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.*  |