

Hike Leaders Instructions

- 1. Be sure all hikers are familiar with the Hiker's Guide. If they are not, give them a copy to read.**
- 2. Complete all the information at top of the sign-in sheet.**
- 3. Have each hiker complete the information requested in the sign in sheet. They must print their name in column one and sign their name in the last column. Very important.**
- 4. The emergency phone number should be a number where we can reach somebody today, the day of the hike.**
- 5. After everybody has signed the sign-in sheet, read the information that they have signed to the whole group and be sure everybody on the list understands and agrees to what they signed.**
- 6. Offer all non-members the chance to join.**
- 7. Collect dues and hiking fees as necessary.**
- 8. Send all money and paperwork to the Club Treasurer.**
- 9. Please make copies of the documents if you need more. You can be reimbursed for your expenses to a limited amount. For details please call the Club Treasurer or e-mail to <Treasurer@nvhc.com>.**