



HOW TO RUN A LEAVE NO TRACE WORKSHOP

Educational Objectives

By the end of a workshop, the participants should be able to:

1. Discuss and practice the 7 Principles of Leave No Trace
2. Informally tell others about the 7 Principles of Leave No Trace

Steps to running Leave No Trace Workshops:

Step 1: To provide a Certificate of Completion to participants, complete the Leave No Trace Level 1 or 2 Instructor Course. If you completed your Level 1 or 2 Course two years or longer ago, you must take the Online Recertification Course. This online recertification course must be taken two years after completing a Level 1 or 2 Instructor Course and every two years following to remain eligible to instruct Leave No Trace Workshops in which a Certificate of Completion is provided to participants.

Step 2: Review the **Leave No Trace Workshop Guidelines**. These guidelines are located within our [National Training Guidelines](#).

Step 3: You are not required but are strongly encouraged to be currently certified in Standard First Aid and CPR if teaching a Workshop in an outdoor location.

Step 4: Ensure you are up-to-date with your membership and/or partnership. Level 1 or 2 Instructors teaching Leave No Trace Workshops must be either individual members of Leave No Trace or part of an organization that is a current partner of the organization to provide a Certificate of Completion to workshop participants. More information about membership/partnership can be found [here](#).

Step 5: Co-instructors are not required for Leave No Trace Workshops but are always encouraged. If you want a co-instructor but are having trouble locating a qualified co-instructor, [contact your State Advocate](#) to see if they or another educator they work with can support your efforts. If there is no State Advocate

in your state, contact our office at Training@LNT.org to see if Leave No Trace can provide a list of educators in your area.

Step 6: Post the workshop to the Leave No Trace website if it is open to the public by sending course details to Training@LNT.org.

Step 7: Run the workshop using the Leave No Trace Workshop curriculum and lesson plans provided by the organization.

Step 8: Submit a complete **Leave No Trace Workshop Roster** online [here](#). Once you have submitted the course roster, you will be automatically emailed PDF certificates for each participant.

Checklist For Individuals And/Or Organizations Offering Leave No Trace Workshops

Individuals and organizations offering Leave No Trace Workshops and planning to provide a Certificate of Completion to participants must comply with the Leave No Trace Workshop Guidelines that include:

1. Instructors must be current Leave No Trace Level 1 or Level 2 Instructors.
2. Instructors must be current Leave No Trace members or working for a current Leave No Trace partner.
3. Distribute the Leave No Trace Introduction and Discussion of Course Risks document.
4. Follow the Leave No Trace Workshop Curriculum.

Course Enrollment

Leave No Trace Workshops do not have a required minimum or maximum number of participants to proceed. It is recommended that workshops have at minimum four (4) participants to ensure a quality experiential learning opportunity for the instructor and participants. It is also recommended that a workshop has no more than 20 to 30 participants, especially if there is only one (1) instructor. Keeping the instructor-to-participant ratio low will enhance learning opportunities.

Given the high interest in Leave No Trace Workshops, all workshops open to the public should be shared with the Leave No Trace organization to post on the [Upcoming Courses webpage](#). To post your workshop to the Leave No Trace website, please email a brief workshop description, including dates, times, costs, contact, and registration information to Training@LNT.org.

Lead instructors for a Leave No Trace Workshop must contact land managers at the intended course location before any course to ensure compliance with permitting and group size requirements, if applicable.

Course Costs

Course costs for Leave No Trace Workshops are not set by the Leave No Trace organization. Course leaders and/or organizations should set the cost of Workshops to cover material, travel, staff, and other costs and are encouraged to offer free Workshops whenever possible. If fees are charged, Leave No Trace encourages course leaders and/or organizations to make Workshop fees as low as possible to encourage enrollment and training efforts.

Leave No Trace Workshop Curriculum

A Leave No Trace Workshop, depending on the amount of time and audience, usually lends itself well to a mix of a PowerPoint presentation and inside or outside activities. It is best to introduce the idea of Leave No Trace, cover the principles, and time permitting, use a hands-on activity or two to reinforce the information that was just presented. Demonstrating some of the skills is always recommended: show proper gear for a day hike, backpacking trip, kayak trip, car camping trip, etc.; show how to store food properly; dig a cathole; set up a mock campsite that demonstrates good Leave No Trace behavior and practices, etc.

Instructors of a Leave No Trace Workshop reserve the right to deny a Certificate of Completion to a participant if, in the opinion of the instructor(s), the participant has not:

1. Attended and participated in the entire course.
2. Exhibited behavior consistent with the Leave No Trace philosophy.

What a half-day Leave No Trace Workshop looks like:

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, Instructors, mission, etc.

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

12:00 pm - Wrap-up

What a full-day Leave No Trace Workshop looks like:

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, Instructors, 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 activities, demonstrations, skits, role-play, etc.

4:00 pm – Wrap-up

Resources

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 Leave No Trace Workshops:

- Leave No Trace PowerPoint presentation – available for free on the Leave No Trace website: LNT.org/research-resources/leave-no-trace-powerpoint-deck
- Teaching resources and teaching activities – available for free on the Leave No Trace website: LNT.org/research-resources
- Many resources are available for purchase from Leave No Trace. Please visit Shop.LNT.org
- The PEAK (Promoting Environmental Awareness in Kids) and Teen programs are perfect for Leave No Trace Workshops geared towards youth. PEAK and Teen Packs can be purchased from Leave No Trace or “checked out” like a library book. Please visit LNT.org/research-resources/peak-pack
- Leave No Trace Workshop Guidelines: LNT.org/research-resources/how-to-run-a-leave-no-trace-workshop