



Green Mountain Club
Check-in/Check-Out Policy
Trip Information and Communication Plan

Volunteer Name: _____ Volunteer Phone: _____

Point-of-Contact (POC) Name: _____ POC Phone: _____

If Group Trip, Group Leader: _____ Leader Phone: _____

Club-Designated Contact: _____ Club Phone: _____

Trip Information

Vehicle Plate #: _____

Vehicle Make: _____ Model: _____ Color: _____

Parked Vehicle Location: _____

Trip Activity: _____

Specific Location of Work: _____

Planned Access from Parking: _____

Planned Departure to Parking: _____

Scheduled Return or Communication Time: _____

Communication Plan

Individual Trip	Group Trip
<ul style="list-style-type: none"> • Volunteer must contact the POC at or by the designated return time. • If POC is not contacted by scheduled time, POC will: <ul style="list-style-type: none"> ○ Repeatedly attempt to contact the volunteer by phone or other means ○ Contact pre-determined emergency response number for work location of volunteer(likely 911) ○ Contact Keegan Tierney, GMC Director of Field Programs, 802-777-9431. • Keegan will notify Land Agency Partner contact as appropriate. • Club will delineate any subsequent required steps 	<ul style="list-style-type: none"> • Group leader ensures all trip members are accounted for • If not all trip members are accounted for, Group leader will: <ul style="list-style-type: none"> ○ Repeatedly attempt to contact the trip member by phone or other means ○ Attempt to contact the trip members POC and/or emergency contact ○ Contact pre-determined emergency response number for work location of volunteer(likely 911) ○ Contact Keegan Tierney, GMC Director of Field Programs, 802-777-9431. • Keegan will notify Land Agency Partner contact as appropriate. • Club will delineate any subsequent required steps.