This is the step-by-step process followed by Roxborough State Park in Colorado to implement a Leave No Trace program and achieve Gold Standard Site designation. While every site will need to customize its own program, following these steps should make the process move forward in the appropriate direction.
The Leave No Trace Gold Standard Site Start-Up Workbook can help in this phase.

Complete the Leave No Trace In Every Park Assessment. If the total score for your site is 30 or higher, contact Julia Oleksiak, Education and Outreach Manager at Julia@LNT.org for further guidance. If the total score is less than 30, continue to the next step.

Assess interest to implement a Leave No Trace Program at your site.

Assess available human resources in your facility (i.e., site staff, volunteers, etc.).

All interested staff, volunteers, etc. should take the 30 minute Leave No Trace Online Awareness Course.

Identify a lead person and core team to begin the Leave No Trace program development and implementation process.

Schedule frequent meetings of lead and core team to evaluate progress/status of your plan (i.e., Roxborough State Park met every 2-4 weeks).

Lead and core team should complete the 2-day Trainer Course which is led by a Leave No Trace Master Educator. Contact your State Advocate or Leave No Trace directly to help identify a Master Educator.

Identify the impacts related to the Leave No Trace Seven Principles created at your site (by observation/discussions with staff, volunteers, surveys, etc.).

Prioritize the impacts identified at your site.

Inventory what site resources are available or provided at the site for the program (i.e., educational programs, newsletters, Facebook pages, websites, friends groups, etc.)

Define the objectives of your Leave No Trace program based on the prioritized impacts and the Leave No Trace In Every Park Assessment.
PHASE II
PLANNING AND BUDGETING

- Develop an Action Plan in order to achieve each of your site’s objectives.
- All actions in the plan should be detailed and assigned to a team member(s) with a target date for completion.
- Create a detailed budget based on what each action may require to be achieved.
- Identify adequate funding sources (i.e., from the agency, friends groups, grants from for-profit or non-profit organizations, etc.).
- Write proposals to various potential donors.
- Leverage possible partnerships (i.e., friends groups, historical societies, for-profit and non-profit eco-minded companies, etc.).
- The Leave No Trace Lead & Core team (all of whom should be Leave No Trace Trainers) should hold multiple Leave No Trace awareness workshops (sessions that are ½ day or less in length) for all interested staff/volunteers at the site.
- All of the site’s Leave No Trace Trainers should continue to hold awareness sessions for all interested parties/stakeholders of the site (i.e., the public, school groups, youth groups, other site representatives, etc.).
- Incorporate Leave No Trace awareness into all site programs.
PHASE III
IMPLEMENTATION

☐ Implement the actions in your Action Plan using the resources provided in the tool kit. This should include communication, education, youth programs, partnerships, and funding.

☐ Expand the Leave No Trace team by having interested staff/volunteers who have completed the awareness workshop attend a 2-day Leave No Trace Trainer Course to become Leave No Trace Trainers.

☐ Any interested Leave No Trace Trainers should consider attending a 5-day Master Educator course if financially possible.

☐ Revise and update your Action Plan and budget as frequently as needed based on what has or has not been achieved in your original plan.

☐ Proceed as slow or fast as your resources allow.
Self evaluate by reviewing the status of your site objectives and actions compared with the Leave No Trace In Every Park Assessment.

Schedule a “Gap Analysis” by Leave No Trace staff to determine if your site meets the established requirements.

Write proposal for Gold Standard Site designation to the Leave No Trace Center for Outdoor Ethics requesting Gold Standard Site designation.

Continue to implement, maintain, and improve the site Leave No Trace Program.