

**LEAVE NO TRACE
AWARENESS WORKSHOP GUIDELINES
February 2002**

A. INTRODUCTION

The national Leave No Trace training program has grown to include over 1400 Leave No Trace Master Educators and thousands of Leave No Trace Trainers. As the number of institutions, organizations and agencies interested in offering Leave No Trace training programs increases, the need to develop appropriate guidelines for those conducting one-day or shorter Leave No Trace Awareness Workshops has become apparent.

The goals for these Awareness Workshop Guidelines are five-fold:

- To strive for consistent, quality training for all Leave No Trace workshop/session participants;
- To provide an easily implemented training structure that encourages training efforts;
- To establish a structure that allows Leave No Trace, Inc. to track and quantify training efforts;
- To clarify the role of Leave No Trace, Inc. in regard to training institutions and individual Master Educators and Trainers;
- To identify (if applicable, i.e. if Awareness Workshops are going to be taught in an outdoor or backcountry setting) that there are inherent risks in outdoor activities and to discuss warnings and other information pertaining to Leave No Trace courses.

The Awareness Workshop Guidelines describe any formal Leave No Trace presentation that is one-day or less in length. These presentations can include a wide variety of programs ranging from a 30-minute presentation to a day-long workshop. Experiential-based training, in an outdoor setting is encouraged. Fees may be charged for these outreach workshops, details of which are described below. Leave No Trace, Inc. encourages course leaders an/or organizations to make the cost of such efforts as low as possible to encourage enrollment and training efforts. It is strongly encouraged that Leave No Trace materials be used in all training activities regardless of the length or type of training. Materials can be purchased directly from Leave No Trace, Inc. or they can be downloaded for free off the Leave No Trace website www.LNT.org

AN IMPORTANT WARNING:

The Leave No Trace curriculum focuses on techniques for learning and teaching minimum impact outdoor ethics. Leave No Trace courses do not teach specific outdoor skills such as mountain climbing, river crossings, camping, etc. However, due to the nature of the Leave No Trace program, many courses are taught in an outdoor setting. Engaging in outdoor activities involves inherent or other risks and dangers that can lead to injury, property damage or even death. In addition, Leave No Trace outdoor ethics and principles are only effective if they are accurately relayed and taught to course participants. These Guidelines are not intended to

control the details of how the organization/individual conducts the Leave No Trace course. Leave No Trace, Inc. does not control, teach or conduct the course, but rather, provides organizations and individuals with nationally approved materials to assist in the teaching of Leave No Trace courses. All organizations and individuals conducting Leave No Trace courses act as independent contractors and are solely responsible for the conduct of the courses.

Individuals interested in participating in a Leave No Trace course should have basic outdoor travel and camping skills and be in reasonably good physical condition before attending a course. Participants should understand that they are responsible for their own safety, and assume responsibility for injuries resulting from the inherent risks of recreational activities.

Leave No Trace, Inc. does not warrant or guarantee the quality or expertise of any individual or organization providing a Leave No Trace course or workshop. Those individuals interested in a Leave No Trace course or workshop are advised to independently review and examine the qualifications of individuals or organizations planning to conduct Leave No Trace courses.

Leave No Trace, Inc. accepts no responsibility, legal or otherwise, for any course, Awareness Workshop, event or session of any kind.

B. TRAINING ORGANIZATIONS AND MASTER EDUCATORS – PROGRAM COMPONENTS

Organizations Offering Awareness Workshops

Organizations offering Leave No Trace Awareness Workshops must be a partner organization of Leave No Trace and follow the Guidelines included here (for more information contact the membership coordinator for Leave No Trace at 1-800-332-4100):

- Assuring that staff, including any proposed Leave No Trace instructors or co-instructors, are appropriately trained in outdoor leadership/instruction skills
- Following the “Core Components for Awareness Workshop Curriculum,” and additional Guidelines for courses outlined below, in any Awareness Workshop.

Individuals Offering Awareness Workshops

Those successfully completing the Master Educator or Leave No Trace Trainer course are able to conduct Awareness Workshops. Others who are familiar with Leave No Trace but have received no formal Leave No Trace training are also encouraged to conduct Awareness Workshops. Although Master Educators, Leave No Trace Trainers and/or others do not need to be affiliated with an organization to offer Awareness Workshops, individual Masters, Trainers and/or others must be members of Leave No Trace (for more information contact the membership coordinator for Leave No Trace at 1-800-332-4100) and follow the Guidelines included here:

1. Following the “Core Components for Awareness Workshops,” and additional Guidelines for courses outlined below, in any Awareness Workshops.

C. LEAVE NO TRACE AWARENESS WORKSHOP

1. Curriculum Content

A Leave No Trace Awareness Workshop is any formal Leave No Trace presentation, that is one-day or shorter, facilitated or implemented by a Leave No Trace Master Educator, Leave No Trace Trainer or other individual familiar with Leave No Trace. These workshops are shorter, less comprehensive and less expensive to conduct than a Master Educator or Trainer course. Like Master Educator and Leave No Trace Trainer courses, Awareness Workshops emphasize skills and techniques essential to Leave No Trace minimum impact outdoor ethics and education. However, Leave No Trace courses, including Awareness Workshops, do not teach basic travel, camping or other outdoor skills, nor do they provide outdoor instructor certification. Samples of Awareness Workshop curriculums are available through Leave No Trace, Inc.

Although not required, it is encouraged to have Leave No Trace, Inc. review, time permitting, any written materials developed for such Awareness Workshops. Any materials submitted for review should be sent to the Education Manager at Leave No Trace, Inc.

2. Core Components for Awareness Workshop Curriculum

Leave No Trace Awareness Workshops should be one-day or less in length; and should adequately cover the principles, ethics and mission of Leave No Trace.

The mission of Leave No Trace is to promote and inspire responsible outdoor recreation through education, research and partnerships. The Leave No Trace program is focused specifically on human-powered (non-motorized) recreation.

In addition, the following topics should be included, time-permitting:

1. Overview of the national Leave No Trace program, including information on the Leave No Trace Frontcountry program if applicable.
2. The role and function of Leave No Trace Master Educators and Leave No Trace Trainers.
3. The role and function of Leave No Trace, Inc.
4. Overview of the Leave No Trace website and all available resources.
5. Overview of how individuals and organizations can join and support Leave No Trace.

3. Awareness Workshop: Leaders

The course leader for an Awareness Workshop can be a Leave No Trace Master Educator, a Leave No Trace Trainer or other individual familiar with Leave No Trace. Leave No Trace Awareness Workshop leaders should have training and experience in outdoor leadership/instruction skills. It is recommended that workshop leaders maintain current certification in basic first-aid and CPR.

4. Awareness Workshop: Enrollment

Awareness Workshop enrollment is not limited, but organizations and individuals offering Awareness Workshops should strive to keep the instructor to student ratio low in order to enhance learning opportunities.

5. Awareness Workshop: Cost

Course costs for Awareness Workshops are not set by Leave No Trace, Inc. or the Educational Review Committee. Course leaders and/or organizations should set the cost of Awareness Workshops to cover material, temporal, staff and other costs. Leave No Trace, Inc. encourages course leaders and/or organizations to make Awareness Workshop tuition as low as possible to encourage enrollment and training efforts.

6. Awareness Workshop: Completion

Those who complete a Leave No Trace Awareness Workshop are equipped to:

- Understand, promote and share minimum impact techniques with friends, family or community groups;
- Lead a discussion on outdoor ethics and help others explore their own personal outdoor ethic;
- Understand and explain why Leave No Trace is important in all areas, not just backcountry settings;
- Understand and convey the purpose and mission of Leave No Trace;
- Recite and explain the seven principles of Leave No Trace;
- Understand the role and function of Leave No Trace Master Educators and Leave No Trace Trainers.

Upon completion of an Awareness Workshop, the instructor is asked to submit an Awareness Workshop report including total number of participants, participant affiliation information, contact information (including names, address, phone and e-mail) and workshop evaluation data to Leave No Trace, Inc. within 30 days of workshop completion. Awareness Workshop report forms are available on the Leave No Trace website or directly from Leave No Trace, Inc. 1-800-332-4100

D. USE GUIDELINES FOR THE LEAVE NO TRACE NAME AND LOGO

Logo Use

Any organization that wishes to use the Leave No Trace emblem must be a current, official Partner in good standing. For more information about partnering with Leave No Trace, contact the membership/partnership coordinator for Leave No Trace at 1-800-332-4100

General Guidelines

The Leave No Trace logo may be used by all Partners in the following ways:

1. In product catalogs as an educational component or an affiliation recognition.
2. On product hang tags with 800.332-4100 and the www.LNT.org address.
3. On product packaging with 800.332-4100 and the www.LNT.org address.
4. In organization newsletters.
5. On trail signs.
6. In educational materials.
7. In articles or media releases regarding collaborative projects.
8. In advertisements or public service announcements.

Logo Use Requirement

1. The Leave No Trace logo is provided at various sizes and designed to be used "intact".
2. The logo may not be sized smaller than one inch in diameter unless otherwise authorized.
3. The logo must be used as illustrated and may not be modified in design.
4. Where possible, the LNT logo should be accompanied by the Seven Principles.
5. Leave No Trace, Inc. requests the option to review printed materials prior to production.
6. Black and white is acceptable. Color may be used but must conform to the following Pantone Matching System colors:

- PMS 512 Purple, solid
- PMS 5125 Purple, solid
- PMS 5483 Moss, writing and or swirl
- PMS 5835 Olive, writing and or swirl

Thanks for your support!

Please contact Leave No Trace, Inc. at (303) 442-8222 with questions.

Use of the Leave No Trace name

Any organization that wishes to use the Leave No Trace name featured on their products or publications must be a current, official partner in good standing. Though Leave No Trace encourages all efforts to extend its message, the term "Leave No Trace" is intended for the specific products and publications of Leave No Trace, Inc. Thus using promoting the term Leave No Trace is not permissible as a selling point for products or publications.

Endorsements

Leave No Trace does not endorse specific products, publications or companies.

Exclusivity

Though Leave No Trace does form project-specific partnerships, the organization does not create or participate in exclusive partnerships. Because of the organization's mission to promote Leave No Trace ethics with multiple populations, it must remain available to new partners and programs to reach new target groups.

Leave No Trace, Inc.'s Educational Review Committee (ERC: see Appendix A for members) oversees LNT training efforts, curriculum development, and material production.

APPENDIX A: LNT, INC. EDUCATIONAL REVIEW COMMITTEE

The members and advisors of the LNT, Inc. Educational Review Committee include:

- Dara Houdek – Appalachian Mountain Club
- John Kanengieter — National Outdoor Leadership School
- Stew Jacobson — Bureau of Land Management
- Craig Mackey — Outward Bound USA
- Jeff Marion (chairperson) — Virginia Tech
- Ben Lawhon — Leave No Trace, Inc.
- Kelly Hartsell — National Park Service
- Scott Reid (advisor) — Virginia Tech
- Greg Hansen — U.S. Forest Service
- Dave Bates – Boy Scout of America
- Rick Harwell – US Navy