



## The Colorado Mountain Club – Denver Group

**LEADER IN TRAINING (LIT) EVALUATION FORM**

Instructions to Trip Leader and Leader in training (LIT): At the end of the LIT trip, the Trip Leader should fill out this form and give it to the LIT to email to the CMC Office (office@cmc.org). LITs normally need to complete one successful LIT trip and submit one of these Evaluation Forms (along with their Trip Leader Application Form and proof of first aid certification) for review by the Safety & Leadership Committee. Please email or call the CMC office with any questions.

<b>LIT Name</b>		<b>Member #</b>
<b>Address</b>		<b>Phone</b>
<b>City, State Zip</b>		<b>Email</b>
<b>Trip Leader</b>	<b>Phone</b>	<b>Email</b>
<b>Trip Name</b>	<b>Date</b>	<b>Classification</b>

Trip Leader, please check all that apply for your Leader in Training. Please give your LIT any additional constructive feedback you feel is appropriate, either orally or in writing at the bottom of this form.

**Before the trip, the LIT:**

\_\_\_\_\_ Became familiar with the trip (e.g., research, scouting, discussion of trip plan with Leader)

(Note: To avoid confusion, the Trip Leader, not the LIT, is responsible for making any pre-trip contacts with guests/members, although it is encouraged to allow the LIT to participate in this process and/or discuss it with them)

**At the meeting place, the LIT:**

\_\_\_\_\_ Arrived early to greet participants

- \_\_\_\_\_ Introduced self, took roll call of participants and noted no-shows on trip roster
- \_\_\_\_\_ Checked essential equipment, clothing and skills for trip
- \_\_\_\_\_ Arranged carpooling and provided directions for drivers to get to the trailhead
- \_\_\_\_\_ Discussed whether and where any coffee/bathroom stops would occur

**At the trailhead, the LIT:**

- \_\_\_\_\_ Performed introductions, took headcount and again checked for essential clothing and equipment
- \_\_\_\_\_ Described the planned route, policy on breaks (frequency, duration) and general pace
- \_\_\_\_\_ Discussed any safety concerns and assigned a rear leader
- \_\_\_\_\_ Emphasized “Leave No Trace” principles
- \_\_\_\_\_ Asked trip participants to advise LIT and/or Leader of any relevant medical concerns
- \_\_\_\_\_ Discussed any other important items for this trip (special sights, hazards, etc.)

**During the trip, the LIT:**

- \_\_\_\_\_ Maintained an appropriate pace
- \_\_\_\_\_ Took regular, appropriate stops for clothing adjustments, water and snacks, and calls of nature
- \_\_\_\_\_ Talked with rear leader to check on group pace and cohesiveness
- \_\_\_\_\_ Was attentive to participants, checking periodically on their status

**At the end of the trip, the LIT:**

- \_\_\_\_\_ Checked that everyone had returned safely and that all cars started
- \_\_\_\_\_ Suggested a group stop on the way home (if appropriate)

**Summary:**

In your opinion, did the LIT successfully demonstrate on this trip the ability to be a Trip Leader?

**(Circle answer)    YES    NO**

If you have any reservations or concerns about the LIT’s ability to become a trip leader, please share them with the LIT and note them below or contact the Safety & Leadership Committee chair.

**Comments or suggestions:**

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

**Trip Leader Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

*Thank you for helping to evaluate future trip leaders for the CMC!*