

# CCHC-sponsored Overnight Outings Guidelines

Overnight Outing Leaders' and Attendees' responsibilities:

1. Any CCHC member can plan and/or lead an outing.
2. Contact the Overnight Outings Committee to coordinate scheduling/communications with a committee member acting as an advisor. Send an email to Overnight Outings Committee Chair with a description of the location and suggested time frame.
3. The outing shall be open to a maximum of 30 members, including a maximum of 8 hike leaders.
4. Give the Overnight Outings Committee three months or more notice to place event on the CCHC Outings calendar. Event should be publicized in CCHC's groups.io at least twice.
5. Prepare a daily itinerary to include a hike or hikes suitable for different abilities. May include other planned activities as well.
6. Suggest places for lodging, with associated cost.
7. Suggest places to purchase food or meals.
8. Provide information regarding transportation.
9. Determine opening and closing dates (signup window) for accepting reservations. Refer to Overnight Outings Committee Qualifying Criteria for choosing applicants.
10. No limit on number of days/nights of event. No restrictions on distance or location.
11. Those who scout the outing are considered co-leaders and must attend the actual outing.
12. Evaluation surveys for overnight outings will be emailed to attendees by the Overnight Outings Committee, Results will be shared with the Hike Leaders and the Committee.