

9. Describe the technical difficulty of trip: _____

10. Describe the participant screening process, including experience requirements: _____

11. Will any paid guides or concessionaires be used? _____ If yes, you must obtain a certificate of insurance naming the Sierra Club as additional insured and send it to the Outings Department.

If your outing is approved, you will need to send the following to the Outings Department within 30 days or sooner of the completion of the trip:

- the *Acknowledgment of Outing Member Responsibility, Express Assumption of Risk, and Release of Liability* form from each participant signed prior to the outing.
- a complete trip roster/sign-in sheet of all participants, including addresses and membership numbers
- the *Medical Screening Form* for each participant.
- send in an Incident Report Form asap to report any serious incidents, injuries or illnesses.

Leaders who do not turn in the above documents will not be approved to lead future restricted outings

Please allow at least four weeks for the approval process

