**Trip Leaders Pack**

This pack contains:

1. Trip Organiser’s Guidance Notes
2. Trip Planner spreadsheet (Microsoft Excel) for Budget planning, Details of participants, and Post Trip accounts:

Templates:

1. Blurb for Weekend Trips
2. Email to acknowledge interest & give bank details for deposit
3. Email to acknowledge deposit and requesting further info
4. Further Details form
5. Email to check with HHMC membership secretary
6. Joining letter
7. Route plan
8. Menu
9. Merry-meals rota
10. ICE card
11. WhatsApp group set-up
12. Email to request Final Balance

Bonus documents:

* Trip Leaders Pack Change History

**Local Walk Leaders Pack**

This pack contains:

1. Template for website blurb for Local Walks
2. Local Walk Attendance Sheet