

### Duties of hike leader for an EPWC hike

1. Viki will send an e-mail out in December seeking hike leaders for the coming calendar year.
2. Volunteer for an available month by “replying to all” to the December e-mail and notify Viki to be put on the schedule
3. Select a trail for the hike (some options listed on the EPWC hiking trail list) and also notify Viki of that so it can be put on the schedule.
4. If possible, check out the selected trail in person if you are not familiar with it. Information can often be found online about trail closures or trail problems.
5. About one week prior to your scheduled hike, send an e-mail notice out to the hiking group list (spreadsheet with e-mail addresses will be provided by Viki). You can just cut and paste the e-mail addresses from the spreadsheet into your e-mail. In the e-mail, note the meeting time and place, the trail destination, the anticipated hiking distance and whether hikers should pack a lunch or plan to stop at a restaurant after the hike. Also note if restroom facilities are available at the trailhead. Ask those members planning to go on the hike to RSVP to your e-mail and remind people that drivers will be needed for carpooling. Harnish Visitor’s Center is the usual place to meet for carpooling.
6. Keep a simple list of those who RSVP so you know who to expect on that Friday. You can send one final e-mail only to those who are planning to hike if you want with a request for a specific number of drivers based on people attending(optional). Also advise people to bring some \$1 bills for gas money if they are not planning to drive. \$3 is a typical contribution if the trailhead is about a one hour drive.
7. On the day of the hike, meet at Harnish and get people connected to drivers and give directions to the trailhead. Plan to keep other drivers in sight if they are not familiar with the trailhead location.
8. Meet at the trailhead and get ready to hike. Keep track of members moving at varying speeds by occasional regrouping, so nobody gets left behind. Take occasional breaks and include a longer lunch break if that is your plan for the hike.
9. Enjoy the hike, snap a photo or two for the website and load into cars and head back to Harnish or to a restaurant for lunch if that is your plan.
10. Forward a photo to Viki if possible or post a photo and report to the website if you know how to do that.
11. Thanks for leading.