



## How to Run Leave No Trace Awareness Workshops

### What is an Awareness Workshop?

An Awareness Workshop is 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 chat to a full-day workshop.

### Can organizations sponsor or offer Awareness Workshops?

Yes. Organizations are encouraged to offer and/or sponsor Awareness Workshops.

Organizations wishing to offer workshops must:

- Assure that staff who function as Leave No Trace instructors or co-instructors are appropriately trained in outdoor leadership/instruction skills and basic first aid and CPR.
- Follow the “Core Components for Awareness Workshop Curriculum,” and additional guidelines for courses outlined below, in any Awareness Workshop.

### Can individuals offer Awareness Workshops?

Yes. Individuals who have successfully completed the 5-day Master Educator or the 2-day Leave No Trace Trainer course are able to conduct Awareness Workshops. However, 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 are strongly encouraged to be individual members of Leave No Trace (for more information contact the membership coordinator for the Center at 1-800-332-4100) and follow the Guidelines included here.

### Are there formal Training Guidelines for Awareness Workshops?

Yes. The Awareness Workshop Guidelines, Evaluation Form and Participant Information Form can all be found at: <http://lnt.org/teach/tools-and-activities-educators>

### What needs to be covered in an Awareness Workshop?

Because Awareness Workshops are shorter, less comprehensive and less expensive to conduct than a Master Educator or Trainer course, they're great for the general public, Scout leaders, camp staff, trip leaders, schoolteachers or anyone who enjoys spending time in the out-of-doors. They can also easily be geared towards children.

Like Master Educator and Leave No Trace Trainer courses, Awareness Workshops need to emphasize skills and techniques essential to Leave No Trace. Experiential training/learning through experience, i.e. digging a cathole rather than just talking about it—in an outdoor setting is highly encouraged. Leave No Trace courses, including Awareness Workshops, do not teach basic travel, camping or other outdoor skills, nor do they provide outdoor instructor certification.

At a minimum, participants of an Awareness Workshop should be introduced to the seven Leave No Trace principles as well as the mission of the Center.

*The mission of the Center is to promote and inspire responsible outdoor recreation through education, research and partnerships. The Leave No Trace program is focused specifically on non-motorized recreation.*

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

- Overview of the national Leave No Trace program, including information on the Leave No Trace Frontcountry program if applicable.
- The role and function of Leave No Trace Master Educators and Leave No Trace Trainers.
- The role and function of the Center for Outdoor Ethics.
- Overview of the Leave No Trace website and all available resources.
- Overview of how individuals and organizations can join and support Leave No Trace.

### **If I'm not a Master Educator or Leave No Trace Trainer, how can I become familiar with Leave No Trace?**

The easiest way to become familiar with Leave No Trace is to visit: <http://www.LNT.org>. There is a wealth of information about Leave No Trace on the site, which can easily be passed on to others. Remember, Leave No Trace is not rocket science! In its simplest form it's a pragmatic approach to responsible outdoor recreation that teaches the skills necessary to minimize human-caused recreational impacts.

### **Where can I get materials, teaching ideas, activities, and other resources?**

It is strongly encouraged that Leave No Trace materials be used in all workshops regardless of the length or type of training. The following is a list of resources for facilitating Awareness Workshops:

- 1) Leave No Trace PowerPoint presentation – available for free on the Leave No Trace website: <http://lnt.org/teach/tools-and-activities-educators>
- 2) Teaching resources and teaching activities – available for free on the Center's website: <http://lnt.org/teach/tools-and-activities-educators>
- 3) There are many resources that are available for purchase from the Center. Please visit: <http://lnt.org/shop/new-arrivals>
- 4) The PEAK (Promoting Environmental Awareness in Kids) and Teen programs are perfect for Awareness Workshops that are geared towards youth. PEAK and Teen Packs can be purchased from the Center. Please visit: <http://lnt.org/teach/focus-youth-and-teens>

## 5) Awareness Workshop Guidelines:

<http://Int.org/sites/default/files/AwarenessWrkspGdlns.pdf>

### **What might a one-hour Awareness Workshop look like?**

A one-hour workshop, depending on the audience, usually lends itself well to either a PowerPoint presentation or outside activities. Generally it's best to introduce the idea of Leave No Trace, cover the principles and then, time permitting, demonstrate some of the skills: show proper gear for a day hike, backpacking trip, kayak trip, car camping trip, etc.; show how to properly store food; dig a cathole; set up a mock campsite that demonstrates good Leave No Trace behavior and practices, etc.

### **What might a half-day Awareness Workshop look like?**

If you're working with teenagers or adults consider:

*9am – Welcome and introductions*

*9:30am – Introduce the principles either through an activity or a PowerPoint presentation*

*10am – Discuss the Center, Master Educators, Trainers, the mission, etc.*

*10:30am – Put the principles into action through demonstrations, skits, role-play, etc.*

*Noon – Wrap-up.*

### **What about a full-day workshop?**

If you're working with teenagers or adults consider:

*9am – Welcome and introductions*

*9:30am – Introduce the principles either through an activity or a PowerPoint presentation*

*10am – Discuss the Center, Master Educators, Trainers, the mission, etc.*

*11:00am – Discuss all available resources, programs and how people can get involved*

*Noon – Lunch*

*1pm – Put the principles into action through demonstrations, skits, role-play, etc.*

*4pm – Wrap-up*

### **What if I'm working with children?**

If you're providing workshops for children, keep the following in mind:

- Keep it fun! Most kids won't enjoy and will have trouble sitting through a PowerPoint presentation.
- Activities are best for kids. Get them up, out and active.
- Use terminology that kids will understand.
- Make it relevant to the activities they're going to be engaging in, i.e. don't talk about Leave No Trace for mountaineering if they're going on a day hike.
- Let kids know that leaving no trace is easy and that it is not a set of rules and regulations.
- Help them understand the overall need for Leave No Trace and how they can make a difference.
- Use the activities found on the PEAK page: <http://Int.org/teach/peak> or consider checking out or buying a PEAK pack.

### **What if I need help?**

- 1) First, contact the Center. The staff will be able to give you suggestions, ideas and point you in the right direction.
- 2) A second option is to contact your State Advocate. State Advocates are individual volunteers who act as a point-person for Leave No Trace education, training and outreach in their state. Visit the 'Get-Involved' pages: <http://lnt.org/get-involved> for contact information.
- 3) A third option is to locate a Master Educator in your area if you need a person to actually help you run a workshop. To see a state-by-state listing of Master Educators, visit the Community Pages: <http://lnt.org/get-involved>. If there are no Master Educators in your state, please contact the Center at 1-800-332-4100.
- 4) A final option is the Leave No Trace Traveling Trainer program. For more information on this free program or to schedule a visit, please visit: <http://lnt.org/learn/traveling-teams>

### **Do I need to register workshops with the Center?**

There is no need to pre-register your workshops. However, the Center will gladly post any upcoming workshops on the Leave No Trace website if the workshop is open to the general public.

### **Once completed, do I need to report my workshops to the Center?**

Yes. Reporting is critical to the Center. Workshop reporting is online and can be found at: <http://lnt.org/teach/awareness-workshop-roster>

### **Can I charge a fee?**

Yes. If fees are charged, the Center encourages course leaders and/or organizations to make the cost of workshops as low as possible to encourage enrollment and training efforts. When possible, the Center encourages individuals and organizations to offer workshops for free. If a fee is charged, course leaders and/or organizations should set the cost of Awareness Workshops to cover materials, staff, and other reasonable costs. Course costs for Awareness Workshops are not set by the Center.

### **Can I offer a certificate of completion to workshop participants?**

An Awareness Workshop certificate is available for free from <http://lnt.org/sites/default/files/AwarenessCertificate.pdf>. The certificate is in a PDF format that can be downloaded, printed, and distributed to all workshop participants for free. *The Center does NOT issue Awareness Workshop certificates.*

### **Can I use the Leave No Trace logo to promote upcoming Awareness Workshops?**

Any organization or individual that wishes to use the Leave No Trace logo must be a current, official Partner/Member in good standing. For more information about partnering with Leave No Trace, contact the Center at 1-800-332-4100

*If you have questions, please contact the Center: 1-800-332-4100*