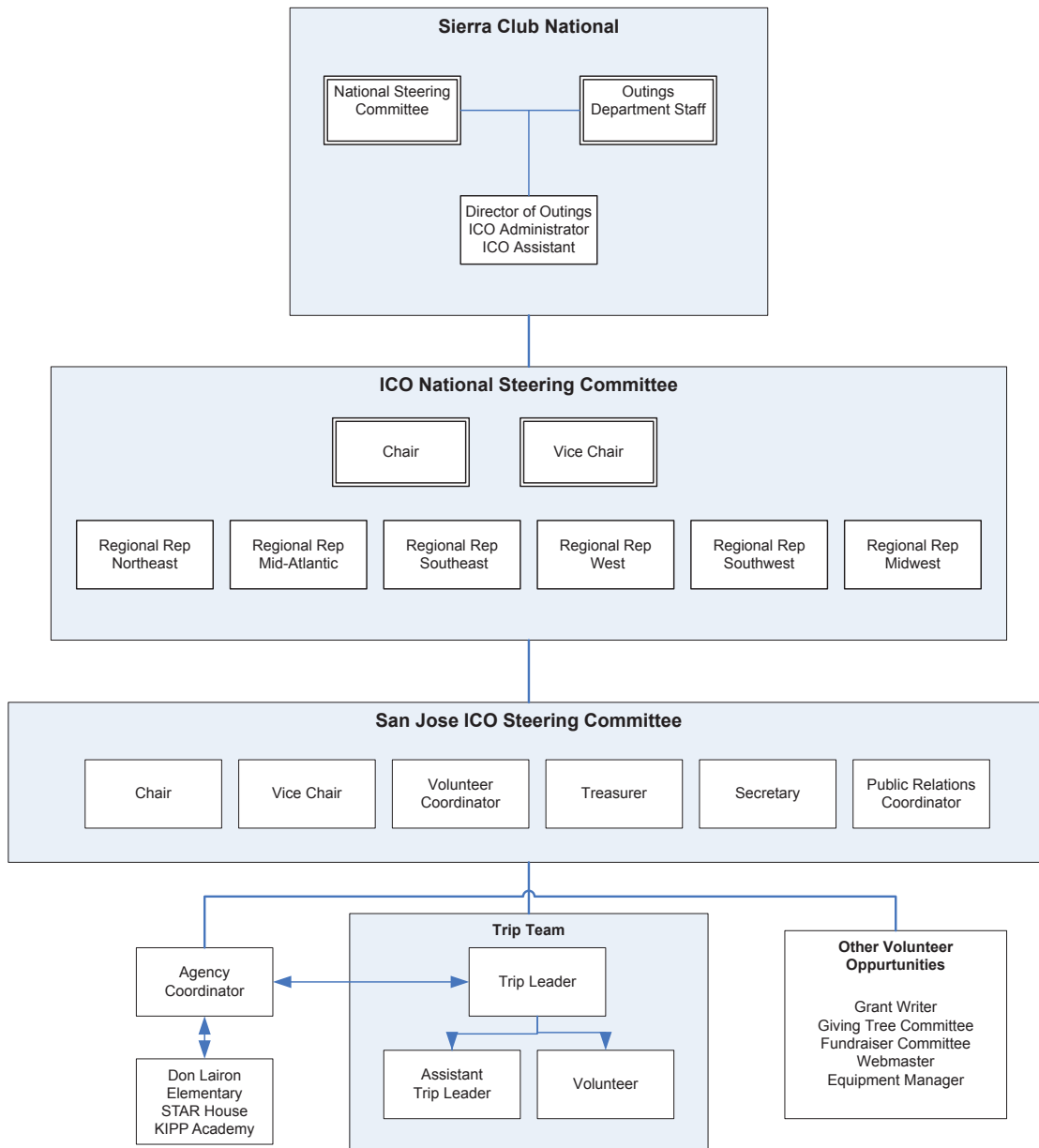




# What Is Inner City Outings (ICO)?

Sierra Club Inner City Outings (ICO) is a community outreach program that provides opportunities for urban youth and adults to explore, enjoy and protect the natural world. ICO volunteers believe that the wilderness exists as a resource for everyone and that all people should have access to it. With the guidance of ICO volunteers, participants discover the beauty of wild lands and how to enjoy those areas without harming them. Young people learn valuable survival skills and strengthen their ability to face challenges, both inside and outside their urban environments. Through active involvement with nature, the ICO program increases participants' environmental awareness. Interpersonal skills and self-esteem develop as a natural result of teamwork and an active relationship with the outdoors.

## ICO Organization Chart





## National Sierra Club

- Provides Liability Insurance
- Fundraising Support
- Bimonthly Newsletter
- Training Materials and Support
- Environmental Education Resources and Materials

## San Jose ICO Chapter

- Chapter formed in early 1970s
- Loma Prieta Outings Section
- Current active roster of 65 volunteers and leaders
- Officers

Chairperson	Gloria Chen	gloturtle@sbcglobal.net
Treasurer	Scott Lindberg	livetoski72@yahoo.com
Volunteer Outreach	Bob Segalla	segallab@yahoo.com
Webmaster	Colin Lim	info@beetown.com

- Work with 3 agencies:
  - KIPP Academy** (San Jose)  
Agency Lead – Doreen O’Donovan
  - Aspire Phoenix Academy** (East Palo Alto)  
Agency Lead – Steve Stolper
  - Bill Wilson Center** (San Jose)  
Agency Lead – Lillian McMath & Patrick McCormack
- Website: <http://ico.sierraclub.org/sanjose/>



## What is an ICO Trip?

- Must be scheduled with Agency and on trip calendar at least 2 weeks prior to departure.
- Led by a certified ICO leader.
- Every outing must include at least one ICO certified trip leader, one ICO approved volunteer, and one Agency representative. Trips without an Agency Representative are discouraged, but are left to the discretion of the trip leader.
- May or may not have parent(s) present
- Volunteer to participant ratio 1:2 to 1:7, depending on the group and activities
- Co-ed volunteers are required for all co-ed outings.
- Trip leaders must have experience with the outdoor skills required for a particular outing.
- If a volunteer is not certified to drive students, s/he may still transport gear in his/her personal vehicle.

### Trips Samples

day hiking	backpacking	cross country skiing
beach clean-up	mountain biking	tide-pooling
whitewater rafting	sea kayaking	leadership development
elephant seals tour	car camping	trail building



## Volunteer and Leader Requirements

Requirement	Volunteer	Leader
Application	yes	yes
Sierra Club Membership	yes	yes
Code of Ethics	yes	yes
Volunteer Agreement	yes	yes
Good driving record	yes <sup>(1)</sup>	yes <sup>(1)</sup>
Background check	ASAP	yes
Wilderness first aid certification	no	yes
Complete leader training	no	yes
Qualified in skill for trip	no	yes
Assist on at least two trips	no	yes <sup>(2)</sup>
Lead "checkout" trip	no	yes <sup>(3, 4)</sup>

**Notes:**

- (1) if driving participants on a trip
- (2) with two different groups/leaders
- (3) to qualify for overnight, must lead overnight
- (4) demonstrate ability to organize, and to lead, relate to, and keep up with participants

ICO trips are Sierra Club trips led by a qualified Sierra Club leader. An adult/counselor/program director from the community agency who does not meet the above criteria would not qualify as an ICO Leader.

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It is a process -- be patient and enjoy it!!



## What Will It Cost to be a Volunteer/Leader?

- Time
- Sierra Club Membership (\$35, sometimes on sale for \$15)  
[http://action.sierraclub.org/site/PageServer?pagename=Main\\_Join\\_or\\_Give](http://action.sierraclub.org/site/PageServer?pagename=Main_Join_or_Give)
- Most leaders will inevitably procure some equipment for group use
- Occasional charitable handout to a participant (e.g. food on long car trips)
- Driving expenses (gas) are reimbursable upon request
- Leaders will need additional training such as Wilderness First Aid. Scholarship for such can be provided



## Insurance

### For insurance coverage to apply, the following conditions must be met:

- The event or activity must be a Sierra Club ICO function and announced in an ICO publication.
- For volunteers to be covered as an insured under the policy, they must be acting on behalf of the Club in a responsible manner and in a defined role.

### The basics of how you are insured:

- ICO insurance coverage begins when the group first assembles for the Club-sponsored event because ICO trips officially begin at the point in time when the leaders and participants initially meet to start the activity.
- **General Liability** covers leaders and members acting on behalf of the Club against liability to third parties for negligence for bodily injury, death, damage to property of others, or infringement on other's personal and property rights.

-**Exclusions:** mountaineering and high ropes courses

-Specific **restrictions** for activities involving rock climbing and watercraft

- **Accident and Medical Insurance** provides supplemental coverage for leaders and all participants for hospital and doctor bills in the event of an accident. This coverage is in excess of an individual's own personal medical insurance.
  - Specifically **excluded** activities are organized sporting (team) events such as football. Do not engage in these activities, they are not covered!
  - Coverage for general medical/skiing = \$5,000/\$1,000
- **Automobile Liability Insurance** covers drivers in limited situations.
  - Extends to vehicles the Club owns and those rented on behalf of the Club.
  - No insurance for physical damage to employee/member vehicles or to rented vehicles. Purchase the Collision Damage Waiver when renting a car. Coverage does not extend to owners, drivers or passengers of private cars.
- **Real and Personal Property Insurance** covers loss of ICO equipment after the deductible (\$1,000) is met.
- **The essentials for renting a vehicle for an ICO outing:**
  - Sign the agreement "**Sierra Club/Your Name**"
  - Purchase the **Collision Damage Waiver** (no additional liability coverage needed)



## Five-Finger Rules For Sierra Club Trips

### 1. Be safe.

- **WEAR** your seat belt while riding in the car.
- **NO** alcohol, drugs, knives, or firearms are permitted.
- **NO** violence is allowed!
- **STAY with the group**
- **DO NOT** drink local water unless a leader says it is okay.

### 2. Be committed.

- Be present with a positive attitude.
- Be on time.
- Leave your personal issues at home.

### 3. Be respectful.

- **PROTECT** the natural environment.
- Always leave places **cleaner** than when you found them.
- **RESPECT** others' rights and others' property.
- Leave electronic gadgets at home. Cell phones are allowed.
- IF YOU SNEAK IN FOOD, be prepared to **share** it with skunks, raccoons, and your fellow travelers!

### 4. Be responsible.

- All trips are **group** activities. Like anything else in life, outings have chores. Chip in as much as you can.
- **TAKE CARE** of yourself.

### 5. HAVE FUN!!!



## Suggestions for Adults on ICO Trips

- Generally observe the same rules that the kids are expected to follow (be safe, be respectful, be helpful).
- Ask yourself if you are in a good place with the way you feel about yourself and your life.
  - Are you going to convey good stuff to the kids?
  - Would you want your kid on a trip with someone in your present condition?
  - If these cannot be answered positively, perhaps the most appropriate thing for you to be doing is taking care of yourself right now.
- Know the schedule and help keep the trip on it.
  - If the plan is to arrive at the departure point packed up, gassed and fed at hh:mm, the leader has the right to expect you to arrive ready to roll at hh:mm. If the plan is to stop only for gas enroute, don't independently elect to stop for a meal.
  - Prepare so you are ahead of the game and could be called upon to handle something that pops up at the last minute.
  - Discriminate about the weight you are packing, particularly if there are young kids along. You may have to carry more than expected!
  - Your vehicle should be in good working order (e.g., check the fit of your snow chains on the tires before the trip!).
- If you are responsible for equipment:
  - Pickup the equipment room at least 2 days before the trip is to depart.
  - Return all equipment in a timely fashion (within 3-4 days), especially if there is an outing schedule for the following weekend.
  - Report all gear malfunctions to the equipment managers.
- If you are developing bad feelings about something that is going on, see if you can come up with a way to resolve the issue. This might involve talking to the right people or doing some kind of internal processing to handle the feelings, at least for the duration of the trip. Angry adults and passive-aggressive actions do not enhance trips.





## SJICO Policies & Guidelines

### Policies

- Be a model to youth.
  - Volunteers should avoid sexual activity, smoking, and proselytizing on outings.
  - Volunteers should not use racial slurs, jokes, or comments.
  - No sexually explicit language on a trip, including references to sexual anatomy.
- No put downs; no negative comments about one another.
- No alcohol, drugs, or weapons allowed on trips.
- Tarp etiquette: stay in your own sleeping bag! (Maintain leader presence in sleeping areas.)
- Respect the environment - take pictures, leave footprints.
- Respect the equipment, leave it as good as you found it (ICO equipment may not be borrowed for personal use).
- Do not use ICO outings as methods for personal relationships.
- Do not give out your personal telephone # and address to participants.
- Do not use your employers' supplies unless it has been approved.

### Guidelines

- Work towards a successful trip.
  - When in doubt, don't do it...get out of the gray areas.
  - Be inclusive; encourage participants to get involved.
  - What's good for the group comes before what's good for the individual.
  - Promote empowerment.
  - Be positive and generous with praise and honest compliments.
  - Be courteous- be on time and follow directions.
  - Do not avoid the problem, be pro-active.
    - Leaders should intervene and investigate.
    - Use "I..." and "We..." statements.
  - Have emergency/contingency plans.
  - Have timely resolution of pre-trip and post-trip planning.
- Sensitivity issues.
  - Be sensitive to socioeconomic backgrounds.
  - Be aware of the male:female ratio, ethnic mix, etc. on a trip.
  - Junior leaders should be of the same sex(es) as the participants.
  - Dress code- be sensitive to appropriate attire and modest when changing clothes.
  - No photo sharing on social media websites or public postings of any kind. Sharing of media will be at the sole discretion of the Steering Committee.
- Sexuality issues.
  - Be careful of sexist assumptions and sexual orientation.
  - Be sensitive to using touch.
  - Leaders should not provide sexual advice to participants.
    - respond, don't initiate conversation regarding sex.
    - limit personal disclosure and values.
    - put aside your personal sexual agenda