



# Activity Leader Guidelines

For Jewish Outdoor Escape 2025

Welcome

Thank you

For volunteering to be a leader, driver, or bus  
captain.

# Leader Info Packet

- Should have received an email with a copy of your leader packets. If not, the link is available from the event website through the “[attending info](#)” page under “[leader documents](#).”
- [Link to the location to find a copy of this document](#)
- If you haven't done so already, read through the information packet. It contains a great deal of information.
- Some website links are included. We suggest visiting those sites before the event.
- The leader packets online are to be considered rough drafts. A final copy will be supplied to you in camp. However, most Leader Packets have been printed using the posted Word document as described above.
- Changes will be focused on:
  - Transportation plans
  - Financial Arrangements
  - Who volunteers as a leader, co-leader, driver, or bus captain?
- The general plan of the activity should stay the same. The details described above might change.

# Take pride in being the leader.

- You are the face of Mosaic.
- Your fellow participants depend on your knowledge of the activity to have a safe and enjoyable activity.
- Your understanding of the activity will be apparent when you lead.
- You will know you did well when everyone returns safe and happy.

# Own Your Activity

- BEFORE THE EVENT

- Safety is number one. Understanding your activity increases your chances of dealing with whatever happens.
- Spend time reading the info packet
- Study the maps.
  - Understand the planned activity
  - Review alternate routes for the unforeseen
- There are many links to other websites. Look them over; they might add information not listed in the packet.
- Spend time understanding the emergency plan
  - Keep someone with a seriously injured person while someone else heads out to get help (or seeks a location with cell service).
  - Most hikes are on parkland. In an emergency, a park ranger might be a better choice to contact first.
    - Then call 911.
    - **Once help is on the way, call Mosaic to let us know what is going on at 888-MOSAICS**
- Contact Event Staff at [Event@MosaicOutdoor.org](mailto:Event@MosaicOutdoor.org) for any questions.

## Arrival in Camp on Thursday

**Your leader packet should be attached to your participant packet.**

**If it is missing, please contact the Event Staff to let them know and ensure you receive the packet by Thursday night.**

**Review and be sure the packet is complete.**

**You must double-check the transportation plan and timings within the final printed copy of the leader packet. This will help you avoid any last-minute confusion or delays, as they might have changed due to the logistics that have recently worked out.**

# MEET YOUR LEADER

- Immediately after dinner on Thursday, Friday, and Saturday nights, we will hold a Meet Your Leader session.
  - Participants get a face to the name of their leader and the leader and vice versa.
  - Give everyone pertinent info
  - What to bring and not to bring
  - Understand the transportation plan.
  - Assess the group and adjust if needed.
  - Give a last chance to back out.

# Assess the group and make adjustments

- Observe the participants
  - Is anyone obviously not fit to attend your activity
  - Does anyone have medical issues that might be safety issues to address?
  - Is everyone on your list at the meeting?
    - A checklist of the participants who have signed up for your activity is provided.
    - If a participant misses the Meet Your Leader meeting, you have the right not to let them attend the activity the next day.
  - Establish teams/buddies/raft captains
  - Is anyone not on your list asking to join you?
    - Work this out with Mindy Tumarkin after the meeting.



# Make Sure the Participant Understands the Activity

- Read the description on the front page of your info packet.
- Make sure everyone in your group understands the details (this is where your research pays off)
  - Distance from camp
  - Length of activity
  - Elevation changes
  - How strenuous the activity will be
  - Anything else you learned in your research
  - Weather conditions/changes to plan
- This is the time to have the person back out if they are uncomfortable. Not the day of the activity.

# Go over what to bring and not to bring

- Things to bring
  - A good attitude
  - Water
  - Lunch or snacks (is pre-pack in camp required)
  - Raingear – Most activities will go out in light rain.
  - Bug Repellant, sunscreen
  - Appropriate shoes
  - Activity-specific requirements
- Things not to bring
  - Flip-flops are prohibited on any hikes, bike rides, or paddles. Hiking sandals are OK, but some activities may prohibit open-toed footwear.

# Transportation Plan

- All drivers are instructed to **LEAVE ON TIME. DO NOT WAIT FOR ANYONE FOR ANY REASON**
- Make sure everyone knows:
  - Which vehicle are they going in?
  - Know where to find said vehicle.
  - Timing. Meet at the vehicle at least 15 minutes before the planned departure time.
- **IF A PARTICIPANT IS LATE, THEY WILL BE LEFT BEHIND**
  - Most activities will leave shortly after breakfast. Come to breakfast prepared to leave for their activity.

# Morning of Activity

- Bring YOUR GEAR to breakfast. As a leader, you most likely WILL NOT HAVE TIME to return to your cabin.
- Make sure you bring:
  - Your leader packet
  - Any maps
  - Sign-in sheet
  - Any paperwork required by the vendor
    - Release forms for each person.
  - Whistle (activity-dependent)
  - Flashlight (activity-dependent)
- You may receive from our Quartermaster
  - Radios
  - First Aid Kit
  - Clipboard
- If you are driving a Mosaic Passenger Van or Minivan, then your package will be in the van
- If you are on a bus or private car, you will find the package in the office. Make sure to take the one labeled for your activity.

# Before you leave camp

- Check in everyone by name. Put a face to a name.
- Make sure drivers understand the route and assign a navigator to help the driver.
- Collect cell phone numbers for leaders and drivers

## On site at your activity

- Recount to make sure you have everyone
- Regroup in a circle and do an icebreaker:
  - Introductions
  - What to expect
- Hand out any maps or pamphlets
- Designate a point (front person, usually the leader) and a sweep. Make sure they both have radios and understand how to use them. Test radios before heading out. (activity-dependent)
- Make sure everyone understands the rules of the activity

# On the hike, paddle or peddle

- Set a comfortable pace - set by the slowest member of your group.
- **Count & recount-** You are responsible for the safety of your group.
- **Stop at all junctions** – regroup so no lost people.
- **What to do if someone is missing.**
- **Take breaks**
- **Allow the last person to rest when stopping to regroup.** They need it the most.
- **Use your radios**– Check in occasionally with your co-leader
- Please encourage your group to act environmentally responsible, such as picking up trash along the way and staying on the trail.
- **Don't forget to have fun yourself!**

# When you get to the end of your activity

- Count em' to make sure everyone is back.
- Circle up and get participant feedback (i.e., What was your High Point / Low Point?). Record comments for future events.
- Make sure everyone hydrates. The body tends to suck up liquids when at rest, just after a workout.
- Make sure any bio breaks are attended to before getting into the vehicles for the ride back to camp.



# Medical Info Envelopes

- A sealed envelope will be in your packet. It will contain:
  - Everyone's contact information
  - Emergency contact information
  - Listing of medical issues.
- Open only in an emergency.
- If opened, you must file an incident report form listing why it was opened.
- Return the envelope to the Quartermaster or Event Staff.
- Each envelope will be coded with each activity for tracking purposes.

# On the way back to camp

- Mosaic vehicles—tanks below  $\frac{1}{2}$  full are not allowed. The gas stations are far apart in the camp area.
  - Keep the receipt.
  - Please fill out the reimbursement form in your packet.
    - You can find copies online at **TBD**
  - Make a copy of the receipt and form for your records (in camp)
  - Staple the receipt to the form (in camp)
  - Submit the form and receipt to Event Staff. (in camp)

# Leader Debrief Form

Please spend time filling out your leader debrief form on your way back to camp or as soon as you arrive.

- Return time
- Include thoughts as a leader on how the day went.
- Include comments from participants
- Rate the day on a scale from 1 to 10. 10 is the highest.
- Indicate any issues that need to be addressed. If any further action is required, fill out an incident report form.
  - Please personally deliver incident report forms ASAP to a chairperson so they can discuss what happened and your recommendations.
- List any materials you used in the first aid kit.
- Let us know if we need to resupply missing items in first aid kit
- Please note that we may not be able to read these forms until later that night. Personally make sure we are aware of an issue that needs our attention.
- You can find a copy of this form at **TBD**

# When you arrive back in camp

- If you are driving a MOSAIC vehicle, please return it to its designated spot so others can find it.
  - **LEAVE THE KEYS IN THE VAN**
  - **DO NOT LOCK THE MOSAIC VAN**
- Leave all gear in the van unless otherwise instructed.

# Sign in Board

- Master sign-in board in the office.
  - Sign in once you have arrived under your activity
  - Provide an overall activity rating on a scale of 1-10. 10 is the highest.
  - Sign in the vehicle.
  - Confirm other vehicles from your activity returned
    - Do not assume. Please confirm before signing a vehicle in.
  - Indicate if there is an issue or incident that the event Staff should follow up with.
- We will use this board to quickly check if everyone is back and if there is immediate follow-up to attend to.

# Activities that still need people

– TBD

# Mapp App for your phone

- **Note:** Install on your phone and use **prior to arrival to the event** to get familiar with how to use the app.

- Avenza PDF Maps

<https://www.avenzamaps.com/>

Maps to download:

- TBD

Questions?



Thank you for  
attending!!!