



How to Run an Awareness Workshop

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 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, 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 at the Leave No Trace offices at 1-800-332-4100).

Are there formal Training Guidelines for Awareness Workshops?

Yes, Awareness Workshop Guidelines, How to Run an Awareness Workshop, and Course Reporting are all [here](#).

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 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 Leave No Trace organization:

Using the power of science, education and stewardship, Leave No Trace is on a mission to ensure a sustainable future for the outdoors and the planet.

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 Front country program if applicable.
- The role and function of Leave No Trace Master Educators and Leave No Trace Trainers.
- The role and function of the Leave No Trace organization.
- 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 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](#)
2. [Teaching resources and teaching activities](#)
3. There are many resources that are available for purchase in our [Shop](#).
4. The [PEAK \(Promoting Environmental Awareness in Kids\) and Teen](#) programs are perfect for Awareness Workshops that are geared towards youth.
5. [Awareness Workshop Guidelines](#)

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:

9:00 am – Welcome and introductions

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

10:00 am – Discuss the Leave No Trace organization, Master Educators, Trainers, the mission, etc.

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

12:00 pm – Wrap-up.

What about a full-day workshop?

If you're working with teenagers or adults consider:

9:00 am – Welcome and introductions

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

10:00 am – Discuss the Leave No Trace organization, Master Educators, Trainers, the mission, etc.

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

12:00 pm – Lunch

1:00 pm – Put the principles into action through demonstrations, skits, role-play, etc.

4:00 pm – 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](#).

What if I need help?

1. First, contact the Leave No Trace office. 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.
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. Contact the Leave No Trace office at 1-800-332-4100 for assistance.
4. A final option is the [Subaru / Leave No Trace Teams program](#). More information on this free program and requesting a visit can be found on this page.

Do I need to register workshops with Leave No Trace?

There is no need to pre-register your workshops. However, Leave No Trace 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 Leave No Trace?

Yes. Reporting is critical. [Workshop reporting is online](#).

Can I charge a fee?

Yes. If fees are charged, Leave No Trace encourages course leaders and/or organizations to make the cost of workshops as low as possible to encourage enrollment and training efforts. When possible, Leave No Trace 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 Leave No Trace.

Can I offer a certificate of completion to workshops participants?

Yes, an [Awareness Workshop certificate](#) is available for free from. The certificate is in a PDF format that can be downloaded, printed, and distributed to all workshop's participants for free. *Leave No Trace 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 Leave No Trace at 1-800-332-4100

If you have any questions at all, please contact Leave No Trace: 1-800-332-4100