contact and acknowledge people as they speak. Your attitude/appearance will say a lot!
- Silence: Be comfortable with silence! If there is a really long gap, rephrase your question.
- Ask good questions: Don't ask questions that can be answered with 'yes' or 'no'. Begin questions with 'why', 'how', etc.

FACILITATION & PROCESSING

Experience Without Reflection is Just Experience
What....So What....Now What...

A Method for Reflection

What...So What....Now What....is a tangible way for processing experiences in a group of people. It encourages people to reflect upon their learning from experiences. Several of the most important things students will take away from their Macward Bound experiences are the relationships they make and the ability to transfer this experience over to their transition to Mac. Reflection is a key component to the Macward Bound experience.

What?

Purpose: Observation - to help students recall the day or activity.

- What were your observations about the day?
- What was your favorite part?
- What was challenging?
- Was it easy/difficult?
- Give an image from today that you would like to remember

So What?

Purpose: Analysis - to encourage students to talk about the significance of the experience.

- How did you feel about it?
- Was it what you expected?
- What was a high/low point for you?
- What did you learn today? About yourself?

Now What?

Purpose: New applications - to help people transfer the experience they had to their group, themselves and their transition to Macalester.

- What did you learn from this experience that impacts your life?
- Will you do anything differently as a result of this experience?



A Few Tips for Processing

- Be authentic, be yourself
- Ask open-ended questions – set the stage for students to think in greater depth
- Use processing as a conversation – ask questions that let people respond
- Failure is the greatest teacher – turn struggles into triumphs
- Use silence to draw out thoughtful answers. Let the group break the silence, you don't have to

Be aware of people's fears:

- The fear of being wrong
- The fear of loss
- The fear of rejection
- The fear of risking vulnerability



ACTIVITY FACILITATION

Group Activities

As Macward Bound trips progress, group dynamics and individuals' skills change, shifting your leadership roles. It is important to be conscious of how your group needs you during different stages of the trip.

Here are some ideas that help create positive group dynamics:

- Goblins/Wizards/Elves (human-scale rock/paper/scissors)
- Mafia
- Ninja
- Riddles
- Singing songs
- Pair and share
- Evening structured activities
- Delegating responsibilities at camp
- List of get-to-know-you ice breaker questions

We will go over many of these and more during training!

ICE-BREAKER DISCUSSION QUESTIONS

Out of group activity ideas? Lull in conversation? Try out some of these questions:

- If you could have any object or place in the world completely to yourself for one day, what would you choose?
- Which punctuation mark would best describe your personality?
- If you could invent a pair of glasses that would allow you to see abstract things (e.g., the motives behind someone's actions), what would you want to see most of all?
- If you were an airline pilot and were told to choose any route that you would have to fly for your entire career, what two cities would your flights connect?
- In your own not-so-humble opinion, what is your most likable quality?
- What is the most incredible weather event you've ever been through in your life?
- If you had to describe your personality in terms of a farm animal, which animal would you choose?
- If rain could fall in any scent, what scent would you want it to be?
- If you could have any book instantly memorized cover to cover, which book would you choose?
- If you won a contest in which your prize was to select any three guests to appear on a popular late-night talk show, which three people would you choose?
- If you could change one- and only one- aspect of the U.S. presidential election process, what would it be?
- In your opinion, what is the most beautiful man-made object in the world?
- If you could be the spokesperson for any product on the market, what product would you choose to enthusiastically represent?
- What thought or sentiment would you like to have copied and put into one million fortune cookies?
- Forget about soft sounds like babbling brooks, gentle showers, and warbling birds. What is your favorite loud sound?
- If your taste buds could be altered so that the taste of any one food would be dramatically intensified whenever you ate it, which food would you choose?
- What is one field or profession that you probably never pursued, but that you think you probably would have been quite good at?
- If you could walk into any painting and actually experience the moment or scene that it depicts, which painting would you choose to enter?

Source: ChatPack

DAILY ACTIVITIES

NIGHT ONE

Facilitate: 'Fears in a Hat'

Hand out a slip of paper and pen to each group member and have them anonymously write their biggest fear about beginning the Macward Bound trip/college at Mac. On the other side of the paper, have them write their biggest hope for the trip or for college. Collect the papers and put them in a container. Read them aloud one by one and discuss each fear/hope.

NIGHT TWO

College questions

Gather around the campfire and collect anonymous questions from students about Macalester. You can answer some of these questions now and save others to answer on-trail during lunch breaks if you like. If you would like other conversation starters, reference the ice-breaker questions on page 33.

NIGHT THREE

Facilitate: Knots on a Rope

Give each member a piece of cord. Tell them to imagine this length as their life span. Ask them to think about the pivotal points in their life thus far - significant moments that changed or shaped who they are today. Let them know that they will share as little or as much as they want with the group.

NIGHT FOUR

Facilitate: Fill My Cup

Use the bandanna with an open center for each member of the group, as well as some permanent markers. Keep the bandannas in a Ziploc in your pack for the duration of the week. On each person's bandanna, each group member writes something positive about them (compliments, encouragements, inside jokes, etc.). How you structure this is up to you. You can have a "bandanna station" while



you set up camp and group members can take breaks to write on the bandannas, or you can set up a rotation while sitting in a circle. Have someone read each bandanna aloud: the student can read their own bandanna; leaders can read all the bandannas; each person can choose another's bandanna to read to make a chain, etc. Be creative!

MORNING OF DEPARTURE

Facilitate: Letters to Self

This debrief is best for the end of the trip. Give an envelope, sheet of paper, and pen to each student. Have them choose a quiet solo spot away from the group (but not too far from camp!). Give them twenty minutes or so to write a letter to themselves about how they are feeling about college now, goals they have for Macalester, things they learned about themselves on this trip, etc. Students then return to camp, seal the letter, and write their name on the front. Collect the letters and give them to Catherine Bretheim upon return of the trip. Envelopes will be mailed out to students at the end of the semester.



IMPORTANT FORMS

Daily Logs and Emergency Reports

Daily logs will help us to track your experiences and observations. This information will be useful for future reference and trainings. It also serves as a helpful tool for communicating with your co-leader or Outward Bound guides to review the day and make any changes for subsequent days to facilitate the best trip possible.

Additionally, it is important to take notes about emergency situations, accidents or situations out of the ordinary. Use the Emergency Incident Report to record information pertaining to such situations. SOAP notes are available in your first aid kit.

Group Leaders _____

Day 1: Friday, August 21

Weather _____

Route Notes _____

First Aid to report _____

Group dynamics notes _____

Additional notes, highlights, or lows _____

Day 2: Saturday, August 22

Weather _____

Route Notes _____

First Aid to report _____

Group dynamics notes _____

Additional notes, highlights, or lows _____

Day 3: Sunday, August 23

Weather _____

Route Notes _____

First Aid to report _____

Group dynamics notes _____

Additional notes, highlights, or lows _____

DAILY LOG

Day 4: Monday, August 24

Weather _____

Route Notes _____

First Aid to report _____

Group dynamics notes _____

Additional notes, highlights, or lows _____

Day 5: Tuesday, August 25

Weather _____

Route Notes _____

First Aid to report _____

Group dynamics notes _____

Additional notes, highlights, or lows _____

**Please return this form to Catherine post-trip

EMERGENCY INCIDENT REPORT

ACCIDENT, ILLNESS and INCIDENT REPORT

If an injury occur, you must also fill out a SOAP note

OVERALL SUBJECTIVE DESCRIPTION of the INCIDENT:

1. What happened? _____
 2. When did it happen? Date _____ Day _____ Time _____
 3. Where did it happen? _____
 4. To whom did it happen? _____
- Witness(s): _____

GENERAL ASSESSMENT OF TOTAL # of PATIENTS: (Write number of people)

Good ___ Fair ___ Serious ___ Unconscious ___ Deceased ___

ON-SCENE PLANS:

Will Stay put ___ Will evacuate to trail ___/road ___/shelter ___

WEATHER ON-SCENE

Temperature: Warm ___ Moderate ___ Cold ___

Moisture: Fog ___ Rain ___ Snow ___

Wind: None ___ Moderate ___ Strong ___

Conditions: Improving ___ Worsening ___

NUMBER OF PERSONNEL ON-SCENE

Beginners ___ Intermediate ___ Advanced ___

TYPE OF EVACUATION SUGGESTED BY LEADERS:

Walking ___ Carrying ___ Helicopter ___ None before EMS approval ___

LOCATION OF PATIENT

UTM Coordinates (from GPS or Map) _____ E _____ N

Narrative Description of Location _____

Footing: Scree ___ Brush ___ Timber ___ Rock ___ Trail ___ Other ___

Terrain: Easy ___ Moderate ___ Steep ___

INCIDENT LEADER: _____ WFR/WFA? Cell Phone: _____

TRIP LEADERS 1. _____ 2. _____ Cell Phone: _____

MESSENGERS: 1. _____ 2. _____ Cell Phone: _____

USE MARGIN SPACES FOR DIRECTIONS, MAP, MORE PATIENTS, ETC.

NOTES

IMPORTANT CONTACTS

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Joan Maze	O: (651) 696-6259 C: (443) 928-2597
Ren Tyler	O: (651) 696-6202 C: (850) 499-8434
Macalester College Security	(651) 696-6555
Camp Eden Wood Host: Ron	(612) 791-5120
Outward Bound Basecamp	(218) 365-5761
Seth Ruggles (OB)	(218) 491-6793
Sully Sack (OB)	(218) 491-6794
Lisa Pugh (OB Course Director)	(952) 237 6714
Superior Hiking Trail Association	(218) 834-2700
SHT Shuttle Service (Harriet Quarles)	(218) 370-9164
Bus service (available 6am-4:30pm)	(651) 430-3311
After hours: Rae Rodriguez	(651) 855-8690
Search and Rescue Cook County	(218) 387-3011