TWV Daily trip plan: DAY *Number* ­­: *Starting location* TO: *End location for that day*

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| ROUTE | Description of Route:*Include as much detail as you can in this section including road names, distances and major landmarks*   Notes: *Include all extra comments and notes from previous trips* ***about route****.*  *For example: route was downhill often, quiet traffic but no shoulders.* |
| Route: To – From: ­­­­­­: \_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_Date:Distance(km):Ride time(~Hrs.):Elevation gain(m):Elevation Loss(m):Available amenities: Cell signal (*location*) Wi-Fi (*Location*) ATM Machine (*location*) *Fill in the location of where a trip leader can find cell service, ATM etc. when making the trip plan.* |
| CAMPING/ACCOMMODATION DETAILS | **Description of Camping / Accommodation**:  *Include all relevant details such as rules and regulations for the accommodation, details on amenities, check in and out time, areas of interest for activities, shelter from weather etc.* |
| Type of Accommodation: Hotel  Camping  Homestay  Other \_\_\_\_\_\_\_\_\_Reservation details: *List all details including but not limited to, number of sites/rooms, reservation/booking codes and name and contact info reservation is under.*Where: *Describe the location – include distances from major intersections/landmarks and any helpful tips.*  **Main Contact at site**:  **Address:**  **Phone**:  **Email:**  **Available amenities:** cell signal Wi-Fi  Showers  Kitchen Facility  Other **\_\_\_\_\_\_\_\_**\_ |
| **Maps:**  ***Include an overview and any detailed maps needed of accommodation, important intersections, etc.***  ***Generate in google maps*** | |
| PROGRESSION OF THE DAY | *This section is for a summary of progression of the day/ any other notes. Highlight steps for first and last day in this area.* Morning: *Detail any important info for the morning such as suggested time to leave by, and reminders and notes from last year. Include a reminder to do an opening circle and go over the route with participants/ highlight any areas of concern with them.*  At break: Check-in with everyone, ensure people are eating and drinking enough liquids. Check bikes etc. Set expectations for remainder of the day. *Include possible activities for that stop and any other relevant info.*    At accommodation*: Include reminders* *such as set-up camp/organize room set up, food team starts cooking, BOSS/appreciation circle, reminder to the journal team to journal and share recommendations/highlights. Highlight any possible activates at the location for example if swimming is an option.*   **Recommendation from last year:** *list tips or recommendations from previous trips* ***about progression of the day.***  **Planning for the next day:** *List reminders to trip leaders here. For example: let the youth know the wake-up time for the next day, the plan for the next etc.* |
| Question of the day (ideas): *Provide an example question of the day* **Meal Planning / Grocery Options:** *Detail the grocery store amenities available (include address and hours of operation). Add any useful tips like size or expense level).*  *Detail how many meals will need to be bought at this location (number of snacks, breakfasts, lunches and dinners)* Good break places: *List any known places to stop for breaks. Try and include multiple options with detailed location.*  **Water stops:** *List any spots where the group can get water*  **Points of Interest:** *Detail any interesting places to stop on the way and any things to do(Include time required for any activities)* |
| **Budget and Expense notes** | **Expenses and Notes from current trip about this day:**  *This is an area for trip leaders to add their own notes.* |
| *Note anything that has been paid for or still needs to be paid for. This will vary largely trip to trip.* |