

wilderness



CANYONEERING HANDBOOK

FOR THE GROUP LEADER

*Information & Registration
Forms*

2021 SEASON

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Where to Start

Welcome to the Wilderness Trek Family!

Our hope is that this Leader Packet will help you along in all aspects of preparing you and your group for your Wilderness Trek program start to finish.

If you haven't already **start promoting the program**. If you would like promotional handouts, pictures, videos, etc. please email Mike or Sami and we will get those to you promptly.

Once the program starts gaining interest, we suggest that you create a group roster. **Try to get commitments no later than March 15th**. This will make your job as the group leader easier, and this will allow the Wilderness Trek team time to make sure all paperwork is sorted out, the correct accommodations are made for your students, and will allow your students time to prepare for the program. For your convenience, a group roster form is included in this packet. Send the group roster in to Sami at your earliest convenience (only include committed individuals).

As people commit, please **give them a Student Handbook** (attached separately). The Student Handbook contains everything a student needs to know and complete prior to arrival (this will hopefully cut down the amount of questions you receive from your group). We suggest that you **send out reminders** to complete the "tasks" as the trip approaches. Don't forget that if you are participating you must complete these tasks too!

Once students have committed, **invite them to The Flybook registration**. More information for this is found under "The Flybook Registration" section.

Check out the leader to-do list for more actions that need to be completed before your program with Wilderness Trek.

If you are traveling by vehicle with your group, you will be asked to provide your own transportation to and from the trailhead. Wilderness Trek does not have the fleet size necessary to accommodate all of our groups and individuals that will be on a program with us.



The Basics

About Wilderness Trek Christian Camp

Wilderness Trek provides faith-based wilderness experiences. We are a backcountry guide service dedicated to leading people spiritually and physically through wilderness areas. Since 1976 we have guided over 30,000 teens and adults to become better disciples and leaders through multi-day backcountry experiences.

What are the Key Elements of a Wilderness Trek Program?

There are 4 main elements of Wilderness Trek you will experience while on your trip. No matter if you are rock climbing in Moab or backpacking in New Mexico or Colorado, these elements never change.

Grow: Every program we provide will give you opportunity to grow your faith and your skills. Nature is the best place to walk with God and discover God's purpose for your life.

Connect: You will connect with God, God's creation, other people, and your own journey.

Experience: You will have an experience of a lifetime and will experience God's creation. Each trip is filled with fascination and excitement.

Challenge: Every trip is designed to challenge our spiritual and physical norms and get our faith out of stagnation.

Safety - Our #1 Concern

Wilderness Trek makes every effort to ensure the safety of each individual. But, Wilderness Trek offers a range of outdoor experiences with a certain element of risk. The staff is current in Wilderness First Aid or Wilderness First Responder. The staff follow all of the accepted practices of wilderness safety and constantly review every situation to improve response procedures. They also carry satellite devices with them in case of emergency.

What is Canyoneering?

Outward Bound explains it best by saying:

"Canyoneering is the exploration of a canyon from point A to point B using a range of techniques that include hiking, scrambling, sliding, stemming, chimneying and rappelling. Imagine extreme hiking with a harness, a helmet and appropriate rope systems. Think reverse climbing and scrambling with a little butt-sliding. Maybe even a lot of butt-sliding. It is recess for adults where muscles you forgot existed get sore. Canyoneering is the intimate exploration of forgotten Earth. It is poetry in movement."

The Area/Conditions

Most of our Moab programs are conducted from March-April & September-October. By doing this, we can avoid the heat. Be prepared to walk through rocky terrain and tight spaces. Because we are in the canyons, you are pretty exposed to the sun, so bring appropriate sun protection. There is also possibility for there to be water down in some of the canyons, we will try to avoid this if possible. Dress in layers and bring a change of clothes for base camp. If you happen to be a group that goes on a Moab program during the month of May or June, it is hot, very hot. We will have access to a lake nearby to cool down on hot days.

For our canyoneering program we will be "car camping". We equate this to "glamping" because you can bring nicer, heavier equipment (like a large sun shelter, bigger sleeping pads, and better food!) without the consequences of having to carry it on your back like you would for a backpacking program with us. So it is alright to over-pack!...Just don't bring your entire wardrobe, or the things listed on the "Do Not Bring!!!" list.

What Does Wilderness Trek Provide?

- Curriculum & Experience
- Group Shelters
- Foam Sleeping Pads
- Sleeping Bags
- Stoves & Fuel
- Cookware & Personal Eating Dishes & Utensils
- Food: Both at Basecamp & in the Canyons (some snacks provided)
- "Bobo Bags" (trowel, TP, plastic and paper bags, hand sanitizer)

Do Not Bring!!!!

- Knives or other weapons
- Explosives/fireworks
- Alcohol or illegal substances
- Tobacco products
- Vapor smoking devices
- Laptops or other large electronics

The Packing List

The canyons will likely destroy whatever you take into them. Bring durable clothing you don't mind destroying on the trip. This applies to your shoes and your day pack.

Clothes

- ☐ Shirts- light colored t-shirts are nice as they retain less heat. Bring one for every day or less if you desire. Long sleeves help prevent scrapes on your arms. Non-Cotton/Synthetic material is ideal.
- ☐ Shorts - Bring a couple pairs that are longer for wearing a harness.
- ☐ Underware
- ☐ Socks - Wool/Non-Cotton! (3 pairs is a good number for a week)
- ☐ Rain Jacket - A rain jacket is NECESSARY!
- ☐ Rain Pants
- ☐ Hat - to help shield from the sun.
- ☐ Bandana(s) - great for sun protection and countless other things. A Buff is a nice alternative.
- ☐ Swimsuit - even if you can't swim, bring one anyways! Be modest please.
- ☐ Canyon Shoes - these can be old running shoes, hiking boots, or approach shoes. Expect to hike over rocky terrain and expect to get them wet and sandy.
- ☐ Sandals - for kicking around camp.
- ☐ Lightweight Jacket or Fleece (a "puffy"down or synthetic jacket is probably the best) - for cold nights/mornings
- ☐ Stocking cap/beanie - for cold nights/mornings
- ☐ Long Pants - two pairs of blue jeans are nice to have for the canyons. Long pants will protect your skin as you're scraping down the canyons.
- ☐ Base Layer - synthetic long underwear top and bottom
- ☐ Base Camp Clothing - When you return from base camp it's nice to put on comfy clothes

Other Stuff

- ☐ Water Bottles or Hydration System - have 2 liters of water storage
- ☐ Toiletries - toothbrush, toothpaste, shampoo, towel, etc.
- ☐ Flashlight with extra batteries (headlamps are hands free)
- ☐ Sunglasses
- ☐ Sunscreen & Chap Stick
- ☐ Bible & notebook/journal with pen/pencil
- ☐ Medications - we do not take up or give out meds.
- ☐ A pillow if you would like!
- ☐ Day-pack - small and light weight. Some canyons are really hard on day packs

Optional Items

Camera with film/batteries
Bug repellent

The Flybook Registration

Payments-Profiles-Paperwork

The Flybook is the software we use to collect all payments and collect the waivers. As the leader of the group you will receive the link for this. It is your responsibility to **invite the students to the reservation so they can fill out the waiver and create a profile for themselves.**

For payments you can either:

- 1) Collect payments yourself and pay in bulk
- 2) Assign your students a payment amount as you invite them so they can pay with a credit card

Please remember that there are processing fees that are included in your balance that need to be accounted for if paying with a credit card

Payments can be submitted by:

- 1) Card - through your reservation on The Flybook
- 2) Check - mailed to Wilderness Trek & entered in manually by the Wilderness Trek Team

IMPORTANT: Everyone who is participating **MUST** be invited to the registration. If they are not registered in The Flybook, they will not be allowed to participate in any Wilderness Trek Programs.

Registering Includes:


- 1) Filling out their Profile Information
- 2) Filling out and Signing the Waiver & Health Form

When you access your reservation through the confirmation email, this is the page you will be taken to. Your reservation code is unique to your group. This page gives you an overview of who is registered, who has signed their waivers, and you payment status. Only you, the Group Leader, has access to this page.

Wilderness Trek

LOG OUT

HELLO TEST (1)



OM5M4L

Sign Waivers

Answer Questions

Make Payment (Balance Due: \$3,728.00)

Welcome to the online registration for your Wilderness Trek Program! Here you will: 1) Create a profile (if you are a parent filling out this information for your child, use the student's information for the profile to the best of your ability) 2) View & sign your waiver with the health form 3) View, manage, and make payments

Item	Start	End	Cost
WT - 4 Night - w/out rafting (10 Person(s))	Nov 16, 2020 3:00 PM	Nov 20, 2020 7:00 AM	\$3,728.00

GUEST PROFILES & WAIVERS & INVITE GUESTS

Share Waiver

WHO IS GOING?

Test (1)

saml@wildernesstrek.org

No Phone Number

No Waiver Signed!

Sign Waiver

Test

No Email

No Phone Number

No Waiver Signed!

Sign Waiver

Add Another Guest Profile

Want to invite a guest to complete the information on their own? The invitation will allow the guest to make payments, sign waivers, and complete profile information

Send Invitation

TALK TO THE STAFF

Enter your message here:

Send Message

Sign your own waiver by clicking either of these buttons. (Under your name)

Make a payment by clicking this button.

Invite Students!

Send Invitation Individually



Want to invite a guest to complete the information on their own? The invitation will allow the guest to make payments, sign waivers, and complete profile information

Send Invitation

This Page will pop up.

Fill out:

- Participant Name
- Participant Email
- Participant Phone Number
- Optional(Payment)

Save the information & Press the button at the bottom of the screen.

Here is where you will assign an amount to the student if you chose to have them all pay with their own method. If you are collecting payments another way and sending in a bulk payment via card or check, disregard this part.

John Doe

Name

John Doe

Email

info@wilderestrek.org

Phone

5056290043

Sign Waiver

Want to invite the guest to fill out the information themselves? With an invitation they can make payments, sign waivers, and complete profile information

OPTIONAL: Requested Payment Amount

50



Send Invitation To John Doe

It is important to note that the total price of your program is based off of the minimum # of participants in your group stated in your contract. If this number changes, the price will change too.

CONTACT SAMI IF YOUR GROUP TOTAL IS LARGER THAN THE PROJECTED GROUP MINIMUM

**For payments submitted via check, please
send to:**

**Wilderness Trek
1003 Shell Ave.
Midland, TX 79705**

If you have any questions regarding The Flybook registration system, please contact Sami -
sami@wildernesstrek.org

Leader To-Do List

- ☐ **Sign up your group:** Talk with either Mike or Sami to schedule your group program. You will be asked to sign a contract and pay the initial 15% deposit.
- ☐ **Pay 2nd Deposit by March 1st:** This will be the same amount as your first deposit
- ☐ **Promote your trip:** Once students sign up -
 - 1) give them the Student Handbook
 - 2) invite them to fill out their profile and sign their waiver on The Flybook.
Do the same for yourself. **DUE MAY 1ST**
 - 3) Collect and scan all Doctor Release forms to **sami@wildernesstrek.org**
- ☐ **Doctor's Release Forms:** Send all student's Doctor's Release forms to sami@wildernesstrek.org (attached in this packet & in the Student Handbook). If privacy is an issue, students also have the option to send their form directly to Sami.
DUE MAY 1ST
- ☐ **Pay remainder of balance:** **DUE 2 WEEKS PRIOR TO YOUR ARRIVAL**
- ☐ **Certificate Of Insurance naming Wilderness Trek Christian Camp as additionally insured:** We need a copy of the Additional Insured Endorsement from your policy emailed or mailed in. The address for Wilderness Trek is 1003 Shell Ave Midland, TX 79705 **DUE MAY 1ST**
*If your group is not a part of a formal organization such as a church or school, disregard this element.
- ☐ **Sexual Abuse Awareness Training:** for anyone 18+ if you will be at our basecamp location in Glorieta, NM. If your leaders have already completed a training you can send us the certificate or we can send them our online training. Sami will send you the training via email if requested. **DUE MAY 1ST**
- ☐ **Background Check:** for anyone who is or will be 18+ on the day you arrive. This is necessary if you will be at our basecamp location in Glorieta, NM. If you have this on file we will accept that or we can run a background check. **DUE MAY 1ST**

FAQ's

What's your base camp address?

Wilderness Trek
11 NM-50
Glorieta, NM 87535

What is Wilderness Trek all about?

We use adventure as a spiritual catalyst in order to help teens, young adults and families grow into the people God calls each of them to be. As Colossians 1:27 says, "to make known..the glorious riches of this mystery, which is Christ in you, the hope of glory."

What are the goals of Wilderness Trek?

Our goal is to prepare people and teach them the skills they need to be lifelong followers of Christ and lovers of God's creation so that they may positively impact their families, community and everyone they come in contact with. Every one of our programs focuses on helping people grow spiritually as well as leaders through four key elements: Connect, Grow, Experience, and Challenge.

Where do your programs take place?

The majority of our programs take place in Northern New Mexico around Santa Fe, Taos and Red River, NM. Some programs also take place just over the border in Southern Colorado and even a few just to the northwest in Moab, UT.

How long has Wilderness Trek been around?

Wilderness Trek began in 1976 when a youth minister named Bobby Woods took 21 9th grade students into the mountains around Gunnison, CO. From the beginning many dedicated people invested themselves and their resources into helping Trek grow. In 1986 Mr. Woods sold the Wilderness Trek concept to a non-profit board of directors making it possible for Wilderness Trek to become a full 501c3 non-profit organization with a board of directors for oversight. Since that time we have worked with many organizations such as Woods and Trails, The Christian Adventure Company, Wilderness Expeditions, and Glorieta Adventure Camps.

Are you the same group from Salida, CO years ago?

Yes. For over 25 years we operated in Salida, Co. In 2012 we moved to Northern New Mexico and started partnering with Glorieta Adventure Camps in 2018.

Are you a part of Glorieta Adventure Camps?

No, we are a separate 501C3 that partners with Glorieta Camps in order to accomplish more ministry. While we are blessed to be associated with Glorieta, we are a separate organization. Think of us as the Starbucks inside a Target.

What mountain will we climb?

Because we now work with each group leader to custom design meaningful experiences that fit each group's needs, abilities, and group size this is a hard one to answer directly. We work with over half a dozen National Forest areas and have permits in New Mexico, Colorado and Utah. Program destinations are chosen two weeks before each program and factor in group type, group ability, trail availability, forest closures, weather, and several other factors.

I'm a group leader, how do I pay my balance?

Please refer to "The Flybook Registration" section of the Leader Handbook. You will receive a confirmation email from The Flybook that includes a link to your account that shows your balance. It also has all of your paperwork (except for the Doctor's Release form).

I'm an individual, how do I pay my balance?

If you are coming on one of our individual trips then you should have received a confirmation email once you signed up for your program. The link to The Flybook registration is in that email and you can pay your balance and sign your waiver there. If you are an individual coming with a group, then please get with your group leader. Depending on how your group is set up, you may pay your group leader or pay us directly. Your group leader will help guide you through the process.

What should I do about dietary restrictions/food allergies?

It is important that you let us know of all food allergies and dietary restrictions as soon as possible. We start planning trail and base camp meals two weeks before you arrive at base camp. Your students are prompted to report these on their health form attached to the waiver. If you already know of restrictions please send us an email.

What should I do with my medications OR my student's medications?

If you have prescription medications or need help with their medications there are a few things you can do to make sure that student is well taken care of. 1) Make sure the medication is clearly labeled with their name. 2) Make sure it is clearly labeled with the dosage amount and times. 3) Be sure to communicate to Wilderness Trek any special instructions or information they may need to know. *Wilderness Trek does not take up or give out medications but does need to be alerted each time students take their medication.

If we are flying, what airport should we fly into, and do you provide a shuttle?

Santa Fe Regional Airport (40 minutes from base camp) or Albuquerque International Sunport (60 minutes from base camp) are the two near us. Group Program-We do provide a shuttle service for an additional cost. \$400/15 passenger van (round trip) for the ABQ Airport and \$150/15 passenger van (round trip) for the Santa Fe Airport. Individual Program-Fly to the Santa Fe Regional Airport. Your shuttle is provided in your price. Arrive no later than 2 pm on the program start date. We will bring you back to the airport at 8 am on the program end date.

What do we do when we arrive at the Glorieta Base Camp?

There may or may not be someone attending the gate. Either way, give us a call when you arrive and we'll meet you at the entrance. The base camp is a big place so it is nice to have an escort across campus. 505-629-0043

What are the facilities like at base camp?

Our base camp at Glorieta Camps is an awesome place and we're so blessed to operate there! We have access to lodges, rustic cabins, the dining hall, and some activities. The minute you step on base camp, we cover all food and lodging. You will have access to restrooms, showers, and depending upon your preference and our capacity you will be sleeping in a bunk room or in a tent.

Will there be cell phone service at base camp or in the back country?

There is cell service at base camp, but the quality between carriers can vary. Verizon gets the best coverage. There is no service in the back country. Our staff carries satellite communication devices and are in contact with our base camp staff every day.

Will I have access to WiFi at base camp?

Some of the lodges at base camp have WiFi and some don't. If a leader needs WiFi, we can get you access. Students will not be provided WiFi access.

Should I or my students bring cash for anything?

Students are welcomed to bring extra cash for our base camp store, on campus coffee shop, or other miscellaneous items. Our base camp store also accepts credit card and debit cards.

What does training for the guides look like?

We begin each summer with two weeks of staff training. Those weeks are packed with trips, activity specific training, Bible studies, policies review, a 14 hour Wilderness First Aid certifications, LNT training, Child protection and abuse awareness training, background checks, bonding, and a little rest. Training doesn't end when trips begin. We continue to strategically pair guides together, hold regular training, and reassess each guide's knowledge to continue their education.

We're going whitewater rafting; should we tip those guides?

Yes. We partner with New Mexico River Adventures for whitewater trips. They are an awesome company with great guides (best in New Mexico)! Tipping your whitewater guide \$5-\$10 per person is the average rate. Please help us treat NMRA and their guides well.

I'm a group leader. How many adult leaders should I bring?

One per trail group is all that is needed but here are a few ways to think about it. You will want invested adults to help your students take their lessons and experiences home. A Wilderness Trek program can be life changing and culture building. The right adult leaders can help bring those things back from the trip. You don't want an adult to ruin the trip. Youth are sometimes more adaptable than adults so make sure you bring leaders who are excited to be on the trip and capable to enjoy the trip and its challenges.

Do the adult leaders count as part of the final number of participants & the price?

Yes they do. Everyone who will be going on a Wilderness Trek program from your group counts in the cost as well as the total group size. The same great experience, equipment and life changing trip will be provided to the leaders as is for the students.

What do the adult leaders do on a group Wilderness Trek program?

If you come with some type of youth group as an adult you have one of the best jobs around! Your role as an adult leader is to develop positive relationships, encourage your group, provide wisdom, and be a positive role model in all you do. Because each teen trip is designed with teens in mind, this means that meals, experiences, and bible studies are all designed around what teens most need. Your role is to be a friend and encourager for the teens. Your role is NOT to supervise, make decisions, take control, be critical, talk negatively or to set a bad example in any way. ADULTS WHO MUST BE IN CONTROL OF EVERY SITUATION ARE NOT ENCOURAGED TO GO ON WILDERNESS TREK AS A GROUP LEADER. Group Programs are about the teens, not the adults.

We define a group leader as anyone over 20 years old that comes with a teen group.

What else goes on at Glorieta Adventure Camps?

So much... Glorieta Adventure camps operate their own Family Camp, Day Camp, Group Camp (for youth groups), Conferences, Retreats, Free Minister Retreats, Races, and Events. Checkout their website for more info about this other great organization!

I am dropping off my child for their individual program, is there a place I can stay nearby while they are participating in the program?

Yes. Please refer to the Travel Guide on our website.

Do I need to be in shape to go on a Wilderness Trek program?

Hiking in the mountains, backpacking, rappelling, rock climbing and many of the events we offer require participants to challenge themselves. Doing anything at 8,000-12,000ft to people from lower elevations is sometimes difficult. We recommend people start walking, working out or being active before their trip and be “in shape”. If you cannot walk 3 miles without stopping on flat ground, you will most likely struggle with a 40-60lb backpack at altitude on uneven ground. While we strive to make every trip attainable for “the average person” and keep our activities appropriate, the reality in some people underestimate the challenge and struggle. Traveling through the mountains is hard (that's the point!). Wilderness Trek is not for everyone but for those wanting a challenge it is a life changing experience.

What about safety and emergency facilities?

Safety is our top priority. All of our full time staff and summer staff have been certified in Child protection and abuse awareness training and have had over 150 hours of specific training and background checks before they work. Our trail staff also all carry at least a Wilderness First Aid certification which is a 14 hour course as well as training in our emergency operations protocols and policies. The closest medical facility is less than 6 miles away in Pecos, NM with major hospitals located 20 minutes away in Santa Fe, NM. Additionally all of our trips carry satellite communication devices and check in with base camp operations every day no matter where they are. In the event of an emergency these devices also allow us to connect with emergency services quickly from anywhere in the world and at all times.

Can I volunteer with Wilderness Trek?

Yes! Volunteers are a huge blessing to our ministry. We can accept some volunteers around our base camp helping with things like cooking, cleaning, maintenance projects, trail building and office administration. Every volunteer must pass a background check and go through a Child protection and abuse awareness training. Unfortunately we cannot let volunteers go on trail with groups or lead any activity that requires certifications or training such as rock climbing.

Attachments

WILDERNESS TREK CHRISTIAN CAMP, INC.

Doctor Release

Should this application and agreement or any wording found herein be altered, it will not be accepted and the participant will not be allowed to participate in WTCC's programs and activities.

Participant Information (please print)

Name: _____ Age: _____ DOB: _____
(First, Middle, Last)

Address: _____ City: _____ State: _____ Zip: _____

Phone: (_____) _____ - _____

Physician Evaluation: A licensed medical physician's signature is required in order to participate in WTCC's programs and activities. This form must be used. No other form can be used to replace this one.

Participation in WTCC's programs and activities involves strenuous outdoor activity that will include, but may not be limited to the following: backpacking, rappelling, five days of hiking at elevations between 8,000 and 14,500 feet. WTCC's programs and activities are conducted at altitudes above 7,000 feet involving extreme weather conditions in remote locations where readily available medical care cannot be assured.

I hereby affirm that upon examination of the information provided to me by the participant, there are no restrictions or limitations to participation in WTCC's programs and activities.

Signed: _____ Date: _____
Licensed Physician

Name: _____ Phone Number: (_____) _____ - _____

Office Address: _____ City: _____ State: _____ Zip: _____

Email: _____

Wilderness Trek Program - Group Roster

[illegible]