

Information Packet for New KCOC Event Leaders

- First time event leaders are encouraged to contact the event coordinator, board members or other club members to find someone to co-lead their first event. When considering an event to lead, it is suggested that you pick an activity you enjoy in a place you are familiar with.
- If you can plan in advance and would like for your event to be listed in a newsletter, your submission to kcocnews@hotmail.com must be received by the 3rd Monday of the month prior to your event.
- If you miss the deadline for the newsletter, you can still send an email and your event will be included in the next weekly email update sent out on Thursdays. These events will not be seen by members who do not have email accounts so it is strongly suggested that all events be posted in the newsletters.
- The included Event Planning Guide and Checklist for Volunteers provides valuable information for planning and leading your event.

Day Activities (no overnight):

- Any KCOC club member can lead an event that does not involve an overnight stay.
- On the day of your event, you must have a copy of the KCOC Waiver of Liability – Day Activity Only sign up sheet for all participants to sign. A copy of this form is included.

Overnight Trips:

- Before a KCOC club member can lead his first overnight trip, he must submit a Trip Coordinator Application form to the KCOC Board for approval.
- Once approved, the club member is free to lead overnight trips for the activities listed on the form.
- Prior to leaving on your trip, you must have a copy of the KCOC Waiver of Liability – Extended Trips (including overnight) form signed by each of the participants. A copy of this form is included.

For more information or copies of the included forms, visit www.kcoc.info and check out the Coordinator and Resource and Checklist link under the KCOC Forms tab.