

**TEMPLATE FOR ACTIVITY COORDINATOR'S SUBMISSION TO
COMMUNICATIONS OFFICER**

The summer or winter sports activity coordinator shall have activity leaders fill out the details of the activity utilizing the following template:

Title of activity in upper case: i.e. MODERATE HIKE – SPIRO TRAIL or SNOWSHOE – SHINGLE CREEK

Day and date with repeat of title: i.e. Saturday, October 7 - Moderate hike up Spiro Trail

Description of the activity, which shall include the following:

A brief description of intended route or trail, difficulty level, expected pace, elevation gain, length (in time and miles), and any special comments about the terrain.

Whether or not dogs are allowed

Comments regarding snack or lunch

Comment if there is no cell service in the of the location of activity

Meeting place and time to depart

Leader's name and cell number

This information is to be sent via email to the Communication's Officer or his designee with a copy to either the Winter or Summer Sports Officer as applicable.